

## **WOLFEBORO PUBLIC LIBRARY LANDSCAPING COMMITTEE**

Tuesday, November 17, 2020 Virtual Meeting Minutes

The meeting was called to order by Linda Wilberton, Chair at 9:01 a.m.

Linda Wilberton read the required COVID-19 Public Meetings via Electronic Media Notice.

Roll call was read by Nancy Bell: Attendees stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law): Trustees: Linda Wilberton (alone), Doug Smith (alone), Candace Thayer (not alone), Alternate Trustees: Deborah Long Smith (alone), Nancy Bell (alone), Foundation President: John Sandeen (alone), Library Director: Cindy Scott (alone), Friends: Susan Poirier (alone), Assistant Director: Joyce Davis (alone), Kathy Barnard (alone)

Linda asked if there were any changes or corrections to the **minutes of the October 13, 2020** meeting. A question was raised about a change to the minutes of September 18 which was explained and the motion was made by Kathy Barnard to accept the minutes. Linda Wilberton seconded the motion. Kathy Barnard, Deborah Long-Smith, John Sandeen Cindy Scott, Candy Thayer and Linda Wilberton voted to accept the minutes as presented. Joyce Davis, Susan Poirier and Doug Smith abstained due to nonattendance.

### **Old Business – Fall 2020 Improvements Update**

Cindy Scott gave a summary of removal of the earth and dirt right beside library building. This will be a drainage area instead of a garden and will be the last improvement this fall. The original contract from Milestone includes the cost of the drainage area. The drainage area will extend around the back of the building. The sprinkler system will not be placed in this drainage area but will be installed in the lawn instead as a future project.

### **New Business: Review of the RFP Submittals**

No submittals were received although 13 companies received copies of the RFP (some of which were sent unsolicited).

Cindy stated that she had previously seen this type of response and that the issue had been resolved by breaking down the RFP into parts.

Committee members discussed the possibility of calling those who had requested information to find out why they had not replied to the submittal. There was a discussion about Wodburn and Company having done the proposal for a ballpark figure and why they had not replied. It was decided that the committee members will contact these companies with a guideline of the type of questions to be asked as to why they did not respond to the RFP. It was suggested that these questions be placed in a positive rather than negative light ie. "what would have made you more likely to respond" as opposed to "why didn't your respond".

Cindy will develop a list of questions and asked for input from the committee. Committee members will make calls this week to report back to the group at the next meeting with the results of the phone survey in order to discuss the next plan of action.

**Next Meeting**

The next meeting will be on Friday, November 20 at 9:00. It is being planned as a virtual meeting

Linda Wilberton made a motion to adjourn. Doug Smith seconded the motion.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Nancy Bell

Unapproved until voted by the Landscaping Committee