

WOLFEBORO PUBLIC LIBRARY LANDSCAPING COMMITTEE

Friday, November 20, 2020 Virtual Meeting Minutes

The meeting was called to order by Linda Wilberton, Chair at 9:00 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), Alternate Trustees: Deborah Long Smith (alone), Nancy Bell (alone), Steve Farley (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 November 17, 2020** meeting. Seeing none a motion was made by Kathy Barnard to accept the minutes. Joyce Davis seconded the motion. Kathy Barnard, Deborah Long-Smith, John Sandeen, Cindy Scott, Linda Wilberton, Joyce Davis, Steve Farley, and Nancy Bell voted to accept the minutes as presented.

Old Business – Evaluation of Landscaper Feedback

Phone calls were made by members of the committee to various landscapers to help with the understanding as to why there were no responses for the Landscape Plans received. Some of the reasons included the time crunch due to season of the year and being very busy with fall cleanups, Covid issues due to inability to cross the state lines, time constraints, general reluctance, location being too far away, and no interest or reply to call received. Those people contacted offered suggestions that could help with a revision of the RFP included wording and breaking down the RFP into design and construction phase.

New Business: New Plan

The committee discussed sending out a new RFP which would be broken down into phases: a design and a construction phase. The hope is that this will enable more time for landscapers to respond. Landscapers would be able to bid on either or both plans. It was noted that supply lines for building materials has been strained and costs are higher making it more difficult to come up with solid plans. Kathy Barnard made a motion to rewrite the RFP and to separate the design and implementation into two sections. Susan Poirier seconded the motion. The motion was voted on by Kathy Barnard, Nancy Bell, Joyce Davis, Steve Farley, Deborah Long-Smith, Susan Poirier, John Sandeen, Cindy Scott and Linda Wilberton and approved by all voting.

The RFP will be rewritten and sent out to committee members and a date will be set for the next meeting to discuss the changes. It was agreed that making follow up calls is a good way to reach out and show interest.

Next Meeting

Cindy Scott will notify the committee of a date after Thanksgiving for the next meeting. It is being planned as a virtual meeting

Linda Wilberton made a motion to adjourn. Susan Poirier seconded the motion.

The meeting adjourned at 9:31 a.m.

Respectfully submitted,
Nancy Bell

Unapproved until voted by the Landscaping Committee