

WOLFEBORO PUBLIC LIBRARY LANDSCAPING COMMITTEE

Thursday, February 25, 2021 Virtual Meeting Minutes

The meeting was called to order by Doug Smith, Assistant Chair at 9:33 a.m.

Cindy Scott 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: Doug Smith (alone), Alternate Trustees: Deborah Long Smith (alone), Nancy Bell (alone), Steve Farley (alone), Library Director: Cindy Scott (alone), Friends: Susan Poirier (alone), Assistant Director: Joyce Davis (alone), Kathy Barnard (alone)

Doug asked if there were any changes or corrections to the **minutes of the November 20, 2020** meeting. Seeing none a motion was made by Joyce Davis to accept the minutes. Doug Smith seconded the motion. Doug Smith, Kathy Barnard, Susan Poirier, Deborah Long-Smith, Cindy Scott, Joyce Davis, Steve Farley, and Nancy Bell voted to accept the minutes as presented.

Old Business – Landscaping Design RFP – Review and Discussion

Cindy explained that the procedure for handling RFP's is undergoing a change at the town offices. RFP's will be opened at the town hall. This opening is public so members of the Board of Trustees and the Landscaping Committee should be able to attend. RFP's will be sent out by the Board of Trustees.

A discussion was held concerning the reasons why there were no submissions from the last RFP proposal. It was agreed that Covid restrictions concerning out of state travel, the season of the year with fall cleanups, the time element involved and ongoing projects were possible reasons.

The suggestion was made that there should be a change to the RFP to indicate the stipulation that native plants be used whenever possible. The RFP will be sent out in early April with a request for return in six weeks. Susan Poirier made a motion to have the updated RFP packets and information available for bidders in early April and expect submissions in six weeks from the date of issuance. Doug Smith seconded the motion.

New Business: On line discussions

Cindy Scott reminded the committee that no business should be conducted by email due to the Right To Know law. She asked that recipients of emails reply directly to Cindy with any concerns or questions and not directly to other members of the group. She will collate all correspondence and it will be addressed by the group.

Next Meeting

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

Deborah Long-Smith made a motion to adjourn. Joyce Davis seconded the motion.

The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Nancy Bell

Unapproved until voted by the Landscaping Committee