

## **WOLFEBORO PUBLIC LIBRARY LANDSCAPING COMMITTEE**

Wednesday, May 26, 2021 Virtual Meeting Minutes

The meeting was called to order by Linda Wilberton, Chair at 1:31 p.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: Doug Smith (alone), Candy Thayer (alone), Linda Wilberton (alone), Alternate Trustees: Deborah Long Smith (alone), Nancy Bell (alone), Steve Farley (alone), Library Director: Cindy Scott (alone), Friends: Susan Poirier (alone), Foundation: John Sandeen (alone), Assistant Director: Joyce Davis (alone), Kathy Barnard (alone)

Linda asked if there were any changes or corrections to the **minutes of the February 25, 2021** meeting. Seeing none a motion was made by Kathy Barnard to accept the minutes. Doug Smith seconded the motion. Doug Smith, Kathy Barnard, Susan Poirier, Deborah Long-Smith, Cindy Scott, Joyce Davis, Steve Farley, Candy Thayer, Linda Wilberton and Nancy Bell voted to accept the minutes as presented. John Sandeen abstained.

### **Old Business**

#### **RFP Submittals Received Monday, May 24, 2021**

#### **Review Process & Requirements – Planning and Development**

#### **Other Old Business**

Four (4) RFP submittals were received:

- Horsley Whitten Group (Sandwich, MA) (offices in Exeter, NH) \$15,998
- Kyle Zick Landscape Architecture (Boston, MA) \$12,000 + 500/+100 (additional mtgs)
- Terrain Planning & Design/Belknap Landscape/Carroll County Landscape (Gilford, NH) \$15,000-\$25,000
- Terra Firma (Portsmouth, NH) \$16,260

The purpose of the committee meeting is to establish a process to review the bids and propose a procedure to move forward. John Sandeen suggested the committee review how many of the submissions were viable and then decide how to proceed with the process. Discussions were held with members sharing insights and concerns about the various proposals. Susan Poirier made a motion to move forward to set up interviews with Horsley Whitten, Terra Firma and Terrain/Belknap/Carroll County. The motion was seconded by Linda Wilberton. A roll call vote was held: Kathy Barnard, Nancy Bell, Joyce Davis, Steve Farley, Deborah Long-Smith, Susan Poirier, John Sandeen, Cindy Scott, Doug Smith, Candy Thayer, and Linda Wilberton all voted yes and the motion passed unanimously.

### **New Business and Meetings**

It was decided that the next meeting for the Landscape Committee will be a combination of virtual and in person both as a means of testing the technology and to aid for those who wish to use either format.

Cindy Scott will be sending out more information to the committee members via email.

The next Landscape Committee meeting will be on Wednesday, June 2. This will be a virtual meeting

Cindy Scott will schedule interviews with the three selected proposers: Horsley Whitten, Terra Firma and Terrain/Belknap/Carroll County. Interviews will be scheduled on Wednesday, June 9 at 12:30 p.m., 2:00 p.m. and 3:30 p.m. and Thursday, June 10 at 12:30 p.m., 2:00 p.m., and 3:00 p.m. The selected invitees will be asked to provide a personal review of their proposal with the Landscape Committee. These interviews will be made available both in a virtual and in-person format.

### **Adjournment**

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

The meeting adjourned at 2:25 p.m.

Respectfully submitted,  
Nancy Bell

Minutes are unapproved until voted on by the Landscaping Committee