

HMML Trustees Minutes 6/16/2020
Via Zoom

Meeting Called to Order: 7:00pm

In Attendance:

John Clark
Betsy McCombs
Joan Harlow
Robin O'Day
Joe Trombley

Not in attendance:

Michelle Wheeler

Secretary's report

Joan votes to accept the minutes from May as written, Betsy seconds. Robin abstains, John, Joan and Betsy vote for the minutes to be accepted. Ben notes that he doesn't have the minutes from May or the ones before that.

Treasurer's report

Ben handed off treasurer's report to Betsy. Supplies haven't been ordered much, media is down. March maintenance and repair of almost \$1000 is folding chairs for the big room. Year to date percentages seem aligned with the percentage of the year. Robin asks about library addition money, it's a spreadsheet maintained by the selectmen. We're high in maintenance due to furniture purchases for addition. Money from non lapsing was transferred to lapsing account in order to buy the chairs. John wonders about the high cost of Comcast line \$300/month, Ben says it was high for the first few months because of transfer of lines and adding extra lines. Ben says we're still using the internet from the church. It used to be around \$180 /month Ben says. Electricity costs have gone down.

Director's report

Curb side service started June 1st it's working out well. Have day and evening pick up times. Ms Eva has made craft packets for kids to pick up and there are book pages for people to take too. John asks about state library updating protocols? Stay at home from the Governor has expired, there's protocols for distancing, masks. We don't have plexiglass shields. Town hall has plexiglass shields almost done, should be paid through the CARES act so get in touch with Greg about them. Greg also ordered floor markings. Library does have disinfectant, gloves and masks. Should coordinate with Dennis and Don (health inspector & building inspector), heads of the Epping EOC on reopening procedure. John asks Ben to invite them over for a consultation and let the board know so a trustee could maybe be there. Consistent

messaging between Town Hall and the Library would be important. Will we need partitions between computers, how often do we clean stairwells and bathrooms. Ben says we have the correct outlets for air conditioning units and he plans on ordering another one for upstairs.

Building report

We have short of \$18,000 left on the bond. Line item numbers Joe came up with with Charlie except for the screening and gable vents \$1500, gabled eaves and soffit (\$2500) but Charlie said he would paint the soffit and gabled ends. If someone volunteers to do painting it will save money. Redoing trim around windows and finish caulking the windows is not done yet. \$1000 split in two to do that job. Ben says there are more shelves that are not on the punch list, we have an order standing for ten more shelves, \$380 a piece-\$4000 total. The bricking in and sealing door for \$4000 includes the labor for the mason, supposed to use the original mason, doesn't account for bricks, we already have those. That amount should be more than enough. There is a fundraiser planned for this project, need this to be done to get a CO, needs to be brick? Joe says yes, at least a finished looking door that is sealed and the Advantech panel covered because it shouldn't be exposed to UV light for more than 12 months.

The fundraiser has a list of people but isn't underway, it would be a Friends fundraiser. Putting in bricks will be tricky because it is peak mason work, try for Donaldson who did previous brick work.

Eunice asks Joe if they could seal it with plywood and do a mural until the bricks are ready. The CO is only good month to month (Joe), the fear is that the plywood with mural without a commitment that there will be an item outstanding years down the road. If a mason is lined up and has a confirmed date that would be an acceptable parameter for Joe. Eunice says the Friends cannot meet by law to do a fundraiser, even Brewfest.

Teresa K asks if Charlie does the work on the punchlist how much will that save? He has a lift at his house if we could get the landscaping done. The budgetary numbers were generated with Charlie's input, \$1500 to rent the lift if a friend's wasn't available for him to use, to finish the exterior paint. If we couldn't get Charlie, there was another \$1000 to pay someone else to paint. \$7000 for finish landscaping and loam, other things we can do cheaper means the money can go towards landscaping.

Teresa asks who decides on the outside door? Joe says selectmen because shell of the building must be sealed off. Joe says if he supports the plan the selectmen would likely agree, for Joe to support it there needs to be a contractor lined up to do the finish work. Sealing a metal framed door would be \$800-\$1500 and Charlie could probably have the skills to do it. Do we want to wait for Donaldson to brick up the door, he's holding us up. Charlie probably could do the brick of the wall too, not to put Charlie's name in for it, but a subcontractor brings more fees. If we have Charlie do the remaining items we could probably save about 50% of what was left, possibly an additional \$4500 for the \$9000 left putting \$11,500 to landscaping.

The Selectmen control 100% of the warrant article money but once the budget is deemed completed the Selectmen would turn the money over to the trustees to use at their discretion.

Eunice also asks who gets the \$7000 for loam and landscaping, it will go to the library.

Teresa asks can we have the \$7000 to start the landscaping and Joe says yes but the reservation is going forward with landscaping but not touching the exterior punch list, Joe would

rather complete the opening, windows, trim etc and then whatever is leftover can go to landscaping if the trustees allow. The C of O has been going month to month the agreement will be month to month as long as progress is being made to the punch list but now we need to make headway on the exterior. Joe wouldn't hold up landscaping on a C of O but he wants to see the building elements complete or in progress. The front stairs have nothing to do with the C of O. The selectmen discussed that there are bids for that projects and have delayed opening the bids for two additional contractors to have more time, they have until the end of the week and a decision will be made Monday.

Robin asks about the windows. Joe says one of the windows on the basement level near the parking lot the metal needs to be painted so it won't rust, some need caulking so water doesn't leak in behind the window. Robin asked why the windows were left incomplete. Joe says he doesn't know the communication between Charlie and the contractors.

Landscaping

Welcome Patty Laughlin who donated a landscaping plan and Karen from Friends of the Library and Eunice as president of the Garden Club. Patty started with a "pie in the sky" plan and there are all kinds of ways to make the project more affordable. Some of the priorities for the project are improving esthetics, low maintenance, rugged low maintenance, native plants, seating areas, children's garden space, garden space for education (habitat, edibles, pollinators). A low maintenance landscape needs lots of plants so you don't leave space for Mother Nature to improvise. Mulch holds soil in place until your plants can hold the soil in place that's why it looks dense. The first few years require maintenance especially the first year. By year five and forward you spend less time and resources maintaining landscape.

John mentions that the original landscape includes between fire station and library and that won't happen now. Patty says that some pieces are independent so some pieces stand alone. South side is a different piece of the puzzle, not doing gardens there contribute to weed pressure but are easy to phase things in, won't detract from other landscaping.

Joe asks is there any concern with bees and them being near entrances to library. Patty says rare cases when bees are aggressive, usually when you touch them. The landscape is meant to attract bees and birds but you leave a space of three feet between a door to a pollinator plant. Joe says his only concern is that if and when it's not being maintained that it's town land and who's going to maintain it, what happens then? Patty says that's one of the educational components because if you design the landscape and consider the mature size of the plant at the ten year mark there should be no maintenance.

Joan asks about the seasons, are we growing out of our planting season? Patty says yes and the lack of rain is a problem, probably we'll be in moderate drought. The best windows for planting are May/June and before Columbus Day, the recommendation is to plant nothing until fall but do the site prep. The challenge right now is that wholesale nurseries say that plants are in high demand and the nursery supply chain was unprepared for that.

Joan wants to see the C of O finished so we know exactly what we have to spend, can we spend what we know we have in the fall and finish in the spring with the "extra" and the donations. Patty suggests starting with the trees and shrubs first and add perennials and ground cover later.

What does site prep involve? Patty suggests adding compost and cover from fall to spring to give nutrients to the soil and kill the weeds. Maybe do this now and then plant in the spring to reduce site prep costs. Patty is a certified landscape professional and she's supposed to do horticultural volunteer work, she suggests that we call in some other volunteers to come in and volunteer because they need volunteer hours. Also use well educated Garden Club members, Patty can get plants at wholesale cost.

John mentions that making sure we can get to the end of the road with this project in terms of costs. Joe says the max we have in the bond would be \$13000+ after the other punch list items are done. If Lorax Landscaping did all the site prep and all the installation for front and town hall side it would be \$30,000 which is tearing up the turf and till method.

Karen, chair of the Friends, says there are funds available for the library and they would like to make the landscaping the reality, they have \$16,000 in their budget total.

Another potential money saver is to buy smaller trees and shrubs. Patty says the most important part is getting the site prep right and then install the plants as you are able.

Joan suggests smother planting, plant trees and shrubs in fall and go ahead with volunteers and Garden club volunteers in the spring. Patty will run numbers, and maybe the McPhees could deliver compost and a volunteer with a tractor to spread the compost that would reduce costs.

Robin suggests using town equipment to spread the manure and then the wood chips and Joe says that as long as it doesn't interfere with their summer work we could use the town equipment. Patty says the wood chips that Charlie has for mulching would be acceptable for the smother method, they hold the slope better, hold water better prevent weeds better but there is a concern that the aesthetic is not as pleasing before the plants grow in.

Patty will run the smother method numbers as if she's providing all the labor and then that will give us a place to start.

Joan makes a motion to accept Patti's idea to do the smother method on the front and north side and back using Charlie's woodchips and proceed later to do the rest of the planting. Robin seconds the motion, Betsy votes yes, Joan is yes, John is yes, Robin is yes.

Robin makes a motion to ask Joe to ask the selectmen to he release the \$7000 allocated to the landscaping to the library trustees to begin the process of site preparation under the project management of Lorax Landscaping. Betsy seconds, Joan votes yes, Robin votes yes, John votes yes.

Robin makes a motion to install a non operable metal door in the old door frame to seal the building, Joan seconds. Betsy votes yes, Joan votes yes, Robin votes yes.

John will try to touch base with Charlie on if he's going to attend to the rest of the punch list items.

Joan makes a motion to adjourn, seconded by Robin. Everyone is in favor
9:05pm