

TRACY MEMORIAL LIBRARY (TML)
DRAFT FACILITIES COMMITTEE MINUTES
June 7, 2023

The meeting was called to order at 5 PM. Attendance: Crystal Schimpf, Library Director, Gerald Coogan, Sherry Williams and Steven Solomon.

Approve meeting minutes.

Committee approved the meeting minutes for March 1, April 28, May 10 and May 26, 2023.

Administrative

Crystal updated the Committee on the Town's desire to consolidate the several small accounts in Capital Reserves. She reviewed the Facilities Tracking Document and priorities and action actions. All agreed that the Facilities Tracking Document was a valuable tool in keeping tabs on various projects.

New business

Old business

Ongoing Maintenance & Minor Repairs: Discussion regarding the fountain (electricity not working) and the ADA barrier.

Tree Removal & Planting: The large tree has been removed and grass planted; pruning will happen soon.

Indoor Air Quality Inspection Recommendations: Crystal is seeking quotes on the HVAC; TML may close that day.

Stone Wall Concerns: The Facilities Committee voted to go into non-public session in accordance with RSA 91 A.

Walkway Concerns: Jerry reported he contacted two persons for the work: Marc Berry and Jeff Blake. Marc submitted a proposal. Crystal and Jerry met with Marc on June 10 to review the walkway; Marc will submit a revised proposed as more pavers are involved, than originally thought.

Generator Replacement: Jerry contacted Bob Harrington, DPW, Director, regarding generator replacement and Bob said the approximate dimensions re 5 feet by 7 feet. At present, the Committee considers this a low priority.

Irrigation Systems Upgrades: The Garden at Tracy is working with Green Leaf to determine the cost, which may not be as much as originally estimated.

Snow Diversion Upgrades: TML needs daily snow removal in the winter as ice build ups and can quickly become a safety issue. TML has two options: 1) Hire a Part Time maintenance person and 2) Request the Town to perform this service. Discussion of a Memorandum of Understanding (MoU) with the Town.

The next facilities committee meeting will be on Wednesday, July 5th at 5 PM. Jerry will not be present for the meeting.

The meeting adjourned at approximately 6:10 PM.