

**TRACY MEMORIAL LIBRARY
FACILITIES COMMITTEE MEETING MINUTES
Tuesday, December 19, 2023**

Present: Jerry Coogan, Sherry Williams, Director Crystal Schimpf

A special committee meeting was called to discuss a bid to replace and repair sections of the library roof. Meeting called to order by Sherry Williams at 5:02 pm in the meeting room at the Library.

PUBLIC COMMENT

None

NEW BUSINESS

- Roof Update Crystal presented a detailed proposal and bid for the roof work. Jerry Coogan noted that the proposal and associated emails indicate a potentially urgent situation. The contractor strongly suggests completing the work within the next few months to avoid more roof leaks and the risk of expensive interior damage. Crystal agreed that completion of the roof work is urgent and should be completed in Fall 2024.

Jerry suggested that it would be fiscally responsible to obtain a second inspection and bid. Sherry Williams concurred. Jerry will follow up with a contact who can recommend a company to provide the second inspection and bid.

Crystal agreed that getting a second opinion is a good idea. She stated that the current proposal requires a few changes and additions to clarify what will and will not be included in the proposed work and to confirm that the proposal does include extra snow diversion over the old Main Street entrance. She will ask the company for a new bid. In the meantime, she recommended that we use the current bid as the working figure to be included in the funding plan.

The discussion turned to funding the work. Crystal presented a plan that reflects requests from the Board of Selectmen and Budget Committee to fund large capital projects through bond issues in order to reduce capital reserves. Her revised plan proposes bundling roof replacement and repairs, exterior building repairs, and repair of the Main Street door into a \$375,000 FY2025 bond. Her suggested bond amount includes an 11% contingency to cover possible cost increases before the work is completed. Crystal stated that it is not necessary for the library to have signed a contract or to have agreed upon a contractor to work with before we make the request. Once the revised bid and a second bid are received, the Facilities Committee can review the bids and make a recommendation to the Board.

Crystal adjusted the FY2025 deposit request and expenditures to account for the bond request. The revised capital reserve request also includes reduced FY2024 lines based on updated projections.

Committee members agreed with the proposed plan and recommended that Crystal present her funding plan to the full board at its December 20 meeting. If approved by the board, Crystal will present the plan to the Town Budget Committee at its December 20 meeting.

UPCOMING FACILITIES COMMITTEE MEETING

- Facilities Committee: January 3 @4:30pm

A **MOTION TO ADJOURN** the meeting was made by Jerry Coogan and **SECONDED** by Sherry Williams.
The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 5:50pm

Respectfully Submitted,
Sherry Williams