

**TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**Wednesday, January 3, 2024 at 4:30 pm**

Present: Steve Solomon, Jerry Coogan, Sherry Williams, Director Crystal Schimpf Also present: Charles Kelsey, Lou Botta

Meeting called to order by Steve Solomon at 4:32 p.m. in the library meeting room.

**PUBLIC COMMENT**

None

**MEETING MINUTES**

- A **MOTION TO APPROVE** the public meeting minutes of the December 12, 2023 and December 19, 2023 Tracy Memorial Board of Trustees Facilities Committee meeting was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

**OLD BUSINESS**

Stone Wall

- Charles Kelsey, a New London resident, has volunteered to repair the library's stone wall, charging for the cost of materials, only. He has 35 years' experience working on stone walls. Currently he is rebuilding stone walls as a volunteer for Ausbon Sargent.
- Committee members received Mr. Kelsey's scope of work and cost-of-materials documents for review prior to the meeting. Mr. Kelsey summarized his work on other stone wall projects and responded to committee questions.
- Mr. Kelsey described his evaluation of the TML stone wall and shared his findings and recommendations. He stated that the wall is "incredibly well built" and remains sound. During his evaluation he found some areas of minor compromise which he believes can be easily repaired. He stated that he visited the wall a second time to confirm his initial findings. He estimates that it will take approximately one day to complete the repairs and plans to do the repairs during the spring. He will clear all debris from the wall to get a clear view. He will remove loose stones, and chip out old mortar to prepare a solid foundation to re insert stones.
- Mr. Kelsey recommends trimming the maple trees nearest above the wall at the corner nearest the abutter's property rather than removing them. Tree trimming has already been scheduled for FY2025 and these trees are included in the scope of work.
- Steve Solomon discussed the Town requirements for volunteer services. He will prepare the necessary legal documents and will work with abutters to arrange for Mr. Kelsey to access their properties.
- A **MOTION TO RECOMMEND** that the Tracy Memorial Library Board approve Mr. Kelsey's work plan was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**. The recommendation will be presented at the January 17 Board meeting.
- If the Board approves the work plan, a member of the Facilities Committee will notify the Garden at Tracy Library Board of the plan.

Air Quality and Duct Cleaning

- Crystal reported that deep cleaning will be completed on January 8. Staff members will be on site during the cleaning. Crystal explained the invoicing process to Matthew Gunby.

- Facilities Committee will schedule Purely Green to re-test air quality after the deep cleaning is completed. The re-testing was included in the capital reserve request for mold remediation work.
- Crystal reminded the committee to make sure that the bowed windows in the reading room are deep cleaned when the exterior repairs are done.

#### Front Door

- Jerry Coogan reported that he met with Frank Anzalone to ask him to suggest the name of someone to repair or replace the Main Street door.

#### Roof

- Jerry reported that Northpoint Roofing is scheduled to inspect the roof January 18. There will be no charge for the quote.
- Crystal asked Jerry to follow up with Weather Check to modify their bid by adding additional snow diversion over the Main Street door, add the cost cited in item #7 in the inspection report to the bid (\$2500 for “minimum” roof repairs on specified roof sections), and ask about the warranty for all recommended work.

#### Generator

- Jerry invited Lou Botta, Emergency Management Director for the Town of New London, to talk about the FEMA grant process related to partial funding of a larger generator for the library. He stated that the library will need to be connected to emergency management to apply for the grant. If the library installs a larger generator, it would be positioned to offer warming or cooling space during regular library hours.
- Mr. Botta explained the grant application process and cited two local generator projects that were funded, in part, by FEMA grants.
- A **MOTION TO RECOMMEND** that the Tracy Memorial Library Board pursue an EMPG (Emergency Management Performance Grant) to replace the current library generator with a larger generator with the understanding that the library will be designated as a warming/cooling center during normal library hours was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**. The recommendation will be presented at the January 17 Board meeting.

#### Library Maintenance Tracking Document

- Crystal distributed the revised tracking document and clarified the contacts and procedures for maintenance and minor and major repairs.

#### **NEXT FACILITIES COMMITTEE MEETING**

- February 7 @4:30pm, Tracy Memorial Library Meeting Room

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

**ADJOURNMENT** 5:53pm

Respectfully Submitted,  
Sherry Williams