

TRACY MEMORIAL LIBRARY (TML)
JOINT FACILITIES and FINANCE COMMITTEES MINUTES
January 11, 2024

The meeting was called to order at 5:00 PM. Trustees: Gerald Coogan, Sherry Williams, Steven Solomon and Thomas Carley.

Staff: Matthew Gunby, Assistant Director and Ben Cote, Youth Services

New Business

Priorities and funding options for library roof and exterior repairs

At the invitation of Sherry Williams, Phil Sherman, the Town's project manager for the Whipple hall renovation project, discussed managing a bond issue and a construction project. Phil discussed the bond process, the full design, including airflow, mechanical engineering et cetera. Key components of a project management for a construction project are:

1. Scope and sequencing of the project;
2. Cost estimates with contingencies;
3. Completion dates with approval of payment;
4. Shut down; and
5. Project documentation.

G. Coogan stated that a second roofing company inspected the TML Library roof. That company believes that the roof would have another 30 + years with regular annual maintenance and estimated one day of work with estimated cost of \$2,800 to \$3,500. This is significantly different from the evaluation and recommendation provided by the first roofing company.

In the cost estimate from Weather Check, G. Coogan noted a new roof could wait a year plus.

S. Solomon thought TML should defer the bond request and seek the services of a design professional to review the roof condition and provide guidance as to how TML should proceed.

The Finance and Facilities committees recommended the following.

1. Defer the bond request and find an engineering design professional to evaluate the roof and recommend how TML should proceed.
2. Contract with a design professional to evaluate the roof;

3. Contract with the second roofing company to complete the limited-scope roof project they recommend; and
4. Add \$60,000 to the Capital Reserve Budget to fund the limited-scope roof project and the major exterior building repairs (listed in the bond request).

The summary of discussion prepared by S. Williams is an attachment.
The meeting concluded at 6:19 PM.

The next Facilities committee meeting will be on Wednesday February 7, 2024 at 5:00 PM.

Respectfully submitted,

Gerald Coogan