

TRACY MEMORIAL LIBRARY (TML)
DRAFT FACILITIES COMMITTEE MINUTES
December 11, 2024

The meeting was called to order at 5:02 PM. Attendance: Gerald (Jerry) Coogan, Steve Solomon, Frank Lemay (Milestone Construction) and Richard Tutwiler, Director

Update on Milestone Construction: Frank Lemay presented five different quotes for the roof repairs. Of the five, serious discussion was given to quotes prepared by Master Roofers and Northpoint Roofing. There are some variances in the different project aspects (Membrane Roof repair, Flashing, Ice Belt and Slate Repair) that leads to the different pricing options. Frank noted that the repair of the Ice Guard is of particular concern and should be prioritized. It was agreed that the quality of work performed in the past by both Master Roofers and Northpoint Roofing meets the expectation of the Facilities Committee and Milestone Construction.

It had been intended to combine the roof repair project and exterior trim repair projects into one, but Frank advised against it since the cost was not currently budgeted and could lead to further delays as we wait until FY26 to begin for funds to become available. The committee agreed that it was in the best interest of the library to move forward with the roofing project separately as soon as possible.

A full quote for the roofing repair work will be provided by Frank after he meets with the two roofing subcontractors. As the work is expected to come under the \$90,000 allotment previously approved, no additional Board of Trustee vote is necessary. The group agreed that when a full quote is provided, a special meeting will be called to discuss and approve.

Previous Meeting Minutes: The committee voted to approve previous meeting minutes from the Special Facilities Committee meeting on October 23rd, 2024, and the regular Facilities Committee meetings on September 16th, 2024 and June 5th, 2024. At 5:43pm, Jerry **motioned to approve**, and Steve **seconded**. The motion was **approved unanimously**.

Adjournment: The meeting adjourned at 6:02 PM.