

TRACY MEMORIAL LIBRARY (TML)
SPECIAL FACILITIES COMMITTEE MINUTES
January 23, 2025

The meeting was called to order at 2:05 PM. Attendance: Gerald Coogan, Steve Solomon. Staff: Richard Tutwiler

Special Meeting - Discussion regarding roofing repairs

The purpose of the meeting was to discuss the Milestone Construction contract proposal. Richard noted that the contract had already been reviewed by PrimeX, the insurance and contract review organization that the Town of New London contracts with. A few alterations were made at their request, specifically with the Certificate of Insurance, and the alterations were to the satisfaction of PrimeX.

The committee reviewed the contract and had no specific issues with the language. However, upon further review of the contract, it was noted that the contract did not contain a hard dollar amount not to be exceeded. Richard explained that these details were not yet presented, as the current contract would just detail the agreement between Milestone Construction LLC and the Library to contract Frank Lemay as Project Manager for the repairs, utilizing the Architectural Report presented by Frank Anzalone Architects and Associates, dated from last July.

Steve proposed to sign the agreement, noting that an addendum would be provided later that detailed the scope and schedule of the work, including the dollar amount. Richard let them know he would reach out to Frank Lemay and request the addendum immediately.

A motion was made by Gerald Coogan at 2:22, seconded by Steve Solomon, to accept the contract with the requirement that an additional addendum be supplied later. The motion passed unanimously.

The facilities committee then reviewed the meeting minutes from 12/11/24. A motion was made by Gerald Coogan at 2:28 to accept the minutes, seconded by Steve Solomon. The motion passed unanimously.

The meeting was adjourned at 2:30.

Respectfully submitted,

Gerald Coogan