

TRACY MEMORIAL LIBRARY (TML)
FACILITIES COMMITTEE MINUTES
July 8, 2025

The meeting was called to order at 4:35 PM. Attendance: Gerald (Jerry) Coogan, Steve Solomon and Thomas Carley.
Staff: Richard Tutwiler, Director

Approve meeting minutes.

A MOTION TO APPROVE the meeting minutes from June 2, 2025, was made by Jerry Coogan at 4:37 PM. Steven Solomon **SECONDED** the motion. The motion **PASSED** unanimously.

OLD BUSINESS

Exterior Library Repair Project: The purpose of this meeting was to review the Exterior Library Repair Estimate from Milestone Construction and discuss whether to recommend the estimate to the Library Board of Trustees at their 7/16/2025 meeting.

Richard noted that after multiple discussions, Frank Lemay of Milestone Construction had agreed to honor the original estimate for the library exterior repair project, of \$128,852.85. That figure included overhead costs of 10%, profit costs of 10%, and an additional 20% contingency. This estimate would only consider the painting of the replaced/repared fixture and trim around the exterior of the library.

A discussion followed regarding the funds available in the Tracy Memorial Library Building Maintenance Trust Reserve. Thomas Carley noted that after a discussion with Joe Kubit, fellow Trustee of the Trust of New London, there existed \$119,238.59 unused funds in the reserve, with an additional \$200,000 disbursement into the reserve to come from the approved FY26 Budget in March.

A brief discussion of additional expected repair projects over the five- and ten-year capital improvement plan. Tom noted that the additional disbursement of \$200,000 should allow the library to encumber the larger Exterior Repair Project number without impacting future needs.

A MOTION TO APPROVE the recommendation of the Library Exterior Repair Estimate from Milestone Construction in the sum of \$128,852.85 to the Library

Board of Trustees for approval was made by Steve Solomon at 4:45 PM. Jerry Coogan **SECONDED**. The motion **PASSED** unanimously.

The meeting adjourned at approximately 4:50 PM.

Respectfully submitted,

Jerry Coogan