

TRACY MEMORIAL LIBRARY (TML)  
**DRAFT** FACILITIES COMMITTEE MINUTES  
May 6, 2026

The meeting was called to order at 5:33 PM. Attendance: Gerald (Jerry) Coogan and Steve Solomon.

Staff: Richard Tutwiler, Director

**Approve meeting minutes.**

**A MOTION TO APPROVE** the meeting minutes from January 7th, 2026, was made by Steve Solomon at 5:35 PM. Jerry Coogan **SECONDED** the motion. The motion **PASSED** unanimously.

**OLD BUSINESS**

Exterior Library Repair Project: Richard reported to the group that the Facilities Exterior Repair Project is near completion.

The windows in the turrets of the library have been installed by Milestone subcontractors. Richard reported that the subcontractors had finished their labor, and moving forward it looks like the site supervisor for Milestone will be doing the final trim work and caulking around the windows to ensure they are similar to the existing trim. Richard also noted that there were some concerns about the windows not being rounded by members of the community, but Richard had expressed that the previously failed windows did not have rounded glass, just rounded wood. A brief discussion followed. Richard noted that quarter round molding would be installed on the interior of the building around the windows as the final part of the project.

The final roofing element, specifically the installation of a new copper rain diverter, had just begun by Master Roofers, subcontracted out by Milestone. Richard also reported that they were going to repair/replace a few pieces of the slate roof that had fallen and not adhered correctly. The project is expected to be completed within the next two weeks.

Telephones: As part of a potential upcoming project, Richard noted that the library phone systems were not directing calls correctly, and voicemail was not accessible. Richard brought in TDS to conduct repairs, but unfortunately the point of potential failure was not their equipment and they no longer work on them. Richard noted that there is another repair person around town who does occasional contract work, previously employed by TDS, that may be able to assist.

Pavement: Richard shared that the building maintenance pavement project for FY27 would be rolled in with additional projects that Town of New London Department of Public Works would be doing, to lower costs.

The meeting adjourned at approximately 5:57 PM.

Respectfully submitted,

Jerry Coogan