

THE TOWNSHIP OF HORTON  
**Municipal Infrastructure Committee**  
June 20, 2012

There was a Meeting of the Municipal Infrastructure Committee held in at the Horton Community Centre on Wednesday June 20, 2012. Present were Councillors Glen Campbell and Jamey Larone. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Councillor Campbell acted as Chair and called the Meeting to Order at 4:14 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by the members or staff.

3. MINUTES OF MAY 29, 2012 MEETING

Chair Campbell reviewed the May 29 Meeting Minutes.

4. BUSINESS ARISING

Councillor Larone asked if Clouthier Construction had donated gravel to the Community Centre. The CAO/Clerk said yes.

Is second railing on retaining wall required

Councillor Larone said he has not asked for a status of the railing. Chair Campbell said he has spoken to the person donating the railing to see if it can be made from square steel rather than round steel.

Scope of work and budget for generator switchover

Chair Campbell has discussed this with one electrician. He said he now has the scope of work and he will get the three prices.

Eaves trough down pipe at Municipal Office

Councillor Larone suggested that the Public Works staff could add this Council approved work to their schedule. Chair Campbell said he will drop off the remainder of a coil of Big "O" drainage tile he has donated. He said he also has an adapter.

Thermostats at Community Centre

Councillor Larone said that there is a need for logbooks to be purchased. One kept with the keys at the Community Centre which would include a chair lift section and one in the furnace room. The log book would set out the need to change the batteries in the thermostats twice yearly when the time changes. The Members discussed other locations for log books and agreed on the following:

- 1 log book in the generator room at Community Centre for monthly testing;
- 1 log book in Zamboni room for propane and servicing
- 2 log books for Municipal Office – 1 for furnace room & 1 for remainder of building;
- 1 log book for fire hall which the firefighters would organize;
- 1 log book in the generator shed by the fire hall;
- 1 log book for the Public Works Garage

Sections will be put into each log book for items that are to be logged.

The Committee Members agreed to review the log books in the spring and fall.

### Pumping septic tanks

The Members asked the CAO/Clerk to get prices on pumping the 3 septic tanks.

The Members agreed that the overhead wire from the garage to the salt dome should be put underground. Our crews could do it with the backhoe to dig the trench.

### Scope of work for service agreements on furnaces

Chair Campbell said he has a scope of work that he will forward to the CAO/Clerk. The companies that will be requested to quote are North Country Heating, McCreas's, Melcher, T. Williams and Chris Chapeski. Items to be included in the quote are minimum response time, hourly rate, O/T rate on service calls, and must meet TSSA requirements. The CAO/Clerk was requested to send the request for quotes out as soon as he receives the scope of work.

### Upgrades to community centre and change rooms.

#### **Divide into trade groups**

The Members divided the work identified at the May 29<sup>th</sup> meeting into the following groups:

#### Electrician

- Battery backup light in the kitchen
- Install septic alarm box in change room

#### Self – in House

- Exhaust hood grease collector extension in kitchen
- Change water filters
- Clean out grease trap in kitchen every 6 months
- Purchase and put flashlights in kitchen, bar, furnace room and front coat room
- Labelling of equipment and doors in change room
- Install locks on condenser disconnects
- Septic cleanout
- Use locks on propane valves in the kitchen
- Extend metal roof over air conditioner at Community Centre
- Flood rink with hose – get list of volunteers – refer to Rec Committee
- Clean filter over stove in kitchen at same time grease trap is cleaned
- Repair rink boards – asked Recreation Committee to resolve
- Ask Recreation Committee to provide a written report on maintenance to the stage.

#### Handyman

- Frame up ceiling over generator in generator room
- Make a storage rack for propane tanks in Zamboni room

The Members agreed to table an additional stove in the kitchen at this time.

The Safety Committee will be requested to review the location of the fire extinguisher in the kitchen and to determine if there are enough extinguishers in the community centre.

Councillor Larone said he would construct a new step up onto the stage for the Canada Day breakfast.

The Members agreed to inspect the donated outdoor stage following this meeting and determine if it could be used on the rink for Canada Day.

Councillor Larone said that Dagenais have donated a window which will be installed in the snack room as a serving window in the change room building. Electrical switches etc. have to be relocated. Chair Campbell said he would look after.

#### Lunch room door at the Municipal Office

Councillor Larone said he spoke with suppliers. He will get quotes for consideration.

The Members discussed the age of the furnace in the Municipal Office. Chair Campbell said he would get a free analysis from Bardon.

#### Handrail on stairs to Meeting Room at Community Centre

Councillor Larone said he will review alternative designs with the Chief Building Official who has seen a design in the past that would work so one should be available. He will check at a specialty store in Ottawa when he is down sometime.

#### Water Filter at Community Centre

The CAO/Clerk confirmed that the water filter has been replaced.

#### Cost to install bar sink and cabinets in the upstairs meeting room at Community Centre

Councillor Larone said he has been contacted by Valerie Miller and Councillor Whyte Chair of the Recreation Committee who have found a used set of Deslaurier kitchen cabinets in a house undergoing renovation. Cost is \$1200. He will make an appointment to see the cupboards.

Chair Campbell said he would ask Bardon to also check out what was needed to get the plumbing upstairs. He said that Bardon was a company that supplies furnace and plumbing parts.

#### Clocks at Community Centre

Chair Campbell said he spoke with a school board representative who had a supply of used clocks from classroom renovations that he would give him.

#### Pigeons under rink roof

Chair Campbell said he is asking questions of suppliers and will bring back a report.

#### Flashing on Community Centre Buildings

As promised, Councillors Campbell and Larone will reinstall the two pieces of flashing that have blown off.

#### Plans for heating upstairs meeting room

Chair Campbell said that if we rent the upstairs meeting room, the heating/air conditioning should be zoned so you don't have to heat/cool the entire building. He will ask Bardon for information.

Repair handicap door opener at Municipal Office

The CAO/Clerk was requested to contact Renfrew County Windows, where the door opener was purchased from, to send a repair person out when they are in the area.

5. OTHER BUSINESS

Water damage to drywall ceiling in upstairs meeting room

The Members discussed possible causes for the water leaks. Councillor Larone will check out the roof ridge for leak possibility.

The CAO/Clerk informed the Committee Members that the Safety Committee met earlier today and they had the following items they referred to the Infrastructure Committee:

Concrete panel that fell from above garage door in the Public Works Garage

The Safety Committee had recommended that the Infrastructure Committee have a safety inspection of all the concrete panels in the Garage. The Members discussed this request. They asked the CAO/Clerk to check out costs of an inspection. This Committee will make a report back to the Safety Committee.

Fluorescent light covers reinstalled in the Kitchen at Community Centre

The Safety Committee noticed in a recent safety audit that the covers were off the light fixtures in the kitchen and assumed that it was because the covers didn't let enough light through. Chair Campbell said the reason was that flies built up inside the covers and the health inspector told them to remove the flies. The kitchen staff left the covers off so there are no flies now. However, if the Safety Committee considers the covers are needed as a safety precaution, he will install them.

2 stepladders

The Safety Committee recommended the Infrastructure Committee purchase 2 – 4 foot step ladders, one for the Community Centre and one for the Municipal Office for safety reasons. After discussions, the Infrastructure Committee Members agreed that 5 to 6 foot ladders be purchased. Cost is approximately \$79 each for green fiberglass ladders. The Committee will get prices.

Grill into bar door

The Safety Committee noticed that during their safety audit, the bar room was quite warm from heat from the coolers. They suggested that a grill be installed in the bar door for air circulation. The Infrastructure Committee suggested installing two grills in the sliding windows at the serving counter. Chair Campbell said he may have access to materials to do this.

Hinge on handicap bathroom stall door in Men's washroom at Community Centre

The Safety Committee reported in their audit that the top hinge was loose on the handicap stall door. The Infrastructure Committee said this should be referred to the Recreation Maintenance Sub-Committee for repair.

Paint storage

The Safety Committee had noted that there were a large number of partly full paint cans upstairs in the storage room above the front entrance at the Community Centre. They recommended that a storage cabinet be purchased. The Infrastructure Committee noted that safety cabinets were costly. They suggested that the paint cans be taken to the Household Hazardous Waste Depot. Councillor Larone said he would take several cans to a paint shop to see if the paint is still good. He noted that paint will be needed in the fall if shelving is coming in.

Plugs in furnace room at Municipal Office

The Safety Committee expressed concern with the location of the plugs for the computer equipment located in the furnace room. A copper pipe runs nearby. Chair Campbell said he would inspect and see if GFI plugs are required, and if so, he will have replaced.

6. NEXT MEETING

The Committee Members agreed to meet Saturday morning June 23 to look at the leak in the roof, the drywall, the covers from the fluorescent lights and view the panels at the Public Works Garage.

The next regular meeting will be Wednesday July 11 at 4 pm.

7. ADJOURNMENT

Moved by Jamey Larone, Seconded by Glen Campbell that the Committee adjourn this meeting at 6:40 pm.

The Committee Members looked at the outdoor stage after the meeting was adjourned.

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CHAIR

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CAO/Clerk