

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Municipal Infrastructure Committee Meeting

July 11, 2012

There was a Meeting of the Municipal Infrastructure Committee held in the Municipal Council Chambers on Wednesday July 11, 2012. Present was Councillors Glen Campbell and Jamey Larone. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Co-Chair Larone called the meeting to order at 4:10 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF JUNE 20, 2012 COMMITTEE MEETING

Co-Chair Larone asked the Members to review the June 20<sup>th</sup> Minutes.

4. BUSINESS ARISING

The Committee Members reviewed the following items from the June 20, 2012 Committee Meeting:

Is second railing on retaining wall required?

Councillor Campbell said he spoke with the donor and he can make the railing with round or square steel. He will wait until we tell him what we require.

Scope of work and budget for generator switchover

Councillor Campbell said he has the draft scope of work. He will bring it in to the CAO/Clerk to review it. Then he will send it out to electricians for quotes.

Eaves trough down pipe at Municipal Office

Councillor Campbell said he put the big "O" tile in his truck to bring tonight but his wife took the truck to Ottawa. He will drop it and the adaptor off tomorrow.

Thermostats at Community Centre

The CAO/Clerk reported that 7 log books have been ordered as set out in the June 20<sup>th</sup> minutes. Councillor Campbell presented two hard covered books to be used at the Municipal Office.

Pumping septic tanks

The CAO/Clerk advised that he has asked for a quote for pumping the three tanks from Thompson Septic Pumping.

Scope of work for service agreements on furnaces

Councillor 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, McCrea'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. He also advised that he has inspection tags to place on each piece of equipment.

Upgrades to community centre and change rooms.

The Committee Members reviewed the following list of work that is to be carried out from the June 20<sup>th</sup> Committee Meeting and added some work to the different trades: (changes are shown in bold font)

**Divide into trade groups**

Electrician

- Battery backup light in the kitchen **Councillor Campbell will look after.**
- Install septic alarm box in change room. **Councillor Campbell will look after.**

**Add quotes for generator switch over and repair the sign. Send the quotes to Yemen, Valley Automation and Control, Eady Electric, C & C Electric and R & R Electric. Councillor Campbell will supply scope of work and contact the companies for a quote.**

Self – in House

- Exhaust hood grease collector extension in kitchen **Councillor Campbell will provide the parts and staff install them.**
- Change water filters
- Clean out grease trap in kitchen every 6 months **Clean stove filters at same time**
- Purchase and put flashlights in kitchen, bar, furnace room and front coat room **Recreation Program Manager to purchase**
- Labelling of equipment and doors in change room **Recreation Program Manager to complete**
- Install locks on condenser disconnects **Public Works Staff purchase small locks and install**
- Septic cleanout **CAO/Clerk to prepare quotation form. Find out recommended frequency of pumping. Find out from Public Works staff if clean out access requires a frame and insulation to permit easier access in the future.**
- Use locks on propane valves in the kitchen **Recreation Program Manager to install locks on the valves that are currently stored in the kitchen cupboard**
- Extend metal roof over air conditioner at Community Centre **Public Works Staff to construct a metal frame and roof over the air conditioners. If height permits, extend the frame and roof over the side door next the rink. Supplies should be in zamboni room.**
- Flood rink with hose – get list of volunteers – refer to Rec Committee **Recreation Committee and Recreation Program Manager to arrange with volunteers to flood the ice with a hose rather than rely solely on the zamboni to flood the ice.**

- Clean filter over stove in kitchen at same time grease trap is cleaned **See above**
- Repair rink boards – asked Recreation Committee to resolve **Recreation Committee to inspect boards and recommend repair or section replacement**
- Ask Recreation Committee to provide a written report on maintenance to the stage. **Provide copy to the Safety Coordinator.**

#### Handyman

- Frame up ceiling over generator in generator room
- Make a storage rack for propane tanks in Zamboni room. **Add that there is a metal cage behind the rink change room that will be used.**

**Add installation of door off lunch room at Municipal Office to the Handyman list. Co-Chair Larone brought one quote for the replacement door and frame. He has two more quotes ready for pickup. He agreed to draw up a scope of work to be used by contractors to quote. We will advertise in the Horton Corner.**

**Add ceiling in generator room which is to build a wall 48” high between the change room and electrical room to fill in the gap. An access door 4’ wide will be included in the new wall to provide future access. 2 hinges and a hasp lock will be required. Co-chair Larone will prepare a materials list for a quote.**

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. **The Members reported that they looked at the outdoor stage that has been recently donated. The surface appears to be OK but some of the legs have been lengthened and question the method used to do this. They recommended that this issue be referred to the Recreation Committee’s Maintenance sub-committee.**

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. **Councillor Campbell said the plan now is to take the handrail from the rail side and install it on the opposite wall. He will discuss what retrofitting will be required with Garnet Headrick who did the remodeling in the stairwell.**

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. **Co-Chair Larone said he did see the cupboards, but the Committee had determined that they didn't have a budget for the purchase and the owner couldn't wait until the Council meeting for a decision.**

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. **Councillor Campbell advised that he spoke with the Bardon contact. He will make himself available to meet the Bardon representative to walk through the facility.**

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. **Councillor Campbell said he had the clocks and would drop them off.**

Pigeons under rink roof

Chair Campbell said he is asking questions of suppliers and will bring back a report. **Councillor Campbell said he spoke to a number of experts at Camp Petawawa who deal with pigeon removal. They use mostly noise to repel the pigeons but that won't work for use. He is working on other alternatives.**

Flashing on Community Centre Buildings

As promised, Councillors Campbell and Larone will reinstall the two pieces of flashing that have blown off. **Co-chair Larone said that they have inspected the flashing. The problem is that the "j" for the soffit on the outside wall does not have enough screws which permit the wind to blow the soffit up and blow out. Repairs are needed. The CAO/Clerk was to contact the contractor requesting a fix to the problem that was created when they constructed the facility. Co-chair Larone proposed a site inspection with the contractor.**

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. **The CAO/Clerk reported that he spoke with Renfrew County Window and Door, who installed the door, to send the service man around when he is in the area.**

Water damage in upstairs meeting room

**The CAO/Clerk advised that he has written a letter to the original contractor expressing concern with the missing foam weather strip in the roof vent.**

Light covers in the Community Centre kitchen

Councillor Campbell will install.

Two step ladders

Councillor Campbell is attending the Recreation Committee meeting later this evening and he will ask what the intended use of the ladders is where they are to be stored. He will then purchase them at Home Depot which is the cheapest place to purchase ladders.

Grill installed in bar doors

Councillor Campbell will drop them off and the Public Works staff can install them.

Handicap washroom door hinge in men's washroom

This will be referred to the Recreation Committee for their maintenance sub-committee to repair.

Paint storage

Co-Chair Larone said there was very little paint in the cans he inspected upstairs in Community Centre. He suggested the cans be sent to the Household Hazardous Waste Depot for recycling.

Electrical plug in furnace room at Municipal Office.

Councillor Campbell will supply and install a GFI plug.

5. NEW BUSINESS

Councillor Campbell said he took the big Canada Flag down from the rink roof that was put up on Canada Day. He said he had been told that the sinks in the kitchen had been slow to drain on Canada Day. He suggested that the grease trap be emptied soon.

6. NEXT COMMITTEE MEETING

The Committee agreed to meet September 19, 2012 at 4:00 p.m.

7. ADJOURNMENT

Moved by Glen Campbell, Seconded by Jamey Larone that this Meeting be adjourned at 6:00 p.m.

Carried

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Co-Chair

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CAO/Clerk