

THE CORPORATION OF THE TOWNSHIP OF HORTON

Finance Committee Meeting

December 2, 2013

There was a Meeting of the Finance Committee held in the Municipal Council Chambers on Monday, December 2, 2013. Present was Mayor Don Eady and Councillor Jamey Larone. Staff present was Jennifer Barr, Finance Manager. Also present was Recreation Committee member and Chair of the Community Hall Expansion Committee Dave Bennett.

1. CALL TO ORDER

Mayor Eady called the Meeting to Order at 3:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. COMMUNITY HALL EXPANSION – 2014 PROPOSED BUDGET

Mayor Eady requested that Ms. Barr explain the Community Hall Reconciliation of Revenue and Expenses accrued to date. Ms. Barr reviewed the tender amount, in floor heating costs, extra invoices and the revenue sources approved by Council to date.

Dave Bennett noted that one of the invoices from Garnet Headrick was actually for the in floor heating. Ms. Barr is to adjust the reconciliation sheet.

Mayor Eady inquired as to the building committee's commitment to continue to fundraise. Dave Bennett will clarify the commitment with the committee members but it is his understanding that the building committee is firm on their commitment and that no tax payer dollars will be used. Mayor Eady requested that the commitment be confirmed and that the actual costs be clarified.

Mayor Eady then turned the floor over to Councillor Larone who has some questions with regards to material requirements and volunteer hour requirements.

Councillor Larone inquired about the following:

- Is R40 insulation sufficient or is R52 required? Mr. Bennett is to clarify
- Lumber for Janitorial Room, this room is not addressed on the drawings, is it a flat ceiling? Mr. Bennett noted that the intent is to leave an open cavity above the ceiling for stage item storage
- Drywall, estimate is 6,000 sq ft, only 4,000 sq ft quoted? Mr. Bennett has a donation of 2,000 sq ft.
- Is a second fire door required? Mr. Bennett, not at this time but may need to be changed in the future depending on renovations.
- The consumable estimate for materials such as mud, tape etc. may be low by \$700.00. Mr. Bennett noted that given reusing the material from the old wall is should be close to estimate.
- Mayor Eady noted that extra support to the stage ceiling will be required in order to hang curtains, lighting or other items. Mr. Bennett noted that there should be sufficient material from the old wall for such support.

- Ms. Barr noted that a detailed invoice of actual materials would assist when reviewing material requirements. Mr. Bennett will obtain that information from Nathan Corbin.
- What is the difference between T12 lighting fixtures and T8 quoted? Mr. Bennett noted that T8 is a better quality fixture.
- What will be the heat source during renovations? Mr. Bennett noted that the electrician will provide heaters and that they are to be run off the dishwasher line.
- Councillor Larone inquired as to the time line. Mr. Bennett noted electrical one week, framing first on Janitorial room then drywall.
- Are additional outside fixtures required? Mr. Bennett noted that the old one will be reused. Mr. Bennett further noted that outlets from the ceiling to a live switch are not included.
- Are all plumbing fixtures included? Mr. Bennett noted that they are included and relocation is included.
- Is the stage retrofit been considered? Mr. Bennett noted that it has to be extended to fit into the opening and those costs have been accounted for.
- Mr. Bennett noted that there are 5 zones for the in floor heating and that each zone can be run independently.
- The contingency of 20% seems higher than normal, can it be brought down? Mr. Bennett noted that given reusing old material that he was concerned about a lower value and being caught with unusable material that wasn't foreseen. Also, when moving the kitchen cabinets there is potential for plywood requirements which can be costly.
- How are the volunteers to be trained? Mr. Bennett is planning to utilize the services of Jim Miller anticipating a cost of \$1,000 plus a fee per person. This should be covered by the 20% contingency estimate. Mrs. Barr noted that a copy of the documents of training should come to the main office. Mr. Bennett will provide all safety equipment required and equipment required such as scaffolding.

A general discussion then took place with regards to scheduling of volunteers in order to complete the project by March 31, 2014.

Mayor Eady noted that the procurement bylaw must be followed. Mr. Bennett will obtain two more electrical quotes. Mayor Eady will also speak with Councillor Campbell.

Mayor Eady then spoke of the commitment required by the building committee and the length could be as long as ten years. Mr. Bennett said that he is doing his time for stage, table/chair set up for next year which would be approximately \$5,000 plus the committee is hoping to have 2 larger fundraising events which could bring the length down to 7 years if looking at an annual commitment of \$10,000 per year.

Ms. Barr noted that there is potential for short term borrowing early in the year each year until the commitment is met. Ms. Barr also noted that there is a requirement for Council to pass a resolution of the project overrun to date and the revenue source for the estimated costs being discussed today.

Mayor Eady noted that no recommendation will be made until Councillor Larone has a chance to review his numbers and Mr. Bennett has a chance to look at the volunteer schedule and we meet again to review any amendments. No extra bills are to be paid until the next meeting.

4. ADJOURNMENT

Moved by Jamey Larone, Seconded by Don Eady that this Committee Meeting be adjourned at 4:55 p.m.

Carried

CHAIR

Finance Manager