

Pelham Community Centre Oversight Committee Agenda

Meeting #: PCCOC-20/2018
Date: Tuesday, August 28, 2018
Time: 1:00 p.m.
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Pages

1. Call to Order
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Minutes
 - 4.1 PCCOC-19/2018 Minutes
5. Unfinished Business/Business Arising from Minutes
6. PCC Construction Update - Ball Construction
7. Next Phase for Tendering
8. Milestones for Reporting
9. New Business
10. Financial Update, including Report to Upper Government Levels
11. Next Meeting and Adjournment

2

Date: Tuesday, June 19, 2018
Time: 1:00 p.m.
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Bob Nippell, Bill Gibson, Gary Accursi
Members Absent Ian Desrosiers, Bill Sheldon, Darren Ottaway, Kim Holland
Staff Present Nancy Bozzato, Teresa Quinlin, Joel Stapley
Staff Absent Judy Sheppard
Others Present (T. Quinlin present as Acting CAO)

1. Call to Order

Noting a quorum present, the meeting was called to order at 1:05 p.m.

2. Adoption of Agenda

Seconded By Bob Nippell

THAT the agenda be approved as amended, to include a discussion regarding the Meridian Community Centre grand opening event.

Carried

3. Disclosure of Pecuniary Interest

There were no pecuniary interests disclosed by any of the members present.

4. Approval of Minutes

as amended - attendance

Moved By Bob Nippell

Seconded By Gary Accursi

THAT the minutes be adopted, as amended, to correct the attendance.

Carried

5. Unfinished Business/Business Arising from Minutes

The purchase of a generator will not proceed at this time as the type required is unknown and this could have an impact on the concrete pad. This is something that could be added in at a later date with little disruption to the facility.

Floor covering for the gymnasium has not yet been decided. Ms. Holland will look into this matter and update the Committee, to be provided to the Chair and circulated to the Committee.

6. PCC Construction Update - Ball Construction

- In arena A, about 150 seat backs have been reordered;
- The running track surface is being poured this week with a week curing time required;
- Completion date is June 29th
- The non-slip nosing slips will be installed over the next several weeks on the bleacher stairs for visual and non-slip purposes;
- The question of installation of a handrail in the Accipiter arena has been raised with the architect however, the architect states the stairs are in compliance with code standards;
- Councillor Accursi indicated this has been an issue with people on the tours, so a price will be explored;
- Mr Nippell will consult with the Architect on this item;
- In team dressing rooms, everything is complete except for perimeter caulking and the final clean;
- The architect has conducted deficiency inspections resulting in a few minor issues which will be addressed;
- In the gymnasium, games lines are being painted;
- Logos are painted and were scheduled to be complete June 29th but this may extend due to the colour required for some of the lines;
- Once final coat is complete, the millwork team will install chorion windowsill in early July followed by gym flooring perimeter vent cove installation;
- By mid July the gyms will be fully complete;

- Low-E coating on the gymnasium glass is present to assist with reducing glare;
- This will be monitored and if a coating is needed it will be considered, while it was also noted that planting of trees will assist as they will provide shade as they mature;
- Installation of blinds in these areas may present challenges in terms of standing up to the sports being played, wherein a film covering would be a better solution;
- In the main atrium all second floor balustrade glass has been installed with the remaining sections to be completed at the end of July/early July;
- The front desk will likely be finished by the end of June, noting that the main desk is installed and countertop is ordered;
- Installation of door operators on north vestibule doors is being completed and foot grills for inside entrances is to be clipped in place;
- Wall panels should finish up by the end of next week in the atrium;
- There is a potential extra cost for providing electrical to furniture but solutions are underway;
- It is not expected that any significant changes to the amount of the project in terms of being under budget will occur;
- The gym change area requires installation of full height mirrors;
- Millwork panels installed and benches are installed;
- The large multi purpose rooms are complete with the exception of theatre lighting and a control panel in the two large rooms but this is expected during the first week of July, and window blinds should be installed within the next week;
- Throughout the building they are doing drywall repairs and paint touch ups as well as repair of wall damage that occurred during installation processes;
- For the building exterior, everything is complete with the exception of painting of exterior doors and bollards;
- Landscape furniture is to be installed;
- Landscaping is complete and the fire route posted;
- Paving is done with parking stalls painted;
- Irrigation and grading work is complete;
- In the multi-purpose room the heads complete for fire components and the testing paperwork is complete;
- Both elevators are commissioned and operating and the contractor has been making adjustments;
- The life safety system is complete;

- With regard to the mechanical systems the RV 5 issue is to be resolved for conditioning of gym change rooms;
- Both rinks were brought down to temperature to make ice and the process was witnessed by staff for training purposes;
- Staff will be ready make ice during July and August;
- Lacrosse games lines will start this month and into July so the facility will be ready for tournament for July 20th;
- Building and fire inspectors were through;
- It is expected that substantial completion will be the end of June;
- Petroff is doing their inspections and any deficiencies will be resolved and addressed as quickly as possible;
- Someone from Ball will remain on site during the transition period.

Moved by Accursi; Seconded by Quinlin:

THAT the cost of installation of central railing on the bleacher steps be investigated and reported back to this Committee.

Carried

7. Financial Update, including Report to Upper Government Levels

Ms. Quinlin noted that \$7.9 bridge financing has been received with \$1.7 million available for the next invoices and then will look at the next billing.

It is expected that land sales will generate funds by the end of October, which is on par with projections.

Ms. Quinlin stated that there are no issues relating to the financial components.

The graph shows project completion in August to consider billings and holdbacks. They plan to report back to Council in September.

8. Tendering Update

Tendering Complete.

9. Milestones for Reporting

The next update report will be presented in September.

10. New Business

10.1 MCC Grand Opening

Councillor Accursi presented information on the plans for a grand opening event to be held in September.

An RFP for the donor wall has been issued and is being reviewed.

A sub committee to work with the provider to flush out donor wall will be discussed, lead by InterKom

A committee has been struck to bring forward the grand opening celebration event which is scheduled for September 14 and 15 with a VIP Grand Opening anticipated for the Friday evening, with the Saturday events targeted to the community with user groups scheduled to perform their own events.

This item was brought to this committee in relation to funds remaining in the contingency fund which could potentially be used to help finance this event. The grand opening has been titled "Moments that Matter". Councillor Accursi reviewed the preliminary plans and budget for the event and requested the Committee's endorsement, and if funds from the contingency are marked for this purpose, that they be from the Town's portion only.

Ms. Quinlin noted that it will be important to recognize the donors and also to celebrate with the community for this project that is being delivered under budget and on time. The grand opening event will also serve to provide promotional opportunities for the centre, so she suggested there could be some justification for utilizing funds from the contingency for the event.

It was noted that there may be other Town committee's that would have the means to make contributions to the event as well, or through sponsorships or service clubs.

~~Moved by T. Quinlin, Seconded by G. Accursi, that the Oversight Committee support the concept of utilizing some of the town-share contingency funds toward the grand opening event, to an upset maximum of \$85,000. Carried~~

Motion RESCINDED August 28, 2018.

11. Next Meeting and Adjournment

It is expected that a Council presentation e scheduled for September 4th so the next Oversight Committee was suggested for Tuesday August 21st.

Moved by B. Nippell; Second T. Quinlin

THAT the meeting do now adjourn.

Carried

Chair Bill Gibson; Nancy Bozzato, Clerk