

Pelham Community Centre Oversight Committee Agenda

Meeting #: PCCOC-19-2018
Date: Tuesday, June 19, 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 May 15 2018 Community Centre Oversight Committee Minutes 2
5. Unfinished Business/Business Arising from Minutes
 - Generator
 - Floor Covering - Gymnasium
6. PCC Construction Update - Ball Construction
7. Financial Update, including Report to Upper Government Levels
8. Tendering Update
9. Milestones for Reporting
10. New Business
11. Next Meeting and Adjournment

Date: Tuesday, May 15, 2018
Time: 1:00 p.m.
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Bob Nippell, Ian Desrosiers, Bill Sheldon, Bill Gibson
Members Absent Darren Ottaway, Gary Accursi
Staff Present Nancy Bozzato, Kim Holland, Teresa Quinlin, Joel Stapley

1. Call to Order

Noting a quorum was present, the Chair called the meeting to order at 1:03 p.m.

2. Adoption of Agenda

Moved By Bill Sheldon

Seconded By Bob Nippell

THAT the agenda for the May 15, 2018 Meridian Community Centre Oversight Committee be adopted with the addition of a discussion on warranty of operational maintenance components.

Carried

3. Disclosure of Pecuniary Interest

No items of pecuniary interest were disclosed by any member present.

4. Approval of Minutes

4.1 PCCOC Minutes of April 10, 2018

Moved By Bob Nippell

Seconded By Bill Sheldon

THAT the minutes of the April 10, 2018 Oversight Committee meeting be adopted as circulated.

Carried

5. Unfinished Business/Business Arising from Minutes

None

6. PCC Construction Update - Ball Construction

Projects for Completion:

- Arena Seats: some were re-ordered and arrival is expected in June;
- Running track surface installation has not begun and they are working toward this starting this week, expected to finish the first week in June;
- Drink rails are on site along the running track and they can be installed at any time;
- The modesty panels in front of drink rails are on site and will be installed;
- Nosing in bowl of Arena A will need to be completed;
- Arena A is expected to be complete in June.

Rink B:

- Wire guard around light fixtures to be installed;
- Skater flooring progressing.

Dressing Room:

- Wood benching and coat shelves almost complete;
- Toilet partitions and rubber flooring to be completed next week;
- Washroom accessories are beginning in the change room areas.

Gymnasium:

- Sub floor installed but 3-4 weeks needed for wood strip flooring installation, sanding, sealing and lining followed by varnish;
- This will run to mid-June;
- Once flooring complete, millwork will install corian window sills so gym will be complete near the end of June.

Atrium:

- This is near complete for tile flooring;
- North entry door thresholds to be installed;
- Glass for balustrade will arrive within the next few weeks;
- Stainless handrails to be bolted and will then be installed, likely during the first week in June.

Gym change Area:

- Locker room benches to be installed;
- Minor millwork panels and mirror installation.

Multi-Purpose rooms:

- Drywall ceilings complete to incorporate suspended ceiling pods;
- Duct work, sprinkler and lights will then work together for installation over next 2-3 weeks;
- Theatre lighting people have installed support works for the grid to support lighting, which has been ordered.

Second Floor Area between two rinks:

- Millwork installation this week, or early next week.

Flooring in entire building is close to completion with some small portions to be finished within the next week.

Exterior:

- Mechanical screen installation to be complete by month-end;
- Irrigation system is underway;
- Installation of rock riverstone mulch in beds has begun;
- Paving for end of month;
- Fire route signage is expected by end of month;
- Landscaping will be tree planting, complete by end of month;
- Line painting of parking lot will likely occur in June.

Fire Protection System

- All systems live and tested;
- Sprinkler system complete;
- Need to install heads to multi-purpose rooms when drops are in;
- System is being verified this week and expect paperwork next week from manufacturer.

Elevators

- Inspection scheduled for next week.

Life Safety System

- Exit signs and emergency lighting expected end of month.

Mechanical Units

- Using for cooling; dehumidification to be addressed this week and expect to have them on next week ahead of start-up of refrigeration plant and cooling of pads;

- Tentative start up was scheduled for June 4 but need rubber flooring complete before cooling can begin so this may defer to June 11 but this does not impact occupation;
- Glycol and ammonia will be completed May 28th.

Inspection of Architect and Building Fire Inspector scheduled for May 28th. Mr. Nippell does not have any concerns in this regard.

An emergency evacuation plan is being prepared by the Fire Chief and Fire Prevention Officer, and the tender has been awarded.

Panels for the feature wall are set to arrive this week to start on ground floor near reception desk; balance will come later in the month.

The warranty period runs from the date of signing the certificate.

7. Financial Update, including Report to Upper Government Levels

Ms. Quinlin circulated the financial information, noting that three Infrastructure Ontario advances and the cash flow is adequate to cover expenses with the project remaining on budget. Under the graph, the projected construction costs were shown.

The land sales have started to occur and everything is on target with the project.

8. Milestones for Reporting

Mr. Gibson advised that he plans to report to Council May 22nd, noting substantial completion dates.

Mr. Nippell advised that we will focus on June 4th for occupancy, with substantial to follow in June. This will allow staff moving in to run the building.

Mr. Sheldon referenced commitments under Item 8 to highlight changes. Mr. Gibson advised that this was to report on savings found. Mr. Gibson noted that this information was highlighted in the last report to Council, including the incorporation of the added 9,000 square feet. The final amounts will not be known until July.

Local contractors were not highlighted in the last report, which information will be provided by Mr. Ottaway and Ms. Holland. Ms Holland will provide the information directly to Mr. Gibson. He will then list the trade and the contract value to provide a global amount for local economic impact in this regard.

9. **New Business**

Ms. Holland outlined operational plan program as it relates to warrantees;

She will look into other local municipal projects to determine best practices for sign-off by contractors and manufacturers;

Ms. Holland noted that the practice of the Town has been to ensure a third party conducts this;

Mr. Gibson will include a component in his report to outline the systematic system being used to manage warrantees and Ms. Holland can collaborate in the presentation;

Ms. Holland advised that she will be looking into tendering for third party management noting that staff will manage the systems at this time, however may need to go to tender for various components as time progresses;

Furniture, Fixtures and Equipment:

Ms. Holland reported that the portable bar and display remain and the residential items to be purchased for the kitchen is proceeding for the warming kitchen;

There will be a portable coat rack for walking track area;

The Town will be managing such items as garbage carts, vacuum, with some items such as white boards, nets, etc. still charged to project, as well as audio visual equipment;

She noted that most will be complete end of May/first of June, indicating that the largest item is the furniture which will arrive prior to occupancy;

She stated that she has no concerns in this regard;

The reception desk is to be installed within the next week, and it wraps around a column so it is a custom fit;

There may be consideration given to invest in floor covering for the gymnasium for non-gym use;

Some discussion on the potential to incorporate a generator took place as well, and pouring the pad was part of the original scope which could be re-entered.

Meridian has portable flooring to cover an ice surface so this could be rented out as opposed to stored on site, which would save capital on a purchase and

storage, as well as labour costs to lay it for special events estimated at \$200,000, so this rental could be through events fees.

Ms. Holland noted that this was intended for life safety purposes only, i.e. not to maintain the ice surface, etc.

Moved By Gary Accursi

Seconded By Bill Sheldon

THAT the next portion of the meeting be closed to the public in order to consider the following:

Item under Section 239(2)(i) and (j) – a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality which could interfere significantly with contractual or other negotiations of a person, group of persons, or organization and a trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary value or potential monetary value (1 item).

Carried

Moved By Gary Accursi

Seconded By Bill Sheldon

THAT the Committee do no Rise With No Report

Carried

10. Next Meeting and Adjournment

It was suggested that the Committee's final report be presented to Council in August or September 4th. The Grand Opening is scheduled for September 14-15.

The next meeting was scheduled for Tuesday, June 19th.

Moved By Bill Sheldon

Seconded By Bob Nippell

THAT the May 15, 2018 meeting of the Community Centre Oversight Committee do no adjourn.

Carried

Chair Bill Gibson

Nancy Bozzato, Clerk