

## **Pelham Community Centre Oversight Committee Agenda**

Meeting #: PCCOC-13/2017  
Date: Tuesday, October 24, 2017  
Time: 12:00 p.m.  
Location: 55 Wellspring Way

### **Pages**

1. Call to Order
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Minutes 2  
September 21, 2017
5. Unfinished Business/Business Arising from Minutes
6. PCC Construction Update - Ball Construction
7. Financial Update, including Report to Upper Government Levels
8. Next Phase for Tendering
9. Milestones for Reporting  
Council Update: November 6 2017
10. New Business
11. Next Meeting and Adjournment

**Date:** Thursday, September 21, 2017  
**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,  
Councillor Accursi, Darren Ottaway

Nancy Bozzato; Teresa Quinlin, Joshua Iannantuono

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**1. Call to Order**

Noting that a quorum was present, Chair Gibson called the meeting to order at approximately 1:00 p.m.

**2. Adoption of Agenda**

**Moved By** Bill Sheldon

**Seconded By** Darren Ottaway

**THAT the agenda for the September 21, 2017 meeting of the PCCOC be adopted as circulated.**

**Carried**

**3. Disclosure of Pecuniary Interest**

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

**4. Approval of Minutes**

**Moved By** Darren Ottaway

**Seconded By** Gary Accursi

**THAT the minutes of the July 4, 2017 meeting, PCCOC-11/2017, be approved as circulated.**

**Carried**

**5. Unfinished Business/Business Arising from Minutes**

The Terms of Reference were reviewed with the Chair and will be presented to Council in October for amendment. Mr. Ottaway will recirculate the amendments for the information of Committee members. He indicated that there will also be a report to Council relating to the Architectural Fees.

**6. PCC Construction Update - Ball Construction**

Mr. Nippell updated the Committee on the construction progress, as follows:

- The roof over entire building is complete and the membrane installed;
- The refrigeration units are set on site;
- The gas main is set to the building from the street;
- The facing of exterior walls of the arenas is complete;
- The transformer is set and hooked into hydro and the cables are connected to the transformer;
- They are in process of enclosing the main electrical room with the expectation of permanent hydro in October;
- Within two weeks it is expected to be able to lock off in time for switchboard arrival with breakers by the end of September; with approximately one month to set up;
- Mr. Nippell explained the process for this connection;
- Brickwork is approximately 85% complete on Rink B and will move to Rink A soon, noting the goal is to have brickwork done by Christmas;
- The south side will be completed first to allow for the next phase of work in this area for the parking lot, sidewalks and curb work on the south and east sides of the building, noting they are hopeful to have base coat asphalt in before winter;
- The band of acoustic materials has been moved up higher so they are able to price, knowing the scope, it being noted that they will price the specified project as well as an alternate with Tectum;
- Mr. Ottaway noted that a meeting with Beam and Upper Canada Consultants was held to co-ordinate this with the larger development, noting that Rankiin is the sub contractor, and is shared;
- Mr. Nippell stated they are starting aluminum windows about two months ahead of schedule;

- The gym curtain wall has begun so it should be enclosed sooner than expected;
- The frames will take about 2 weeks and then glass will arrive for installation with approximately 5 weeks to complete;
- The zinc panels will come in November but these are cosmetic in nature and don't impact closing the building in;
- All concrete floors are poured except the two refrigerated slabs and topping on bleachers;
- They are pouring the running pad today;
- Arena floors will be completed well in advance of starting the plant (arenas) but they expect to have them poured before Christmas;
- The pipe will come in early October so by the beginning of November there should be refrigeration and slab poured;
- They need to install handrails before the topping can be poured and they are waiting for shop drawings which are not yet complete;
- They are hoping to pour Rink A before Christmas noting they won't need to start the plant up until the end of May, which allows for five months of curing;
- All of the overhead is complete in these areas;
- All conduits are roughed in and lights are on order which will be installed from the slab at a later date but all other overhead work is complete.

Mr. Nippell indicated there are no major concerns, noting that they are hoping for good weather to complete the brick work. They are trying to get more bricklayers/masons to allow for a bigger crew. He explained the remedial work that was required, as well as an overhead door matter to explain co-ordination between the architectural drawings and the final location drawings noting that this has now been resolved and addressed in the changes.

With regard to spray foam, he advised that there was an issue identified which was caught and corrected prior to completion. Re-inspection was complete, noting that completed construction will properly address insulation requirements. The roof insulation system budgeted for has been completed.

Mr. Ottaway briefed the Committee on the second elevator installation, noting that a second elevator is not required by code but is desirable because it could be dedicated to the multi-purpose component wherein one would be more suitable for the hockey needs. Also, to ensure persons with mobility issues have the same ability to access all levels a second elevator was designed into the space and will provide full accessibility should one elevator be out of service. A related change order was issued for full installation of this component, but it was

considered to fall within the project scope and budget and as such, PCCOC and Council approval was not needed.

A report will go to Council in October relating to Terms of Reference and architectural matters.

**7. Financial Update, including Report to Upper Government Levels**

Ms. Quinlin reviewed the cash flow documents, Mr. Ottaway noting that the fundraising targets are ahead of what was expected. She noted there are no concerns with meeting the expected timelines. She offered no concerns regarding the project. The Provincial reports were submitted September 13th.

**8. Next Phase for Tendering**

Mr. Nippell noted that Tender Package 3 should be closed off at the end of September but he was not expecting any unforeseen matters of concern. Millwork, painting and flooring are the major items in this tender package. It was expected that the close of tenders will coincide with the expected council update report.

**9. Milestones for Reporting**

It is expected that because TP3 should be closed off by the end of September, the next report to Council will be presented on November 6th.

**10. New Business**

Mr. Nippell is awaiting the drawings for landscaping to complete the tendering process for this component.

Sign-offs for the Moluks have been submitted, as well as seating for the bowl. In addition, washroom accessories may need to be supplied by the existing suppliers, so this will be co-ordinated with Ms. Holland.

Ball Construction noted that they should be made aware of any donations of equipment, such as a scoreboard, etc. as it could impact on the equipment being tendered.

**11. Next Meeting and Adjournment**

Next Meeting: On Site, Tuesday, October 24th at 1:00

Sheldon; Gary to adjourn

**Moved By** Bill Sheldon

**Seconded By** Gary Accursi

**THAT the September 21, 2017 meeting of the PCCOC be adjourned.**

**Carried**

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Chair Bill Gibson

Nancy Bozzato, Clerk