

Pelham Community Centre Oversight Committee Agenda

Meeting #: PCCOC-16/2018
Date: Tuesday, March 13, 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 3
PCCOC Minutes - January 16, 2018
5. Unfinished Business/Business Arising from Minutes
BUSINESS ARISING FOR NEXT MEETING
 1. Update on progress to date - Bob Nippell
 - Tile order
 - Sound System
 - Work Scheduling
 2. Update from Staff regarding
 - report from Architect regarding update on the steel for the gym
 - list for sponsorships (score boards in gym and rink B)
 - correspondence to Petroff - concern regarding scheduling and productivity; and what information is required in order to re-issue the charge order

6. **PCC Construction Update - Ball Construction**
7. **Financial Update, including Report to Upper Government Levels**
8. **Next Phase for Tendering**
9. **Milestones for Reporting**
10. **New Business**
Staff Update: Furniture, Fixtures, Equipment (K. Holland)
11. **Next Meeting and Adjournment**

Date: Tuesday, January 16, 2018
Time: 1:00 p.m.
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present	Bob Nippell, Bill Sheldon, Bill Gibson, Darren Ottaway, Gary Accursi
Members Absent	Ian Desrosiers
Staff Present	Teresa Quinlin
Staff Absent	Nancy Bozzato
Others Present	Judy Sheppard, Recorder; Joal Stapley

Interested members from Public:
Bill Heska

1. Call to Order

Noting that a quorum was present, the Chair called the meeting to order at approximately 1:07 p.m.

2. Adoption of Agenda

Moved By Gary Accursi

Seconded By Bob Nippell

THAT the agenda for the January 16, 2018 meeting of Pelham Community Centre Oversight Committee be adopted as circulated.

Carried

4. Approval of Minutes

Moved By Gary Accursi

Seconded By Darren Ottaway

THAT the November 21, 2017 minutes of the PCCOC be approved as circulated.

Carried

6. PCC Construction Update - Ball Construction

Bob Nippell, Ball Construction, provided a verbal update regarding the construction of the Pelham Community Centre and his update included, but was not limited to, the following:

They are dealing with three scheduling concerns regarding construction which are:

1. The progress on masonry is still off schedule because of a lack of manpower and it is at least a week behind therefore, it is now considered critical to a point where they have spoken to the contractor to say that it is crucial that the work get done in order to meet the target dates; some areas of work have not yet started and the trades are running out of time;

2. The delivery of ceramic tile which was ordered in early December 2017 and is being shipped from Italy is late and the delivery will take 8-10 weeks which will put them into mid-March which is a concern; with all tile work that has to be done it will be a challenge to meet scheduling in two and a half months given the volume of work to be done; their local contractor is onboard and he is trying to do everything he can to boost his crew as much as he can but it is tight and there will be extra work because plans are to add more ceramic tile to what is on the washroom walls; they are uncomfortable with the recommendation to use drywall in a washroom so it has been suggested that tile be used at least 5 feet up above the floor because that is the area that is going to take the most wear; the tile will be priced but again, it is a time factor to get all this work installed; the 2 x 2 ceramic tile is being installed in the showers January 17th and no other tile work can be completed until the porcelain tile is received from Italy which is expected in March; delivery confirmation has not been received; the porcelain tile has been purchased from Star Tile and Star Tile have purchased it from Italy; the tile comes in one size and has to be cut to size once it is delivered;

It was suggested that Mr. Nippell take the concern regarding the porcelain tile back to Petroff and advise that in the interest of time and productivity, what are the alternatives;

3. Work is waiting for the engineers to provide a change notice for additional steel studs for operable walls; all of their questions have been answered and it appears that they have enough information to issue the change notice;

Direction: Request the contractor to give consideration to increasing manpower - relative to schedule; and also to consider flying a few pallets of materials to keep the work in progress; it was also suggested that the Town contact Petroff to express concern and advise them that in the interest of time and productivity, we need the work to be continuous; and also to inquire of what information is outstanding in order to re-issue the change order.

Progress to date:

Exterior - all brick is complete and building is completely enclosed; heat is installed; glass is on sight and being installed;

Interior – all aluminum screens and framing is installed in the GYM; glass is on sight and being installed; Atrium is being installed; last stair in the atrium is being finished; stainless intermediate railings are still to be installed; there are plans to change the rubber stair threads to porcelain tile in order to match the rest of the design; hardware will begin arriving early February; Ceramic tile installation will be started this week on showers; painters have started; public washroom – floors are porcelain tile; the walls are ceramic tile; and the showers are ceramic tile; concrete stairs - patching has been done; zinc panels on the gym are complete and the architect is inspecting for deficiencies; all concrete is poured; waiting for bleacher railings to be installed before pouring concrete there – 80% complete; the bleacher seating is ordered which has cup-holders on the arms of the seats; the dasher boards installation is on schedule; still issues with hall mantle in terms of size and delivery; all large overhead doors are installed both outside and inside the building; all handles are installed around the building; Rink A - no issues; Rink B - need to be grinded;

Rinks - what is the process to ice the rinks?

June 1st is the date planned for substantial performance - a refrigeration plan is to be up and running with a pull down for slab temperature cold enough to make ice; the plant is to be started May 27th (it takes 7 days on your first pull down to get the slab temperature); June 5th everything should be in good working order; the refrigeration system will need to be registered by the town and the appropriate documentation will be provided; staff maintenance training will have

to be completed by early May; the plan is to back it all off and the town decides when to make ice;

GYM Floor – mechanical system will need to be in operation by end of April; then wood floor is installed in the gym for May; Town will need 7 weeks prior to move-in time (June 1st) in order to be prepared and trained in the system maintenance and for opening of the building to public; Acoustic panels - architect will inspect January 16th;

Sound system - original proposal was over budget and the contractor was not interested in revising the offer so another proposal has been received which is within budget; this new contractor is meeting with staff to discuss the details of that proposal; the sound system that is being installed is a Bose system; each of the four gyms will have speakers; general public area will have many speakers throughout for announcements; arena will have speakers; multi-use rooms will have speakers and wire and wireless microphones;

Fire alarm system is on schedule; the monitoring company will need to be in place by May; Opening is still scheduled for June 1st;

Mr. Ottaway advised that the Town has been requested to host a lacrosse tournament in June/July and feels confident that the facility will be suitable for hosting the event; he also provided a verbal update regarding staffing plans which are before the Council for approval. Councillor Accursi advised that the Town has declared the Community Centre as a Seniors Active Community Centre; and that the Town has applied for funding through government funding opportunities which are available to fund seniors programming.

7. Financial Update, including Report to Upper Government Levels

7.1 PCC Budget Update

Teresa Quinlin, Treasurer/Director of Corporate Services, provided hardcopies of the Pelham Community Centre Budget Update. Ms. Quinlin's update included but was not limited to the following:

The land sales component is continuing in order to maximize benefit to the Town. Donations to the Community Centre are going well and there are no issues to report regarding the Provincial reporting.

Mr. Nippell was asked if he is aware of any financial risks from his perspective that the committee should be aware of and Mr. Nippell advised that he feels things are going fine, noting that there will be considerable costs relative to ceramic tile on the walls and the ceramic tile

for the stair but money has been budgeted for that extra cost. In terms of allowances – the costs of signage for the exterior of the building has been cut back to \$85,000 and the difference will be returned to the town;

8. Next Phase for Tendering

Landscaping and Irrigation System are the only two outstanding tendering phases to be considered;

10. New Business

Next Presentation to Council is scheduled for February 5, 2018;

11. Next Meeting and Adjournment

BUSINESS ARISING FOR NEXT MEETING

1. Update on progress to date - Bob Nippell

- Tile order
- Sound System
- Work Scheduling

2. Update from Staff regarding

- report from Architect regarding update on the steel for the gym
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3. The next meeting was scheduled to meet on February 27, 2018 at 1:00 p.m. at the Town Hall.

Moved By Bill Sheldon

Seconded By Gary Accursi

THAT the Pelham Community Centre Oversight Committee meeting of January 16, 2018 be adjourned.

Carried

Chair Bill Gibson; Nancy Bozzato, Clerk