

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
THURSDAY, MAY 27, 2010
2:30 p.m. at the Municipal Office, Committee Room**

Attendance: Bob Martin, Mert Schneider, Kate Docker, Steve Hardie, Fran Hale, Ed Hollinger, Gary Pipe, Bill DeKoning, Pat Berfelz, Ed Podniewicz, Kriss Snell, Randy Pettapiece
Guests: Paul Jackson

- 1) Call to order – Chair Bob Martin called the meeting to order @ 2:35 p.m.
- 2) Additions to Agenda – There were 2 additions under ‘Other Business’ – Builders’ Risk Insurance Form, and Update from OPP.

It was moved by Randy Pettapiece, seconded by Mert Schneider THAT the agenda be approved as amended.

MOTION CARRIED

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt May 13th Minutes –

It was moved by Ed Hollinger, seconded by Gary Pipe THAT the May 13th minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – Steve is waiting to hear back from Barb @ Probation and Parole; the extra door in the court area with side light has been passed along to Paul Jackson.
- 6) Update – Paul Jackson – Tenders will be ready to go out June 2nd with a closing of June 22nd @ 1:00 p.m. There will be a public opening with no prices announced. Paul will analyze the bids and come back to this committee as soon as possible. This committee will meet on June 24th to discuss the outcome if possible in order to be ready for the June 28th Council meeting. Steve will look after the local advertisement for the tenders. There will be a site meeting June 9th @ 10:00 a.m. Moving of the Police telephone and camera has been added to the specs and is the first priority. There will be 6 HVAC units installed. In-floor heating is not feasible, but Paul will price ripping all of the fire hall floor up and insulating in addition to the wall insulation and forced air heating. An itemized budget will follow. An allowance has been put in for the reception counter. Flooring is in the schedule. Brick will be coming off but the stone at the front will be kept as is. Paul will get a price on using panels all the way around the building instead of stopping part way. HST will be applicable on the project. Ed P. will make copies of the drawings for the committee if necessary.
- 7) Other Business – Fran asked for Paul’s assistance in completing the Builders Risk form. Paul noted that he carries \$5 mil. in insurance. Bill inquired as to whether the lack of accessibility (no elevator) was going to be advertised. Pat has put an ad in the paper that anyone needing assistance is to come to reception in the Unit 2 trailer and we will have the

staff member come out to them. The OPP will need a list in advance of anyone who will be performing work in their office. Air conditioning during the construction was discussed and it was suggested that portable units could be used. Bill is now done as acting sergeant and gave the contact information for the new sergeant.

Ed P. noted that MVCA needs a formal understanding in place regarding the trailers. Kriss and Pat will work with Steve on that.

Steve is looking into storage options for excess furnishings during the construction. This will be included in Bob's report to Council at the next meeting.

Fran noted that the Management Team will want to discuss if we should still move next week if work on the building is not starting right away.

Steve noted that some of the T-8 lights could be reused.

8) Announcements – Next meeting was set for Thurs. June 3rd @ 1:00 p.m.

It was moved by Ed Podniewicz, seconded by Steve Hardie THAT the meeting be adjourned at 3:45 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date