



## Sunderland Town Hall Board of Management

**Date:** Tuesday, May 31, 2022  
**Time:** 9:00 am  
**Location:** Sunderland Town Hall

### Minutes

**Present:** Lynn Campbell, Ann Gordon, Ralph Maleus, Donna Schirle, Dale St. John, Wayne Ward (via phone) and Denise Wilson.

**Regrets:** Glen Williams

#### 1. Call to Order

Chair Ann Gordon called the meeting to order at 9:08 am.

#### 2. Confirmation of Minutes

Moved by Dale St. John, that the minutes of the April 26, 2022 meeting be approved.

MOTION CARRIED

#### 4. Correspondence

No correspondence was reported

#### 5. General Items

##### 1) Update on current projects

##### a) Rose Window repair

Wayne Ward reported that he had met a representative from McCausland Ltd. on site to assess the deterioration of the window. The glass part is still in good condition but the frame requires immediate repair. Unfortunately MvCausland is not in the business of repairing window frames. Wayne had subsequently contacted 6 potential companies but no response to date. The committee was advised not to install a temporary Lexan cover until the window had been inspected by the potential vendor.

The committee discussed two long term options with the window. First option is to install a permanent Lexan cover although that material has a tendency to discolour

over time. The second option is to replace the millwork with metal.

Denise suggested to contact Ridley Windows ([ridley-windows.com/heritage](http://ridley-windows.com/heritage)) as they are in the window repair business. Wayne to follow-up with potential vendors and report back.

- b) Front entrance door:  
Wayne Ward reported that 51" is the critical width of an emergency door according to Fire Regulations.  
He also reported that we can use the Township's current RFP/RFQ process. The draft RFP now needs to be updated and released to the public for proposals.

On the topic of how the automatic door opening should be activated, the committee preferred the large button feature.

Wayne Ward agreed to start the RFP process and vendor selection and report back.

- c) Front Lawn repair  
The repair has been delayed due to other work in the township. However, the work of top dressing and seeding will take place at the end of June. The lawn maintenance will be discussed with the arena manager.

The temporary garbage container at the front of the building will be replaced by a new solid one and placed at its proper location.

- d) Wayfinding signs  
Ann Gordon and Ralph Maleus will now install the signs.

- e) Bathroom fan  
Wayne Ward had discussed the issue with vibrating fans in the bathroom. The vibration is inherent in the design of a common fan with a separate electric motor. The options are to either remove and repair the motor or retrofit separate fans connected to the electric switch. Important factor is that the fans need to be as quiet as possible to not disturb music performance upstairs.

A motion was introduced by Dale to investigate the scope of the project and present a report at the next meeting. MOTION CARRIED

- f) Garbage Container  
The new outside garbage container will be installed on the grass area at the front of the building

## 2) New items

- a) External sign  
The decorative heritage style sign outside at the front needs to be replaced. The question is if the Township has an establish standard and a vendor for other similar need in the township. Wayne Ward to investigate and report back.

- b) Kitchen entrance door  
New cleaning service has been contracted. The schedule is to inspect and cleaned as required prior to each rental and clean the day after each rental period.  
The kitchen is excluded from the contract as it should be cleaned by each renter.
  - c) Cleaning Service change  
Not only is the door in desperate need of repair but it appears the emergency light has been removed. To be investigated by Wayne Ward. Door is not required as an exit. Exit sign and associated equipment has been relocated as directed by Wayne Ward.
  - d) Balcony door  
The door on second floor leading to the balcony is in urgent need of repair. It is a gap of approximately 1 ½” underneath. Wayne Ward to investigate.
  - e) Board Room  
Ralph brought up the state of the Board Room and the challenge of making it attractive conference room for e.g. local merchants. For that purpose he suggested three actions:
    - 1. Remove the piano that is out of tune and very rarely (if ever) being used
    - 2. Replace the cupboard that is of the wrong design and in the wrong place.
    - 3. Paint the room as well as removed non-used thermostat etc
- 3) Maintenance plan review  
Ann Gordon shared the current maintenance plan as well as facilitated a review of all items. It was agreed to hide (electronically) the completed items in order to continue monitor and addressing the required maintenance items.

## **6. Others**

- 1) Next Meeting: June 28, 2022 between 9 – 11 am.

## **7. Adjournment**

Lynn Campbell moved to adjourn the meeting at 10:45 a.m.