



## Sunderland Town Hall Board of Management

**Date:** Tuesday, June 28, 2022

**Time:** 9:00 am

**Location:** Sunderland Town Hall

### Minutes

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

**Regrets:** Glen Williams,

#### 1. Call to Order

Chair Ann Gordon called the meeting to order at 9:02 am.

#### 2. Confirmation of Minutes

Moved by Lynn Campbell, that the minutes of the May 31, 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 three contractors to review the state of repair. Although the glass itself is in good shape, the wooden frame is in urgent need of repair. It was judged that the window will not stand up during another winter season.

The representative from McCausland Ltd. declared that this work is out of their line of work. The other two contractors are very competent and showed good reference work. However, the scope of the work is significantly larger than previously estimated.

The stained glass and frame need to be removed for repair off-site. This requires

This document is available in alternate formats upon request.

Please contact the Clerk's Department at 705-432-2355.

erection of scaffolding. The wall then needs to be covered by an insulated board for the winter season. The repair consists of manufacturing of complete new wooden frame and “spokes” and assembly of the glass section. After the repair, scaffolding needs to be re-erected and the rose window re-installed.

The preliminary estimate for scaffolding is (\$15,000); and removal of stained glass and frame, temporary cover, repair and re-installation is (\$50 – 80,000). The potential repair of the exterior and interior walls is not included in this estimate.

Wayne Ward will report his findings and present to council on July 25th.

b) Front entrance door:

Wayne Ward distributed and presented a draft RFP using the township’s template and with the previously adapted scope.

It was agreed to release the RFP and set the requested return date for proposals to July 14, 2022. Also, the start date of work to be no later than October 14 and with requested completion date no later than November 21.

c) Front Lawn repair

It was agreed to hold-off the repair until the spring of 2023 when the front door and rose window repairs are estimated to be completed.

d) Wayfinding signs

Ralph Maleus reported that the wayfinding signs have been installed using double sided tape on the steel doors and with tape and decorative screws on the wooden doors.

e) Bathroom fan

Wayne Ward elaborated on the problem with the vibrating fans in the bathrooms. The vibrations are inherent in the design of a common fan which is belt-driven by an electric motor. He recommends to convert the fans to separate units of typical quiet residential style. Also to connect them electrically to the corresponding light switch and a delay relay.

The estimated cost is \$400-500 for material and approximately \$1,200 for labour. Wayne Ward to meet the electrical contractor to finalize the scope and to make sure work to be completed in the early fall of 2022.

f) Outside garbage Container

The new outside garbage container will be installed shortly

g) External direction sign

The Township’s “Trails Lead Person” is investigating all of the township’s external signs to make sure they are correct and current. Then, the design work of new standardized and decorative signs will be done by “Your Computer and Signs” (Michael Bassett).

h) Auditorium Exit Doors

There are five exterior wooden doors that are in poor shape i.e. gaps, cracks etc.

Wayne Ward to take dimensions and investigate further suitable wooden doors alternatively non-wooden doors. An RFQ to be prepared and released during July – August. Further discussion and decision planned for our September meeting.

i) Boardroom improvements

1. The decision to potentially removing the piano is postponed to next meeting pending investigation of usage and condition of the piano.
2. The current cabinet needs to be replaced with a suitable cupboard. Ralph Maleus offered to take the lead on separate fundraising to cover cost to replace.

Moved by Ralph Maleus, seconded by Donna Schirle to assign the task to find an alternative to Ann Gordon and Denise Wilson for a maximum cost of \$1,000

MOTION CARRIED

3. Other improvements in the room to be deferred to be done in conjunction with painting and other repairs.

j) Balcony railing

Dale reported his investigation on railing heights at reference sites as follows:

	<b>Sunderland</b>	<b>Uxbridge</b>	<b>Port Perry</b>
Floor > Wood Rail	25 ½"	25"	30"
Floor > Top Iron Rail	37"	Screen at stairs	N/A

This issue to be further discussed at the next meeting.

2) New items

a) Front lawn flower bed

Ann recognized the volunteer work to maintain the flowerbeds at the front of the building done by Denise & Stan Wilson, Pia Maleus and Don & Ann Gordon.

b) Table inside the female washroom

The table is considered a temporary change table for babies. This should be replaced with a permanent change table in both washrooms. This to be discussed further at the next meeting.

**6. Others**

1) Next Meetings: All meetings between 9 – 11 am.

- September 27, 2022
- October 25, 2022
- November 29, 2022

**7. Adjournment**

Lynn Campbell moved to adjourn the meeting at 10:02 a.m.