



## Sunderland Town Hall Board of Management

**Date:** Tuesday, October 25, 2022

**Time:** 9:00 am

**Location:** Sunderland Town Hall

### Minutes

**Present:** Lynn Campbell, Ralph Maleus, Donna Schirle, Dale St. John, Wayne Ward and Denise Wilson.

**Regrets:** Ann Gordon, Glen Williams

#### 1. Call to Order

Vice Chair Dale St. John called the meeting to order at 9:02 am.

#### 2. Confirmation of Minutes

Moved by Lynn Campbell, seconded by Denise Wilson that the minutes of the June 28, 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 Mr. Roberto Chiotti of Larkin Architects has been retained by Township of Brock to manage this project.

To date Mr. Chiotti has pre-qualified five contractors for the project. The RFP is also completed except for the final approval by the Township. Closing date for quotations is preliminary Nov. 4, 2022 at 2pm.

Wayne also reported that upon inspection together with a contractor, it was noted that the rose window is in "pristine" condition, largely thanks to a ¼" thick protection glass at the outside of the window. It's thereby possible to remove the rose window from the inside for the repair of the rotten wooden frame. A protective glass with ventilation will be installed in lieu of the rose window during the repair.

This document is available in alternate formats upon request.

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

The repair of the frame will be done with Douglas Fir and surface treated with suitable and commercially available paint.

- b) Front entrance door:  
Wayne Ward reported that the front entrance door project has been put on hold until 2023 due to budget limitations this year. It is possible to apply for a grant for the repair. In any case, he assured the board that the repair will be included in the budget process early next year.
- c) Bathroom fan  
Wayne Ward reported from a consultation with an electrician. The problem with noise from the fan is inherent with the design of a belt driven fan. To exchange it to a design using residential fans can potentially result in un-wanted condensation. Ralph Maleus suggested an intermediate design using switches with timer functions to eliminate the extended run of the fan. Wayne Ward to investigate.
- d) Outside garbage Container  
The new outside garbage container has been installed but unfortunately been placed too close to the clock and thereby preventing maintenance of the clock. Dale St. John suggested moving it slightly east.
- e) External direction sign  
Denise Wilson reported that the sign and the post is in bad condition and should ideally be upgraded prior to the Remembrance Day celebration. Wayne Ward reported that funding has been obtained and work is in progress throughout the township. Unfortunately, this cannot be done prior to Nov. 11.
- f) Auditorium Exit Doors  
The emergency exit doors at the auditorium is in need of new weather stripping. Currently there are gaps that allow cold weather to enter as well as creating a whistling noise. Wayne Ward to take a look and request staff to address the problem.
- g) Boardroom improvements  
Denise Wilson reported that no action has been made to date to find a suitable new cabinet. She will contact Ann Gordon to seek suitable alternative.  
The decision to potentially removing the piano is postponed to next meeting pending investigation of usage and assessment of the condition of the piano.

This issue to be further discussed at the next meeting.

## 2) New items

- a) Dale St. John reported that the lights in the Banquet room have been repaired by township staff. However, a few lenses are required to be changed or installed. Wayne Ward reported that the Township is investigating conversion to LED lights but nothing has been budgeted yet.

b) Internet speed

Ralph Maleus reported slow response time of internet, particularly while using internet-based ticket sales equipment. Wayne Ward will contact Bell to investigate options including exchange of modem/router and install signal extenders.

**6. Others**

1) Next Meeting:

- November 29, 2022 between 9 – 11 am.

**7. Adjournment**

Lynn Campbell moved to adjourn the meeting at 9:49 a.m.