

Draft Minutes of May 10 2019 Meeting

Present:

Dyllina Brock, Kirk McCaw, Jim Woodward , Barry Wannamaker, Darlene Colton, Tim Conlon, Mike Mehak, Rick Fox.

Guests: Barb Shaw

1. **Approval of Agenda** – Rick/Jim passed
2. **Approval of minutes** - Rick/Jim passed
3. **Business arising** – deferred to next meeting
4. **Acceptance Darren Stevens resignation letter**- Mike/Jim passed
5. **Review of procurement policy.**

After a good group discussion it was determined that it was too long and disjointed and in need of a complete overhaul. It lacked some key best practices and controls around implementation. Rick, with help from rest of committee and in conjunction with Darlene from the finance committee, will rewrite a draft by next meeting for review by the committee.

6. Council liaison;

Tim and committee discussed with Kirk ways to cut costs for regular maintenance

Discussed setting up a work plan, time sheets and schedule of maintenance to ensure everyone knows what they are doing and no time is wasted if Kirk not available to give direction.

Use existing crew, with duties split between the workers at the waste site and roads crew, to cut grass in park areas instead of contracting out. Use existing kabota to do this as well as watering hanging flower baskets along the main street.

Kirk requested \$40k for winter salt and this was determined to be excessively high especially given it is the largest pollutant of our fresh water supply. It was suggested that \$10k would be sufficient for the winter. Kirk pointed out he would sometimes salt the highway 3 times a day, we need to be mindful of this and look for other solutions as that amount of salt is very damaging to the environment and water systems.

Use existing crew and request 2k for equipment to do road brushing this year saving 38k on current budget.

There was some discussion of putting in a gas tank to save \$\$ on fuel use. Kirk will investigate costs including insurance and environmental regulations.

Kirk agreed that current available materials would be enough for road maintenance until such time as the budget is approved. Roads are in good repair currently.

It was discussed and decided that we would not award the winter sand contract to Earle's directly instead it will be put back out for tender on a yearly basis.

It was decided that we will stockpile some material for emergencies but will purchase material as needed after budget formalized. Tim made clear that all material loads need to have weigh slips as per government regulation.

Kirk will develop a new long term plan to properly fix portions of our roadways on a yearly basis. Need to target worst areas and thoroughly fix so we need not revisit yearly. We need a more narrow focus to improving our roadways long term rather than the current band aid approach.

There was a discussion about public access to yard materials be closed, due to safety and material loss issues. We will provide access to a smaller supply of aggregates for public use. There was also some discussion around safeguarding our existing salt at the MTO site at hwy 62 and hwy 620 as material has been going missing. Possibly installing cameras or putting up a concrete barcade with a chain where our material is being stored.

There was a discussion about the possibility of contracting out road plowing for highway 620 and trying to partner with Limerick Township for this before putting it out for tender.

There was a discussion about building an enclosure over our aggregates to limit contamination and exposure, Darlene to put it into our long term planning budget.

Kirk presented the street sweeping quotes which were reviewed and the following motion was made:

We the committee are in agreement, that as long as necessary approvals are obtained, as per our current procurement policy, and proper insurance documentation is supplied by J&K trucking, that we agree Kirk should commence the road sweeping that is necessary.

Tim/Rick passed

- 7. Updates from staff** – none
- 8. New business**- none
- 9. Next meeting** – May 31st 8:00 a.m.
- 10. Check in and closing**- motion to Adjourn Mike

