

**APPROVED MINUTES**  
***Finance and Administration Regular Committee Meeting***  
**Thursday, June 4, 2020**  
**North Shore Community Centre**

**PRESENT:**

Mayor Gerard Watts, Deputy Mayor Nancy MacKinnon, Howard Ellis, Gary Bradley, Rick Bain and CAO Stephanie Moase

Absent- Kent MacLean

Meeting was held via Live Facebook Feed

**1. CALL TO ORDER:** 4:07 pm by Committee Chair Mayor Gerard Watts

**2. APPROVAL OF THE AGENDA:**

**It was duly moved and seconded** that the agenda be approved with the addition of 4.10a Flagpoles

***Moved By Howard Ellis, Seconded by Rick Bain***

***All in Favor***

***MOTION CARRIED***

**2.1.** Disclosure of Pecuniary or other Conflicts of Interest

There were none

**3. APPROVAL OF MINUTES:**

**It was duly moved and seconded** that the minutes of the Feb 24, 2020 meeting be approved.

***Moved By Nancy MacKinnon, Seconded by Gary Bradley***

***All in Favor***

***MOTION CARRIED***

**3.1.** Business arising from the minutes

**4. NEW BUSINESS****4.1. Signage**

There are new signs in Stanhope and the Pleasant Grove signs are fairly new. Grand Tracadie signs are missing. Quotes were collected and the contract has been awarded to Fast signs for the production and installation of 3 signs. They are currently just waiting to be able to get all staff back to work after being closed due to COVID. There was one heritage sign removed in West Covehead by Greg as it was in bad condition. There are 3 Heritage signs for the schools in West Covehead, Stanhope and by St Eugene's Church. Will have those others checked out. Still looking to get a quote on letters for Grand Tracadie School Sign. Electronic Signage at Grand Tracadie has been budgeted but not this year.

#### **4.2. Gas Tax Projects Update**

The Grand Tracadie Rink budget was at \$30,000 for posts and boards. The quote for the second hand boards was \$15000 and the new boards to increase the size was around \$15000 but this is still smaller than the current asphalt size. Howard Ellis commented that the aluminum boards could be pinned down to the asphalt and would not require posts. As for the curbing, a liner could be placed inside the smaller rink size and curbing would not be an issue. Original size was approx. 185x80.

Nancy MacKinnon and CAO Stephanie Moase met with a contractor for quote on the kitchen renovation, waiting to get updated quote. The same contractor discussed the entryway project, Nancy felt that due to space constraints adding the whole closed in entryway would not be providing much for the cost and felt just a windbreak, new roof and upgraded doors should be sufficient. Gary Bradley felt that a frost wall would still be needed instead of just the concrete pad. CAO requested to engage an engineer to finalize a design. Consensus was to have someone draft the design so that all contractors are bidding on the same thing. Windows at Grand Tracadie we have the option to replace the whole windows or just the glass. Consensus was to just replace the glass as the vinyl frames are still in good shape. The Grand Tracadie kitchen renovation we are working on quotes, hoping to be able to award contract soon. Will need to get quotes to excavate the topsoil and add 8" of gravel. Stanhope bookshelves are complete. Stanhope maintenance building coming should be in place very soon, Greg will pick up ramps that he can just place when needed and store inside the building. Second ballfield at NSCC is now complete, had two bids on it and awarded the lowest to Landmark. Council laptops have arrived and they will be using them at the upcoming Council meeting.

#### **4.3. Cairn Upgrades**

The Cairn by the golfcourse off Bayshore Rd was built by the historical society to commemorate the Scottish settlers. On June 8 the 250<sup>th</sup> anniversary of the landing of the Falmouth ship will be celebrated. The cairn needs some re-pointing work and the Municipality may be asked to help out with the costs of the repair.

#### **4.4. Infrastructure Repairs**

Asking the Committee to just keep an eye out and bring any updates and repairs to the CAO so that we can make a running list for Greg to work on to get small repairs done.

#### **4.5. Maintenance Building Upgrade**

Maintenance building for NSCC contract has been awarded awaiting the permit to be approved.

#### **4.6. Budget Update**

Bookkeeper has not been in yet to complete the budget update, will send to everyone next Thursday.

#### **4.7. Procedures for Purchase Order System**

We are now using a PO system that requires a PO for any purchases greater than \$100. We are currently grouping the PO by projects. There will be a requirement in the MGA for a Procurement Policy, just awaiting the template.

**4.8. Oversite and Compliance**

With the addition of the PO system we are better able to track financial expenditures. We will continue to ensure best practices for oversight and compliance to policy.

**4.9. HR Update**

Greg will now be the caretaker of the buildings and will cut the grass at all three locations and the Promenade. We have hired a new building cleaner, Janice MacLaine. Will be hiring two summer students as well this year.

**4.10. Painting of Buildings**

If there is any painting to be done, just let CAO know as Greg and the students can also work on this

**4.10a Flagpoles**

Rick Bain will send some info to CAO about what is required to get installed the 3 flagpoles that were donated by Danny and Marti Murphy last fall. CAO will obtain quotes on getting the holes and concrete base done.

**4.11. Closed Meeting**

**It was duly moved and seconded** that the meeting be closed as per MGA 119 (1) (d) HR matters- staff salaries.

***Moved By Nancy MacKinnon, Seconded by Howard Ellis  
All in Favor  
MOTION CARRIED***

**5. NEXT MEETING:**

**6. ADJOURNMENT: 5:03pm**

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SIGNED: Gerard Watts, Mayor

DATE:

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SIGNED: Stephanie Moase, CAO

DATE: