

Minutes of the regular meeting of council held Monday, August 22, 2016 No. 1321 held in Council Chambers, 34 Reid's Lane, Deer Lake, NL.

In attendance: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

Also in attendance: Town Manager, Maxine Hayden
Administrative Assistant, Christa Jones

Absent: Town Clerk, Lori Humphrey

Gallery: Carl Goudie
Mike Goosney
Geraldine Piercey

Regular meeting of council called to order at 7:30 pm by Mayor Dean Ball

2016-0822-01, Minutes No. 1320

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1320 Monday, July 18, 2016 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1321

Date: Monday, August 22, 2016

No	NAME	REGARDING	CORRESPONDENCE
1	Wayne Anstey	House Numbering - would like to see numbering on all houses in Deer Lake	
2	MNL	Notice of Motion	FYI
3	Heart and Stoke Foundation	2016 Mayor's March	Please set date
4	MNL	2016 Nomination form	
5	MNL	Premier's Form	FYI
6	Children's Wish	Thank you for donation	FYI
7	Parachute	Proclamation for National Teen Driver Safety Week	Sign proclamation
8	Hygienix	Induction to the Business	FYI
9	Humber Community Development Corporation	Annual Report	At office for review
10	MAA	MAA Update	FYI

2016-0822-02, Fire Training Standards

Councillor Kerry Jones /Deputy Mayor Sandra Pinksen

Be it resolved that the Town of Deer Lake make a motion to accept the proposal from Deer Lake Fire Rescue to implement Fire Training Standards.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried



Deer Lake Fire/Rescue

6A Crescent Street

Deer Lake, NL.

A8A 1E9



August 1, 2016

Proposal to create Deer Lake Fire Rescue Fire training standard

Deer Lake Town Council:

Deer Lake Fire Rescue and its officers are looking for support from the Town of Deer Lake to create a standard amongst the fire department for a Fire Training Standard. Due to the ever-changing fire service, a fire departments standards and the way it approaches fire/mva scenes must be up to par.

Firefighters training need to be top notch to prevent injury to themselves and damage to property with personal injury being of the utmost importance. The constant changing of vehicle anatomy's and building construction requires solid knowledge and understanding. Therefore Deer Lake Fire Rescue is looking for support from town council to initiate a "Standard" training set for all firefighters to have.

There is great value and assets in a fire department where every member has the same training and skill set. Some of those values and assets are:

- Prevention of injuries to first responders
- Minimal impact to property & equipment
- Rapid response due to not having to sift through firefighters at the hall to determine who has what training once a call for service is received
- A safe and efficient department

The **ultimate responsibility** for safety rests on the shoulders of a fire department's leadership, the Chief, Deputy Chief and Training Officers. Firefighting equipment that is compliant with all the standards is one component of firefighter safety, but in the hands of an inexperienced or undertrained firefighter even the best equipment can be deadly. Then the department's leadership has to answer. The only way to assure safe operation in any aspect of fire department operations is standardized training and education.

A firefighter who arrives at an emergency unprepared can be faced with life-and-death situations and will find himself under extreme stress to perform his duties. The department as a whole is a beneficiary of standard training, since training allows for constantly improved operations.

This standardized training will not be meant or intended to push anyone out of the fire department. It is merely meant to create a safer environment for each and every member of Deer Lake Fire Rescue.

As of September 1, 2016 new recruits would be required to have the standardized training and be required to have it completed within 18 months. Existing fire department members would be grandfathered in, based on years of service and experience

With that said, here is a list of the training that Deer Lake Fire Rescue would like to make "standard":

- First Aid for Firefighters
- 2 Day Defensive Firefighting
- 2 Day SCBA (Self Contained Breathing Apparatus) for firefighting
- Vehicle Extrication (If members want to attend motor vehicle accidents)

We hope you will consider our proposal for a "standard training set"

Stephen Rowsell

Deputy Chief

Earl Tansley

Fire Chief

2016-0822-03, Replacement order for Fire Rescue vehicles

Councillor Elmo Bingle / Councillor Sheila Mercer

Be it resolved that the Town of Deer Lake make a motion to accept the recommendation of Deer Lake Fire Rescue to make the order of replacement Fire Rescue vehicles based on equipment needs.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried



Deer Lake Fire/Rescue

6A Crescent Street

Deer Lake, NL.

A8A 1E9



In Summation:

In regards to the 2010 Freightliner Pumper truck: There are no issues

In regards to the 1995 GMC Topkick Pumper: This pumper is overdue for replacement.
Priority # 1

In regards to the 2007 GMC Rescue pickup: This unit is adequate for transportation and fire rehab

***A medium to heavy duty rescue vehicle would be needed as an addition to replace the current duty of Unit 4**

Ladder Truck: This is a beneficial fire tool. Not only for Deer Lake but for the Region.
i.e., Reidville, Cornack & Pasadena.

Order of replacement:

- 1. New Pumper truck**
- 2. Medium to heavy duty rescue vehicle as an addition to replace Unit 4**
- 3. Ladder Truck**

Deer Lake will be leaving Pumper 3 as a backup pumper as we are a two pumper operation.

Chief Earl Tansley

Deputy Chief Stephen Rowsell

2016-0822-04, Meeting for Funding

Councillor Jean Young / Councillor Amanda Freake

Be it resolved that the Town of Deer Lake make a motion to set up a meeting with other communities and a separate meeting with municipal affairs for funding of a ladder truck.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried

Reports

(a) Finance

2016-0822-05, Finance

Deputy Mayor Sandra Pinksen /Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting on August 18, 2016 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried



Finance
August 18, 2016

Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Lori Humphrey

NO	Description	Recommendation
01	Marine Contractor's Inc	\$278,201.85
02	Aids Walk for Like - Scotiabank	Recommend \$25.00
03	RNC Association - Community Crime Prevention Guide	Recommend \$25.00
04	Western Memorial Hospital - Radiothon	Recommend \$25.00
05	Canadian Cancer Society - \$1,000 budgeted	\$1,000 budgeted
06	Western Star - Cancer Society Relay	Not Recommended due to the fact that we already give to the Canadian Cancer Society
07	AP - \$130,816.69	Recommend

(b) Environment and Housing

2016-0822-06, Environment and Housing

Councillor Kerry Jones / Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting, on July 28, 2016, be adopted as presented with a change to item # 26 to read memory benches instead of picnic tables.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried



Environment & Housing Minutes

Thursday, July 28, 2016, 10 am

In attendance:

Deputy-mayor Sandra Pinksen

Councillor Sheila Mercer

Economic Development Officer Damon Clarke

Administrative Assistant Christa Jones

Town Manager Maxine Hayden

Municipal Enforcement Officer Keith Park

Regrets:

Chairperson Kerry Jones

Public Works Supervisor David Thomas

Building Permits

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2015, up to and including Friday, August 5, 2016:

General repairs (116):	\$ 505,800
Accessory buildings (37):	\$ 386,300
Commercial construction (12):	\$ 1,810,000
New Dwellings (16):	\$ 3,728,000
TOTAL (181 permits):	\$ 6,430,100

#	Name	Address	Description	Action
General Repairs				
1.	Terry Janes	13 Willow Place	Fence	Approved, permit issued
2.	Dennis Seabrook	70 Nicholasville Road	Replacing deck	Approved, permit issued
3.	Lee Smith	6 Scott	Fence	Approved, permit issued
4.	NL Housing Corporation	7A-7B Seventh Avenue	Fence	Approved, permit issued
5.	Carl Rice	2 Kerwin Place	Fence	Approved, permit issued
6.	Ruben Purchase	50 Street	Repair exterior basement wall	Approved, permit issued
7.	Dean Simmons	58 Wight's Road	Siding	Approved, permit issued
8.	Terrance Drover	19 Farm Road	Skirting and veranda repairs	Approved, permit issued
9.	Dean Randell	87 Goose Arm Road	Weeping tile	Approved, permit issued

10.	Darren Fitzgerald	44 George Aaron Drive	Deck repairs	Approved, permit issued
11.	Peter Hardy	24 South Main	Demolition of dwelling	Approved, permit issued
New Residence				
12.	Paul Compagnon	2 Riverside Drive	New home	Approved, permit issued
13.	Ken Lavin	26 Tower Road	New home	Approved, permit issued
Accessory Building				
14.	Dwayne Butt	87 George Aaron Drive	Shed	Approved, permit issued
15.	Marie Bennett	30 Old Bonne Bay Road	Shed	Approved, permit issued
16.	Darren Baker	16 DD McDonald Drive	Garage	Approved, permit issued
17.	Austin Saunders	9 Scott Drive	Garden shed	Approved, permit issued
18.	Derek Janes	24 Riverbank Road	Extension to garage	Approved, permit issued
19.	Roger Rowsell	2-12 Airport Avenue	Garage	Approved, permit issued
Commercial Construction				
20.	Gateway to the North RV Park	20-22 Route 430	Expansion to RV campground	Approved, permit issued
21.	Noble Resources Ltd.	8-14 Wellon Drive	Fence	Approved, permit issued
22.	Central Woodworks	83 Wight's Road	Install door, pave parking lot	Approved, permit issued
23.	Corner Brook Pulp and Paper	1 Spillway Road	Replace wooden penstock with new	Approved, permit issued
New Businesses				
24.	Janine Ball	3 Islandview Heights	Home-based business – Travel Agent	Was advertised, no objections; approved
Other				
25.	Community Mental Health Initiative		Want to purchase land for 4- unit housing for those with mental illness	Committee supports the idea in principle; recommendation deferred pending discussion by council
26.	Picnic tables	Commerce Street	Discussion on placement of tables	Recommend Town place picnic tables in newly- sodded area of Commerce Street (council recommends memory benches)
27.	Neil Hutchings	22 Hancock's Road	Complaints about neighbor's	Town to write a letter to

			fence	neighbour
28.	Small cell agreement	Bell Mobility	Agreement to be signed	Committee recommends approval

2016-0822-07, Environment and Housing

Councillor Kerry Jones / Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting, on August 18, 2016 be adopted as presented with the exclusion of item #11.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried

Mayor Dean Ball left the room due to conflict of interest.

Discussion made to defer item #11 for clarification of civic address.

Mayor Dean Ball returned.



Environment & Housing Minutes

Thursday, August 18, 9 am

In attendance:

Chairperson Kerry Jones

Public Works Supervisor David Thomas

Economic Development Officer Damon Clarke

Regrets:

Deputy-mayor Sandra Pinksen
 Councillor Sheila Mercer
 Administrative Assistant Christa Jones
 Town Manager Maxine Hayden
 Municipal Enforcement Officer Keith Park

Building Permits

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2015, up to and including Friday, August 19, 2016:

General repairs (123):	\$ 538,300
Accessory buildings (37):	\$ 386,300
Commercial construction (13):	\$ 1,814,000
New Dwellings (21):	\$ 4,158,000
TOTAL (194 permits):	\$ 6,896,600

#	Name	Address	Description	Action
General Repairs				
1.	Ian May	11 High Street	New stairs, deck	Approved, permit issued
2.	Truman Hunt	3 Wight's Road	Jack floor, replace concrete, patio	Approved, permit issued
3.	Colin McIntyre	St. Jude's	Demolition	Approved, permit issued
4.	Byron Langford	1-3 Tower Road	Shingles	Approved, permit issued
5.	Francis Rumboldt	13 Second Avenue	Window and door (renewal)	Approved, permit issued
6.	Linda Temple	3 Boulos Place	Adding sunroom on existing patio	Approved, permit issued
7.	Stacey Geraghty	48 Main Dam Road	Replace roofing	Approved, permit issued
New Residence				
8.	Peter Hardy	24 South Main Street	New home	Approved, permit issued
9.	Krista Rodgers	33 Grace Avenue	New home	Approved, permit issued
10.	Julia Williams	32 Woodford Avenue	New mini home	Approved, permit issued
11.	Robin Sullivan	19A Scott Drive	New home	Deferred by council for clarification of civic address.
Accessory Building				
12.	Julia Williams	32 Woodford Avenue	New garage	Approved, permit issued
13.	Brad Roberts	32 Old Bonne Bay Road	New shed	Approved, permit issued

Commercial Construction				
14.	Woodward Auto Group	9A TCH	New shed	Approved, permit issued
New Businesses				
Other				
15.	Wayne Anstey	10 Kerwin Place	Homes need proper house numbers	Forward to council as correspondence
16.	Fences		Follow up with non-conforming fences	Action Item: Staff to develop a process for follow up
17.	Water and sewer connection fees			Action Item: Staff to develop a standard service contract to cover work that is more involved or costly than usual

(c) Public Works

2016-0822-08, Public Works

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Public Works Committee Meeting, on August 18, 2016 be adopted as presented.

In Favor: Mayor Dean Ball
 Deputy Mayor Sandra Pinksen
 Councillor Elmo Bingle
 Councillor Kerry Jones
 Councillor Sheila Mercer
 Councillor Amanda Freake
 Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried



Public Works
August 18, 2016

Councillor Elmo Bingle
Councillor Amanda Freake
Councillor Shelia Mercer
Lori Humphrey
Dave Thomas

No	Description	Recommendation
1	Delegation –Gatehouse Road and Devon Row: SNC Lavin Presented two options for Devon Row. 1) Keep elevation down for servicing all homes to finished basement 2) Raise the sewer main to a higher elevation which will service finished floor at # 8 and #10.	Recommend Option 1
2	Reginald Drive – turn around	Set up meeting with David Butt to explore the option of using part of his land for turn around.
3	Flashing Device on Nicholsville Road	Go look for quotes on eight flashing signs. 4 for Nicholsville Road, 2 Whites Road and 2 for Clinic/ High Street
4	Nicholsville Road Paving	Should begin paving by Monday. Paving Joe Butt’s Look out and Murdock on Friday and Fire Hall Parking Lot will wait until after the construction as mostly finished up
5	Langdon’s Ave	Town Manager to respond to Gordon Hancock regarding Langdon’s Avenue paving. Dave to have a look at road that is there now to see where it is washing away.
6	Welder Position	Recommend Randy King for the temporary Welding position.

(d) Economic Development

2016-0822-09, Economic Development

Councillor Sheila Mercer / Councillor Kerry Jones

Resolved that the minutes/recommendations of the Economic Development Committee Meeting, on July 27, 2016 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried

Economic Development Committee Minutes

Meeting of Wednesday, July 27, 2016

2:30 pm, Grand Lake Centre

In Attendance	Regrets
Chairperson Sheila Mercer, Town Councillor	Jean Young, Town Councillor
Walter Dominie, committee member	Amanda Freake, Town Councillor
Damon Clarke, Economic Development Officer	Cyril Kirby, committee member
Terrilynn Robbins, Deer Lake Chamber of Commerce	Terri Gilbert, committee member

I. Call to Order

The meeting was called to order at 2:32 pm.

II. Old Business

a. Industrial Park Road

The Town's engineering firm is about to place a tender for the construction of the next road in the industrial park. This work should commence by the beginning of September.

b. Update on Buildings

The new town hall is ready for occupation and the move is set for August 10. It is expected to take a week to get everything moved and set up for use. Meanwhile, renovations are proceeding for the new fire hall and the front part of the lot on Reid's Lane will be paved shortly. The building should be ready for occupation by mid-September.

c. Beach enhancements

Much of this work has been completed. Still to come is the Lions Club flower beds (stone benches are already in place) and paving of the parking lot. The plan is to have another phase of enhancements in 2017.

d. Food Concession

The concession has been in operation for about a month. The concessionaire is happy so far and he plans to enhance his food offerings next year.

e. Development regulations review

One more meeting is required before staff members complete their internal exercise. This staff input will be incorporated into the 10-year plan contract issued to Baird and Associates.

f. Walking Trail 2016: parking area, signage, media release

The project concluded for the season on July 29. All wooden structures needed to cross ravines and streams on the Nicholville Bridge to Viking Trail section have been completed. In addition, the town is about to create a parking area/signage plaza on the airport road at the trail head. There was a tender call to provide signage for the two sections of trail. That contract was awarded to Upland Studios. Finally, ACOA issued a media release in late July to note the trail work.

g. Web Site

The town is awaiting a second draft of the new web site from Prime Creative. At that time, there will be a requirement for members of the economic development committee to conduct a thorough review of the new web site to provide feedback to the company.

h. Retail Area

Plans and concepts for this development are being prepared by the developer's real estate agent. Plans include the installation of a large billboard on the Trans Canada Highway to generate interest in the development.

i. Airport Photo Collage

The collage is being prepared and should be installed on a glass wall at the airport by August 12. The collage includes a "Welcome to Deer Lake" greeting at the top, 7 photographs showing the golf course, snowmobiling, the Tailrace, the beach (2) and people having fun (2) and the town logo and web site address.

III. New Business

a. Snowmobile Economic Impact Study

The EDO sits on the steering committee which is guiding the Snowmobiling Economic Impact study commissioned by the Newfoundland and Labrador Snowmobile Federation. A draft report has been delivered and a meeting is planned in the coming weeks for stakeholders to have their say on the report contents.

IV. Land Issues

None.

V. Other Issues for Discussion

None.

VI. Next Meeting

Wednesday, August 24, 2016, 2:30 pm, Grand Lake Centre for Economic Development

Adjournment

The meeting was adjourned at 3:30 pm.

(e) Parks and Recreation

2016-0822-10, Parks and Recreation

Councillor Jean Young / Councillor Kerry Jones

Resolved that the minutes/recommendations of the Parks and Recreation Committee Meeting, on August 2, 2016 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried

Parks & Recreation Committee

Deer Lake Parks & Recreation Committee meeting.

Aug 2, 2016

In Attendance:

Councilor- Jean Young

Glynn Wiseman

Junior Pinksen

Stadium

- Deer Lake Minor Ball Hockey was a great success. It ran from April 19, 2016 until the first week of June.
- Humber Valley Hockey school will run August 1-7, 2016
- Deer Lake Figure Skating session will run for the same week.
- We will be hosting a skating show on September 29-2016 called Le Patin Libre. This will be the first time we have tried an event like this. You may view some of their past performances on YouTube. We will also partner with the Deer Lake Skating Club.

Bowling Alley Report

- On July 9th and 10th our 5 pin league bowlers sent a team to Oshawa, Ontario to compete in the National Bowl Canada Cup. The team consisted of Frank Rideout, Wilfred Holloway, Christa Jones, Linda Halfyard and Dorm White. They took 4th for all of Canada.
- During the summer we have been open for bookings of 3 lanes or more and for the Deer Lake Sports programs we will also be open for 1 week for the Humber Valley Hockey School the beginning of August.

Swimming Report

- We are in the second block of summer swimming lessons. Everything is going well. Our enrollment is at 134 and we have also offered private swimming lessons to nine children so far this summer.
- The swimming pool maintenance which took place the last three weeks in June worked out good and we reopened on schedule with the maintenance completed.
- Our pool staff members that needed recertification were recertified before we reopened the pool in June.

Other

- We have a car show booked in Deer Lake on August 26-2016. They will be doing a tour across the province and staying on Bowater's Field that evening and having a Shine and Show on the recreation parking lot from 6-9 pm.
- We received \$ 950.00 from Recreation and Sport Development Initiative/Project. This will help offset the cost of a sledge we had purchased for children with a disability who require this equipment in order to enjoy the ice skating at the arena. We had a request from someone and we applied for the funding.
- The Deer Lake Striker Teen Volleyball Group was successful in receiving \$375.00 grant through Recreation Newfoundland Teen Challenge Grant program to purchase equipment.
- Recreation Conference in St John's was a great success with many new great ideas and new networking opportunities. At the Banquet we took the torch and will host the 2017 Conference with the theme "Celebrating Community Hero's". Our guest Speaker will be Para Olympian swimmer Katrina Roxon from Stephenville.
- The Recreation Staff has been maintaining all the fields' playgrounds, green spaces, etc.
- Summer Students are halfway through the summer grant program. The number of grants for students for Community Improvements was lower this season.
- Summer Activity camp has seen the highest enrollment in the last number of years. We attribute this to the strong leadership and the High Five Training received by the staff. The focus on early child development has paid off and seen us have a wait list for the first time ever.
- Beach cleaning has been ongoing since early June after the contractor has moved the debris we be kept going until Labor Day Weekend.
- The recreation staff has been has built and installed the new ramp at the Joe Butt's Look out, built viewing lookouts along the lake walking trail, etc.
- Recreation Staff has completed a few projects for the 2016 Strawberry Festival.
- There will be a Fundraiser on aid if the Fort McMurray relief fund on Bowater's Field June 11, 2016. This was organized by the seen Lake Pentecostal Church.
- Relay for Life will be September 10-2016 at the Hodder Complex.
- Humber Valley Agriculture Fall Fair will be from September 16-17-2016

(f) OH&S Coordinator / Office Assistant Position
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OH&S Program Coordinator/Office Assistant
August 4, 2016

Deputy Mayor Sandra Pinksen
Councillor Shelia Mercer
Maxine Hayden

A total of 45 applications were received four were selected:

- Chelsea Kinden
- Debra Goulding
- Kelsey Jones
- Pauline Samms

The interview committee is recommending that we offer the position to Kelsey Jones at a starting salary of \$30,000.00. Since Leslie is currently off on maternity leave Kelsey should be able to start as soon as we check out her references and she agrees to accept the position.

(g) Superintendent Report



Report From: Public Works Superintendent David Thomas

Prepared For: Council & Management Team

Date Prepared: August 19, 2016

Timeframe: July 18, 2016 – August 19, 2016

Road:

- Patching Main Street, Old Bonne Bay Road, High Street, Squires Road, Shears Place, Moss's Lane
- Sweep roads and sidewalks
- Line Painting
- Installed culvert on Fourth Ave, Lushes Lane, Grace Ave, Wallace Place, Reid's Lane
- Prepared Day Park and new Fire Hall for asphalt

- Prepared and paved road cuts on Wights Lane, High Street, Morey Ave, Fifth Ave
- Graded roads
- Put calcium on roads
- Cleaned out catch basins on Lushes Lane, Upper Nicholasville Road, Crescent Street, Wights road, Reginald Drive
- Repaired sidewalk on Morey Ave
- Installed catch basin on Elizabeth Ave

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Water hookups on Jack's Place, Grace Ave, Humberview Drive, 2 Goose Arm Road, Riverbank Road
- Repaired curb stop on Airport Ave, Wights Road, Peddles Road, Elizabeth Ave, Joel's Place and Mayor Ave
- Maintenance to Elizabeth Ave booster station
- Repaired 2 waterline breaks on Lush's Lane

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Main Lift station
- Repaired sewer line on Morey Ave
- Sewer plug on Devon Row, Hancock's Road, First Ave
- Sewer hookups on Jack's Place, Grace Ave, Humberview Drive, Goose Arm Road, Riverbank Road

Building Maintenance:

- Electrical work at Day Park, field, lift stations and new town office

Misc :

- Vacuumed out port a potties and tanks at park
- Built diversion road on Riverbank Road/ Took out diversion road
- Moving to new town office

(h) Action Report

Action Report						
#	From Meeting	Item	Depart	Individual to Complete Task	Task	Date Completed or Follow Up
1	2-May	Fire/Oxygen Fee Structure	Policy	TM/Fire	Recommended that commercial inspections be charged by an hourly rate instead of a flat fee	Going to policy
2	18-Jul	Conflict of Interest	Admin	TM	Check with MA on if they believe Mayor is in Conflict of Interest	
3	18-Jul	Resident	Admin	TM	Check with Layer on communication regard residents and class action law suit	
4	18-Jul	Bell Aliant	Admin	TM	Set up meeting with Bell Aliant	
5	18-Jul	West Coast Terra	Admin	EDO	Follow-up letter written to residents who wrote us	
6	18-Jul	Anne Reardon	Admin	TM	Town manager to check if the Town has jurisdiction to change zoning in St. Jude's	
7	18-Jul	Erica/Juanita Decker	Admin	TC/MEO	Denied; fence must conform, place order	Order issued
8	18-Jul	Gloria White		TC/MEO	Denied; fence must conform, place order	Order issued
9	18-Jul	Chapman	Admin	TM	Review to see if this should of went to insurance	
10	18-Jul	Welder	PW	PWS	Put ad in paper and job bank	Done
11	18-Jul	Yates	PW	TM/PWS	Check to see what work is going on there.	

Unable to update Town Manager, EDO and MEO was on vacation. Will update on next report.

Adjournment

2016-0822-11 Adjournment

Deputy Mayor Sandra Pinksen

Resolved that since there is no further business that the meeting adjourns at 8:45pm with the next regularly scheduled meeting set for September 12, 2016 at 7:30 pm.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Amanda Freake
Councillor Jean Young

In favor 7; opposed 0; abstained 0. Carried



Mayor, Dean Ball



Administrative Assistant, Christa Jones