

**LUNENBURG ACADEMY FINANCE
AND GOVERNANCE COMMITTEE
MEETING MINUTES**

**May 11, 2016 at 5:30 p.m.
Lunenburg Town Hall**

PRESENT: Mayor Rachel Bailey, Chair; Deputy Mayor Danny Croft; Jane Ritcey, Lunenburg Academy Foundation; and Roxie Smith, Lunenburg Academy Foundation.

ALSO PRESENT: Scott Burke, Lunenburg Academy Development Coordinator (“LADC”); Peter Haughn, DCAO; Sara Lochhead, South Shore Regional Library Board - Town of Lunenburg member; Jill Martin, Lunenburg Academy Foundation alternate (arrived approx. 5:40 p.m.); Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries (arrived 5:32 p.m.).

ABSENT: Councillor Thom Barclay.

The Chair called the meeting to order at 5:30 p.m.

1. Approval of agenda and set time to adjourn

The agenda was approved as circulated.

2. Approval of March 23, 2016 minutes

Motion: moved by Roxie Smith, seconded by Deputy Mayor Croft that the meeting minutes of March 23, 2016 be approved as circulated. Motion carried.

5:32 p.m. - Jeff Mercer arrived.

3. Interview Committee report and recommendation for Governance and Fund Development Consultant

The Chair commented on the process followed in reviewing proposals. The LADC said ten (10) submissions were received, four (4) were interviewed, with the preferred company being RBR Development Association Ltd. He briefly reviewed the budget noting we have \$25,000. in total, made up of a \$10,000. grant from the Province, and \$7,500. each from the Academy Foundation and the Town of Lunenburg. He noted that the preferred proponent has dropped the fee by reducing work that was beyond requirements in one category. She has been further asked to reduce the fees by several thousand dollars to meet our budget. We are waiting to hear back from her. Reference checks were done and were all positive.

5:40 p.m. - Jill Martin arrived.

Motion: moved by Jane Ritcey, seconded by Deputy Mayor Croft that if RBR Development Association Ltd. agrees to the \$25,000. budget, net of HST, they will be engaged to do the governance review and fund development project as outlined in our Town/Foundation RFP. Motion carried.

The LADC noted he has spoken with the Province and we are fine to proceed with this project through a Town purchase order, which will save additional HST.

4. Library

(a) Structural Engineer Report Update

It was noted that Campbell Comeau was hired to do the structural engineering study at a cost of \$2,900. plus HST, which was the low bid.

During the preparation stage, concern about possible asbestos was identified and four areas to be cut were checked, two coming back positive for asbestos. The structural engineer will come to the Academy next week to identify exactly where the cuts need to be made in the ceiling and a company will be engaged to remove the minimal amount of material necessary to do the structural analysis, which is estimated to be less than \$1,000.

(b) Library Designer Interview Schedule

The Chair commented on the process, noting that three (3) companies were interviewed. Jeff Mercer talked about the process and large price variances, noting the preferred proposal is from Ekistics and Form Media. Some of the same people were involved in designing the Town way-finding panels throughout the community.

Scott commented on the budget with their proposal being \$15,250. plus HST, further noting that reference checks have yet to be done.

Motion: moved by Roxie Smith, seconded by Deputy Mayor Croft to hire Ekistics/Form Media for library design work based on the Town's RFP and their proposal, subject to final reference checks being acceptable. Motion carried.

Jeff Mercer noted that the design work, along with oversight of its implementation, is planned to be completed by the end of December.

5. New Business

(a) Heritage Classroom

Roxie Smith commented on the Heritage Classroom and the work David Afford and Alan Richards have done making furniture, noting there is a large amount of material in excess items to be disposed of. She said that once the items that belong to the Foundation are determined to be in excess they will be removed and available to be given away in the next week, or so.

A brief discussion took place with regards to the condition of the floors and it was agreed they would contact the LADC for information on how they were improved in the Class Afloat room on the second floor.

(b) New Tenant

The Chair said that Craig Munroe Financial Services will be moving into the second floor next week.

6. Meeting Schedule

4th Wednesday of each month - next meeting June 22, 2016

Adjournment

The meeting adjourned at 6:30 p.m.

Peter Haughn, DCAO