

**MINUTES OF THE SPECIAL MEETING OF THE VILLAGE OF PORT  
WILLIAMS COMMISSION OF NOVEMBER 9, 2021**

**MEMBERS PRESENT:** Lewis Benedict, Scott Leier, Ernie Hovell & Kim Cogswell

**IN ATTENDANCE:** Darlene Robertson and Brock McDougall

Chairperson, Lewis Benedict, called the meeting to order at 2:00 p.m.

a) Office Renovation Tender opening

- Brock recapped the five bids received for the tender opening which was circulated to the Commissioners
- Brock noted that the lowest bid was over the amount which was estimated by the Architect
- After discussing various options in lieu of accepting the lowest bid it was moved and seconded that the Village Commission will accept the lowest bid submitted by Roscoe Construction, contingent on a satisfactory pre-project meeting with Roscoe Construction.

**MOTION CARRIED**

- Brock will arrange the pre-project meeting and asked the Commission if they would like to attend the meeting. Lewis stated that he would like to attend.
- There was discussion regarding relocating the office staff and equipment during construction.
- It was suggested that Brock contact Chief Porter and ask if the office could use their meeting space as a temporary location for the staff and equipment. Brock said he would contact Philip.
- It was agreed that signing the contract awarding the tender to Roscoe Construction would happen after the pre-project meeting.

Meeting went in camera at 2:37 to discuss a personnel matter

The *in camera* session was adjourned at 2:54pm

Upon a motion being made, the meeting was adjourned at 2:55pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk