
**CITY OF NORTH BAY
SEYMOUR STREET CLASS EA AND PRELIMINARY DESIGN**

UTILITY MEETING – PRELIMINARY DESIGN STAGE

ATTENDANCE:	Name	Company
	Matt Payne	North Bay Hydro (NBH)
	Vicky Khamar	NBH
	Rob Clarke	NBH
	Cal Kohlsmith	Bell
	Brenda Hamilton Perron	Bell
	Les Ranta	J.L. Richards & Associates Limited (JLR)

MINUTES ALSO DISTRIBUTED TO:	Name	Company
	Adam Lacombe	City of North Bay (CNB)
	Dawn Hilliard	JLR

The meeting commenced at 1:30 P.M., Wednesday, November 28, 2012 at North Bay Hydro Office.

The following summary of the discussions of this meeting has been prepared to record and direct the project. Please advise the undersigned of any errors or omissions.

<u>ITEM</u>		<u>ACTION</u>
<u>SECTION 1 – DRAWINGS AND BACKGROUND INFORMATION</u>		
1.1	JLR explained the Environmental Assessment process and that the information gathered from utilities will be included in the preliminary design documents and passed on to the firm undertaking detailed design.	INFO
1.2	A copy of the current drawings was provided via e-mail before the meeting, and is also included with this package for the benefit of all (Attachment 1).	JLR
1.3	JLR advised that currently the Seymour Street road profile elevation is expected to be raised in front of G and P Welding. NBH and Bell will check to ensure minimum clearances will be provided.	NBH BELL
1.4	JLR has advised Union Gas and Cogeco of the project. Each had no comments regarding the identification of significant issues.	INFO
1.5	JLR will provide AutoCAD linework for the Commerce/Seymour intersection(Attachment 2).	JLR

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SECTION 2 - NORTH BAY HYDRO ITEMS

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| 1.6 | NBH will review options to move the pole at northeast quadrant of Seymour/ Commerce intersection. This pole has been identified for relocation in preliminary design. | NBH |
| 1.7 | NBH will review vertical clearances of all wires currently crossing Seymour. A minimum clearance of 14'-7" is required to all lines crossing the roadways. | NBH |
| 1.8 | NBH advised that temporary support may be required during construction for some/ all of the poles adjacent to the proposed wall on the north side of Seymour. | NBH |
| 1.9 | NBH advised that they will require 3-6 months lead time to move poles. | CNB |
| 1.10 | NBH advised that other firms may be using their poles, including Ontera. | INFO |

SECTION 3 - BELL ITEMS

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| 1.11 | BELL advised that the equipment located on the northeast quadrant of Seymour/ Commerce is substantial and that moving both the surface box and the underground vault would be expensive and result in significant business disruption. Fibre optic cable servicing eastward including Mattawa are contained in the construction zone. | INFO |
| 1.12 | BELL advised that the wires from the vault run to the NBH pole proposed to be moved, but that the wires could be transferred to a new pole location should the distance not be too far away. | INFO |
| 1.13 | BELL advised that to minimize disruption the following priority list should be considered (from least to most disruptive to services and least to most cost):
-nothing moved – least disruptive
-move NBH pole and run wires from box to new pole
-move box out of intersection, but not vault
-move box and vault – very disruptive and very expensive. | JLR |
| 1.14 | BELL advised that fibre duct immediately north of new wall location (north of existing poles) is encased in concrete. JLR will show this on drawings. | JLR |
| 1.15 | BELL advised that a 3 month lead time from the completion of the relocation of the pole at Seymour/ Commerce by NBH would be required to allow them to plan for any reconfiguration work required. This means that a 6-9 month lead time will be required prior to the intersection construction work. | CNB |
| 1.16 | BELL will provide an updated cable drawing for preliminary design purposes. As always, locates will be required for detailed location identification (Attachment 3). | BELL |