



RC SPENCER ASSOCIATES INC.
Consulting Engineers

12 October 2017
File No.: 16-519

Mr. Andrew Plancke
Director of Municipal Services
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario
N9Y 2Y9

Attn: Mr. Andrew Plancke, C.E.T.

Re: Millbrook Subdivision
Stage 2 Phase 2
Town of Kingsville

Dear Andrew:

Further to our pre-maintenance inspection of 15 June 2017 (attached) we have confirmed that excepting items 2 and 6, all deficiencies have been corrected.

Considering the deficiencies are minor, we therefore recommend that Millbrook Subdivision Stage 2 Phase 2 be placed on one year maintenance and that building permits be made available.

Yours Truly,
RC Spencer Associates Inc.

Bruce Ropat
Senior Manager/Associate

cc: Gudrin Beggs
Josh Burns



Pre-Maintenance Period Inspection Minutes
Project Name: Millbrook Subdivision Stage 2 – Phase 2

Date: 15 June 2017
Time: 1:30 p.m.
Place: On-Site
Project No.: 16-519

| | | |
|-----------------|----------------|----------------------------|
| Present: | Andrew Plancke | Town of Kingsville |
| | Shaun Martinho | Town of Kingsville |
| | Andy Coghill | Amico Infrastructures |
| | Zac Santos | Amico Infrastructures |
| | Don Lépine | RC Spencer Associates Inc. |

| <u>Item</u> | | <u>Action By</u> |
|-------------|--|------------------|
| 1. | Parge the outside of the manhole covers: i) Storm Manhole 4, 5, 10, 8A and Catchbasin Manhole 12 ii) Sanitary Manhole C, D, E, K, & J | Amico |
| 2. | Storm Manhole 12 to be a Catchbasin Manhole | Amico |
| 3. | Clean up intersection of Hazel/Woodland (west) from dirt and mud | Amico |
| 4. | Debris to be removed from bottom of catchbasin (fronting Lots No. 18, 24, 73 and 79). Other catchbasins to be cleaned and remove debris as required. | Amico |
| 5. | Storm Manhole 8A, bottom of manhole to be cleaned out. | Amico |
| 6. | The Tracer wire of the watermain to be inspected by the Town. | Town |

Note: The foregoing represents the writer's understanding of the major items of discussion and the decisions reached and/ or future actions required. If the above does not accurately represent the understanding of all parties attending, please notify the undersigned within 48 hours of receiving these minutes at (519) 946-1134.

Minutes prepared by, **RC Spencer Associates Inc.**, Don Lépine, Inspector

Distribution

All Present
Bruce Ropat

RC Spencer Associates Inc.
Consulting Engineers
Windsor, Ontario

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