



**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

<b>Present:</b>	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	<b>Amico</b>
2. Storm Manhole 12 to be a Catchbasin Manhole	<b>Amico</b>
3. Clean up intersection of Hazel/Woodland (west) from dirt and mud	<b>Amico</b>
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.	<b>Amico</b>
5. Storm Manhole 8A, bottom of manhole to be cleaned out.	<b>Amico</b>
6. The Tracer wire of the watermain to be inspected by the Town.	<b>Town</b>

**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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