



Architecture • Land Planning • Space Planning

## **Pocopson Township Building Steering Committee**

**Meeting Notes** – 4:30 p.m. – April 28, 2009  
Pocopson Township Building at 740 Denton Hollow Road

**Present:** Ann Brown, Georgia Brutscher, Jean Conary, Mary Dugan, Kris Firey-Poling, Alta Hoffman, Rusty Jones, Dennis Melton, John O’Neal, and Susan Simone

**Absent:** Alta Hoffman and John O’Neal

### **General**

1. Reviewed and approved Minutes dated 4/16/09.
2. The Space Requirements spreadsheet dated 4/28/09 was distributed.

### **Phase 1 – Programming:**

1. The Space Requirements spreadsheet was reviewed and will be updated for distribution at the next Steering Committee meeting.

### **Phase 2 – Existing Conditions:**

1. Downspout Issue:

Color samples are expected from the manufacturer soon. Dennis agreed to finalize the roof plan with gutters/downspouts locations and specifications as soon as the samples arrive. The plan and specifications will then be provided to Meadow Brook Builders and MOBAC, Inc. for quotes.

2. A meeting was held April 23 with Richard Basilio, MOBAC, Inc., and the structural engineer to continue existing conditions investigation focusing on HVAC, windows, and doors first as well as structural issues. The structural engineer’s investigation and findings will be part of the Existing Conditions Report.

3. Georgia Brutscher agreed to schedule additional house visits to the Davidsons, Enos Barnard house, and Curry's. Georgia will notify Jean Conary the date for these house visits so that any Historical Research Committee persons can attend.

**Phase 3 – Historical Investigation:**

1. Next meeting will be held at the Barnard house for May 5 at 4:00 p.m.

The next Steering Committee meeting will be May 12 at 4:00 p.m. and will be the first Schematic Design meeting. Dennis Melton agreed to provide a preliminary layout based on the Space Requirements spreadsheet for discussion.

The above summary is intended to be an accurate representation of the items discussed. Please notify the Architect if there are any discrepancies.

Summarized by Dennis Melton (4/29/09)