



Architecture • Land Planning • Space Planning

Pocopson Township Building Steering Committee

Meeting Notes – 4:30 p.m. – May 12, 2009
Pocopson Township Building at 740 Denton Hollow Road

Present: Ann Brown, Georgia Brutscher, Jean Conary, Mary Dugan, Kris Firey-Poling, Dennis Melton, John O'Neal, and Susan Simone

Absent: Alta Hoffman and Rusty Jones

General

1. Reviewed and approved Minutes dated 4/28/09.

Phase 1 – Programming:

1. The Space Requirements spreadsheet dated 5/12/09 was distributed. The spreadsheet was updated to include areas in square feet for the individual spaces within the Township and URR functions. The total area needed by the Township and URR is approximately 4,500 sq ft of usable space (not including wall thicknesses, chases, etc.). The existing building provides approximately 3,700 sq ft of usable space.

Phase 2 – Existing Conditions:

1. Downspout Issue - Color samples have not been received but are expected from the manufacturer soon. Dennis Melton 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. Georgia Brutscher agreed to schedule an additional house visit to Curry's to be viewed from the exterior only. Georgia noted intrusive problems with visits to Enos Barnard house and Davidsons.

Phase 3 – Historical Investigation:

1. Jean Conary reported on the meeting held at the Barnard house on May 5 with the following notes:
 - A. Walked through house.
 - B. Northern section of second floor - saw chamfering moved into adjacent space.
 - C. Looked at nails, back stair case square headed, and nails holding it in place different kind.
 - D. Closet installed 1970s.
 - E. Attic – mortise and tenon.
 - F. Basement – questions about wall between sections, could there have been a summer kitchen or root cellar to north? – not continuous masonry.
 - G. Question dates of fireplace surrounds on second floor.
 - H. Story from Mrs. Chalfant about finishing of fireplace surrounds.
 - I. Chimney arch on both sides match almost identical; perhaps originally a larger one.

Phase 4A – Schematic Design:

A discussion of drawings showing Options A and B dated 5/11/09 presented by Dennis Melton included the following decisions and comments:

1. The large meeting room will be on the first floor to allow adequate meeting room space including storage and avoid an elevator and fire stairs. The meeting room size requirement will be examined in more detail.
2. The layout of Option B was approved with the following exceptions:
 - A. Entry to the Township functions will be from the existing kitchen door, URR at a new door in the rear area, which will also be the public entry for the large meeting room and toilet rooms.
 - B. The Break Room will be on the second floor for more direct use by Office staff.
 - C. One of the existing second floor toilet rooms will be retained.
 - D. The URR Office will be on the second floor rear area.
 - E. There will be no fire stairs addition to the basement Exhibit Area. Museum access (guided only) with one stair (existing) will be investigated.

The next Steering Committee meeting will be June 2 at 4:30 p.m. and will be the second Schematic Design meeting. Dennis Melton agreed to provide a revised layout based on the Space Requirements spreadsheet and the result of the May 12 meeting.

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 (5/15/09)