



Architecture • Land Planning • Space Planning

Pocopson Township Building Steering Committee

Meeting Notes – 4:30 p.m. – June 23, 2009
Pocopson Township Building at 740 Denton Hollow Road

Present: Georgia Brutscher, Jean Conary, Mary Dugan, Alta Hoffman, Rusty Jones, Kris Firey-Poling, Dennis Melton, and Susan Simone

Absent: Ann Brown and John O’Neal

General

1. Reviewed and approved Minutes dated 6/2/09.

Phase 2 – Existing Conditions:

1. Downspout Issue - Dennis provided the plan and specifications to MOBAC, Inc. for quotes. Georgia Brutscher to get the drawing to Meadow Brook Builders.
2. An existing conditions assessment site visit was held with MOBAC’s MEP people Friday morning, June 4. Reports from each of the disciplines (electrical, mechanical, and plumbing) will follow.
3. Selective demolition as indicated the Structural Assessment Drawing S-1 dated 5/7/09 was accomplished on June 11. Dennis Melton agreed to provide the results to the structural engineer for completion of the structural assessment.

Phase 3 – Historical Investigation:

1. Jean Conary reported on the meeting held at the Barnard house on June 11. Notes of the meeting will be provided.
2. Photographs taken by Alta Hoffman of the Barnard House were distributed to Jean Conary, Dennis Melton, and Georgia Brutscher.

Review of documents brought by Dennis Melton was postponed until the next meeting, so that the Land Plan could be presented and reviewed.

Land Plan:

Lauressa McNemar presented seven options for a Land Plan with Option 7 being the approved plan. The Land Plan includes one-way access from the existing entry drive with a drop-off area, limited parking beyond, a paved parking area behind the building with one-way exiting, additional unpaved parking beyond, park area with composting toilet, and other features. It was discussed that Lauressa would meet with Dennis Melton to review details for providing a color site plan to be included in Presentation Materials.

The next Steering Committee meeting will be Tuesday (7/7/09) at 4:30 p.m. Final Schematic Design Documents will be presented and progress of Existing Conditions and Presentation Materials.

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 (6/26/09)