



Architecture • Land Planning • Space Planning

Pocopson Township Building Steering Committee

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

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

Absent: John O'Neal

General

1. Reviewed and approved Minutes dated 7/7/09.

Phase 2 – Existing Conditions:

1. Downspout Issue – Dennis Melton forwarded quotes to Susan Simone. Specifications are being sent to Meadow Brook Builders for a quote.
2. Dennis Melton presented the Existing Conditions Report dated 7/21/09 containing the general, structural, HVAC, electrical, and plumbing assessment with photographs of deficiencies and architectural features with Existing Floor Plans.

Phase 3 – Historical Investigation:

1. Jean Conary provided the Historical Investigation Committee's report to be incorporated in the Presentation Materials.

Phase 4B – Presentation Materials:

1. Dennis Melton presented final color 24” x 36” Land Plan and Proposed Floor Plans mounted on boards for presentation use.
2. Dennis Melton presented the Project Scope Report dated 7/14/09 including Site Work, Building Renovations/Addition, Drawings A-1 & A-2 dated 7/8/09 Option A Large Meeting Addition, and Drawings A-1 & A-2 dated 7/8/09 Option A1 with Second Floor Meeting Room.
3. Dennis Melton presented the Presentation Booklet including Cover Sheet with Rendering, Project Description, Components, Land Plan, Floor Plans, Probable Costs, Next Steps/Timeline, House Visits, Space Requirements Program, and Sustainability Scope.

Phase 5 – Estimate of Probable Construction Cost

Dennis Melton presented the Budget Quotation by MOBAC, Inc., dated 7/29/09. The budget is divided into Site Work, Building Exterior Work, Addition, Interior Improvements, and Elevator/Stair Option. Some questions were raised that Dennis suggested would be best addressed by Richard Basilio of MOBAC, Inc. Dennis suggested a meeting be scheduled to examine the budget in detail.

The next Steering Committee meeting will be scheduled as coordinated by Dennis Melton for the purpose of discussing the budget with MOBAC, Inc. The dates for consideration are September 8 or September 10 at 4:30 p.m.

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 (8/3/09)