



Architecture • Land Planning • Space Planning

Pocopson Township Building Steering Committee

Meeting Notes – 4:30 p.m. – July 7, 2009
Pocopson Township Building at 740 Denton Hollow Road

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

Absent: Mary Dugan, Alta Hoffman, Rusty Jones

General

1. Reviewed and approved Minutes dated 6/23/09.
2. Ann Barton presented fundraising recommendations which were received with agreement:
 - Applications should seek funding for:
 - Capital improvements on the Barnard House.
 - Capital improvements for the schoolhouse.
 - Signage for both sites.
 - Brochures/marketing for both sites.
 - Exhibitions supplies for both sites.
 - Education program incorporating both sites.
 - The Township is in the process of drafting a Preliminary Letter of Intent between the Township and the KURC stating: The Township plans to renovate the Barnard House for use as both offices and meeting space for the Township as well as a museum for the KURC for an indefinite period of no less than twenty years. The amount of space to be allocated for the museum, details of financial arrangements, and access to the space and length of time and agreements for occupancy will be determined once the program plan has been completed.
 - Next steps include:

- Complete program plan for Barnard House and cost for renovations.
- Draft case statement.
- Host community stakeholders' meeting to build support for and audience for project.
- Contact potential foundation funders to determine interest.
- Identify and cultivate individual major donors or foundation board members by providing tours of the House.
- Contact DCED and elected representatives to determine which DCED programs would be the best fit for this project.
- Write and submit proposals.

Phase 2 – Existing Conditions:

1. Downspout Issue - Dennis Melton provided the plan and specifications to MOBAC, Inc. for quotes, which should be received the middle of this week. Dennis to forward quotes to Susan Simone. Bill Harwood to get the specifications to Meadow Brook Builders for a quote.
2. Mechanical/Electrical/Plumbing Existing Conditions Assessment: Reports and recommendations were received by Dennis Melton and will be presented at the next meeting.
3. Structural Assessment: Dennis Melton provided the results of the selective demolition to the structural engineer who completed the structural assessment. Dennis agreed to bring the results to the next meeting as part of the Existing Conditions Report.

Phase 3 – Historical Investigation:

1. Jean Conary reported on the meeting with Mrs. Chalfont and provided notes.
2. The Committee is working on a Historical Investigation Report and will meet on July 9th at 4:30 p.m.

Land Plan:

Dennis Melton presented the color 24" x 36" Land Plan C-1 dated 7/7/09 for review. Dennis stated that he met with Laressa McNemar and also sent a preliminary plan to Laressa for review. The Land Plan was approved by the Steering Committee.

Phase 4A – Schematic Design:

Dennis Melton presented final Schematic Design Plans SD-1 and SD-2 dated 7/7/09, which were approved by the Committee.

Phase 5 – Estimate of Probable Construction Cost

Dennis Melton presented cost estimating documents Option A (with large meeting room) A-1 and A-2, and Option A1 (meeting room on second floor rear) A-1 and A-2 dated 7/7/09. Interior finishes were decided. Dennis agreed to provide these to MOBAC, Inc., for use in the cost estimate.

The next Steering Committee meeting will be July 28, 2009 (Tuesday) at 4:30 p.m.

The agenda will include Existing Conditions Report, Presentation Materials draft, and Next Steps.

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 (7/9/09)