



Pocopson Township

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Barnard House (BH) Steering Committee Meeting Notes

Tuesday, January 14, 2014

4:30 p.m.

Attendees – Georgia F. Brutscher, Chair; Committee – Laressa McNemar, Jean Conary, Susan Simone, Richard Jensen, Alta Hoffman, and Carol Haaf. Kennett Underground Railroad Center (KURC) Representatives: Karen Marshall, John O’Neal. Guests: Terence Maguire, Barbara Holmes.

1. **Wawaset Road Project Grant:** Brutscher announced that the Township received a Greenways, Trails and Recreation Program (GTRP) Grant in the amount of \$250,000 from the Commonwealth Financing Authority to be used for development of trail related support facilities at the Barnard House. The 2014 Township Budget includes allocation of the required 20% match. In-kind services are accounted for as part of the 20% match. The Township Treasurer will administer the grant including the required reporting. The terms of the grant require the exterior improvements to be completed in two years. On January 8th, Brutscher met with Melton, Hatfield, Supervisor Matt Read, and Steve Conary regarding professional service authorizations (PSA) that will be submitted to the Board of Supervisors for approval on January 27th. The PSAs will outline consulting services required to complete the project including development of bid packages. A decision was not made regarding a Project Manager. Brutscher also noted that today’s meeting was advertised, and going forward, because of the expenditure of funds, the Township Solicitor directs that all Barnard House Steering Committee meetings be advertised as public meetings.

- a. **Discussion** – Marshall requested an opportunity to review the proposed plans, particularly to identify the location of the park bathroom facility in relation to the rooms to be used by KURC. She also recommended that the Township routinely photograph the property before, during, and after the exterior construction. Brutscher stated that installation of the park bathroom does not guarantee that the KURC will be able to occupy the rooms allotted to them. O’Neal voiced concern that installation of the park bathroom, based on the April 2013 plan, seems to reduce the square footage originally set aside for KURC museum space. The April 2013 plan shows a Township meeting room where once museum space was designated. Attendees are mindful that KURC pledged \$30,000.00 for renovation of their space as part of the grant application.
- b. **Actions** – McNemar requested and Jensen agreed, that the Township should confirm if temporary occupancy by KURC is viable if all building codes and safety and security concerns are met. Jensen should review the final plan to confirm such details. A determination should be made by the Township confirming the square footage to be allocated to KURC. Brutscher will

request authorization from the Board of Supervisors to proceed with legal work necessary to prepare a lease agreement or partnership agreement that sets forth the formal arrangement for KURC to occupy the House. O'Neal and Marshall will provide the KURC Board with an update.

- c. **Brainstorming** – Hoffman noted that with reduced square footage, KURC could consider rotating exhibits based on a calendar year. It was noted that the potting shed is still an option for KURC for an experiential room. If allowed temporary occupancy, KURC activities in the House on the weekends might create a presence on the property and perhaps reduce liability while promoting usage of the property.
2. **HVAC System** – Jensen reported that installation of the HVAC system is nearly completed. The air condition settings will be calibrated in the spring. The propane gas tank will not be installed underground until completion of the exterior improvements. The unit will service the first floor including the new park bathroom. The first floor system is one less item to include in a bid package.
3. **Founders Day** – Brutscher stated that the Barnard House will not be scheduled to be open on Founders Day in September because given the exterior work, it is not known if the condition of the property will lend itself to being open to the public. She reported that other than comments that the KURC re-enactments held in 2013 were too long, overall, the presentations were well received.

Next meeting – Tuesday, February 4, 2014, at 4:30 p.m., at the Township Building, 740 Denton Hollow Road.

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