



Barnard House (BH) Steering Committee Meeting Notes
Thursday, May 28, 2015, 4:30 P.M.

Attendees: Georgia F. Brutscher, Alta Hoffman, Richard Jensen, Carol Haaf, Laressa McNemar, Jean Conary, Steve Conary, Dennis Melton, John O'Neal, Kennett Underground Railroad Center (KURC); Karen Marshall, County Preservationist Adviser.

Public in Attendance: Andrea Gosselin, Sean Rafferty, Elaine DiMonte, Kris Firey-Poling, Kathleen Brady Shea.

Brutscher called the meeting to order at 4:30 p.m.

April 23, 2015 Meeting Notes: Hoffman moved, O'Neal seconded, to approve the Minutes dated April 23, 2015 as submitted; motion carried. Prior to adjourning, four members asked that the April 23rd meeting notes be discussed at the next meeting for the purpose of revision.

Current Status of Phase 1: Jensen reported the exterior work is predominantly finished. Items remaining include adjusting the ADA signage and line painting for the parking and a railing for the ramp. There was an extended discussion regarding the quality of the railing submitted by the contractor. The Committee agreed to allow Melton and Jensen to choose a railing system that is appropriate for the BH. Vandemark & Lynch will meet with the site contractor in the coming days to identify exterior punch list items. Jensen reported that 90% of the interior work is complete with restroom fixture installation left to do. O'Neal noted that KURC will be installing flooring for their space. Jensen indicated that an automatic lock for the entrance door to access the park public restroom will not be included in the Phase 2 bid package because it will be installed with Phase 1.

Status of Phase 2: Committee reviewed the Melton Scope of Work dated May 12, 2015. Melton provided an overview of meetings with Jensen to identify components of the Scope of Work. Melton estimates that once the Scope of Work is approved, bid packages and selection of a contractor can be completed in 3 months. Susan Simone noted that as clerk for the Board of Supervisors, bid documents are submitted to the Township Solicitor for review and for the Township Solicitor to complete the legal advertising. Marshall indicated that interior modifications to the building must be documented. Steve Conary noted concerns expressed to him by the Township Treasurer and Secretary with regard to workflow, security, and cumbersome issues that might manifest with administrative offices located on the second floor. Melton and McNemar noted that in 2009 and 2012 there was a complete assessment as to available square footage on the first floor and second floor for the administrative offices. Having abandoned the meeting room addition due to cost constraints, the administrative offices will have to be on the second floor. Susan Simone declined to discuss the second floor office configurations until such time that a meeting can be scheduled with personnel including the Public Works Director.

Personal Comments: Hoffman expressed her full support for Phase 2 fortifying her position with statements about the history and the evolution of the Township administration buildings.

Looking Ahead: Brutscher acknowledged the public in attendance and noted that while their questions were not addressed during this meeting, she invited them to attend the June 8th Board of Supervisors Meeting during which time there will be a half-hour presentation by McNemar and Melton.

At 6:00 p.m. the meeting was generally adjourned as the meeting room was reserved for a homeowner association meeting to begin on or about 6:15 p.m.

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