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## **Pocopson Township Building Steering Committee**

**Meeting Notes** -- 4:30 p.m. -- June 2, 2009  
Pocopson Township Building at 740 Denton Hollow Road

**Present:** Ann Brown, Georgia Brutscher, Jean Conary, Mary Dugan, Alta Hoffman, Kris Firey-Poling, Dennis Melton, John O'Neal, and Susan Simone

**Absent:** Rusty Jones

### **General**

1. Reviewed and approved Minutes dated 5/12/09.

### **Phase 2 -- Existing Conditions:**

1. Downspout Issue - Color samples have been received. Dennis Melton provided Drawing SK-1 dated 5/28/09 with gutters/downspouts locations and specifications. Dennis agreed to provide the plan and specifications to MOBAC, Inc. for quotes. Georgia Brutscher to get the drawing to Meadow Brook Builders.
2. Georgia Brutscher agreed to schedule an additional house visit to Curry's to be viewed from the exterior only.
3. Dennis Melton requested that existing conditions assessment with MOBAC's MEP people be scheduled for Friday morning, June 4. Georgia Brutscher agreed to unlock the building to accommodate.
4. Dennis Melton presented the structural engineer's assessment Drawing S-1 dated 5/7/09. Dennis suggested scheduling some selective demolition as indicated on the drawing.

Jean Conary agreed to find a volunteer with carpentry skills to do the selective demolition with direction from Dennis Melton. It was agreed that additional selective demolition desired by the Historical Subcommittee could be done at the same time.

### **Phase 3 – Historical Investigation:**

1. Jean Conary reported on the meeting held at the Barnard house on May 28. Notes of the meeting will be provided.
2. Alta Hoffman has taken many photographs of the Barnard House and agreed to provide these to Jean Conary, Dennis Melton, and Georgia Brutscher.

### **Phase 4A -- Schematic Design:**

A discussion of drawings showing Options A, B, and C dated 6/1/09 presented by Dennis Melton included the following decisions and comments:

1. Option A was approved with the following changes or comments:
  - A. A kitchenette closet will be included on the corridor to the toilet rooms near the Large Meeting Room.
  - B. A crawl space with wood floor system is desired for the Large Meeting Room rather than concrete slab on grade.
  - C. The existing winder stair at the entry foyer to the Large Meeting Room should be retained, if feasible.
  - D. A door will be added between the Foyer/Reception and URR Museum Store and between the URR Museum Store and Exhibit 1 for the purpose of more control of areas by locking.
  - E. A phased approach to the project could include not building the Large Meeting Room as part of the initial project and continuing to use the existing Meeting Room in Denton Hollow Road.
  - F. An alternate option for cost estimating will be the location of the Large Meeting Room on the second floor rear area.
2. Dennis Melton agreed to proceed toward the cost estimates by revising Option A, providing the alternate option (Large Meeting on second floor), adding notes to the options for cost estimation, providing a written scope as required for cost estimating, and completing existing conditions examination for cost estimating.

The next Steering Committee meeting will be Tuesday (6/23/09) 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 (5/4/09)