

**Barnard House Steering Committee Meeting Notes
September 16, 2015**

Committee Members Present: Karen Marshall, Georgia Brutscher, Jean Conary, Richard Jensen, Laressa McNemar, John O'Neal, and Dennis Melton.

The meeting was called to order at 4:32 pm by Georgia Brutscher.

A. Phase I

After considerable discussion, the committee determined that steps needed to be immediately initiated to close Phase I of the project as soon as possible to insure that the terms of the grant to the township were met since all the funds had been paid. Dennis Melton will work with Richard Jensen to compile the final punch list. Dennis will prepare the formal request of occupancy and code review satisfaction for the foyer, office and bathroom. Among items mentioned: the handicap railing, removal of trash, the front door light, donor signage, and securing the barn and potting shed. The need for an alternate code officer to review the project was discussed. Georgia Brutscher will consider requesting a special meeting of the Board of Supervisors to address the issue.

B. Q&A

Jean Conary and Carol Haaf volunteered to manage the registration table. They will distribute and collect note cards from participants. Dennis will attend with poster boards of the 8-17-15 floor plan which has the preliminary approval with comments from the Construction Work Group. Laressa reported she has created a file of all the support information to substantiate the answers to the questions for the session. The records will be placed on file at the Township offices.

C. Phase II

Dennis Melton reported that the Construction Work Group will meet on Friday, 9/18 at 4:30 pm. The structural engineer has visited the site and reviewed it for existing conditions. Richard asked if water fountains had been included in Phase II. Dennis will follow-up.

D. Approval of Minutes

The motion was made by Jean Conary, seconded by Laressa McNemar and passed unanimously to table the minutes from the September 2nd meeting pending a number of clarifications that had been requested.

The meeting was adjourned at 6:50 p.m.

There is no September 30th meeting.

Next meetings: October 7, 21; November 4, 18 and December 2, 16 at 4:30 pm.