

Barnard House Steering Committee Meeting Notes
July 1, 2015

Committee Members Present: Karen Marshall, Richard Jensen, Georgia Brutscher, Alta Hoffman, Jean Conary, John O'Neal, Carol Haaf, Ricki Stumpo, and Dennis Melton.

Public: Barbara Holmes

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

A. Q&A Meeting

The committee was asked if they would support a Q&A session to answer questions about the Barnard House Project. A panel of content experts would answer questions that were submitted in writing to the Township at least two weeks prior to the meeting.

There would be a facilitator and two moderators. Members of the panel were suggested: Carol Haaf, Steve Conary, Laressa McNemar and Karen Marshall. Barney Leonard and Gary Summers were suggested for moderators with Tony Verway as facilitator. The committee consensus was that the *Pocopson Township Historic Community Campus at the Barnard House Project Planning, Evaluations and Construction* (Project Update) document answered the questions asked at the public meeting on the subject but if the Township felt it was necessary they would participate. The following schedule was agreed upon:

July 13: Approval of meeting at the BOS meeting.

July 14: Post the Project Update document on the Pocopson website. Advertise the Q&A meeting date.

Late July: Postcard mailing to residents inviting them to submit questions.

August 20: Deadline for receipt of questions; signed with local address given.

Anonymous questions will not be accepted.

Mid-September: Q&A meeting.

B. Signs

Wording for three signs was distributed and reviewed. It was noted that several of the committee members had not received the email with the documents. The Park Rules sign will be sent to the Parks and Recreation Commission for review. The Funding Credit sign was unanimously approved. The Welcome and Directional sign wording will be worked on by the committee. It was noted a final sign will replace the Welcome sign when the project is completed.

C. New Work Groups

After considerable discussion the committee decided to appoint a Construction Work Group to work with the Construction Manager and Architect on the Phase II project with authority to make decisions independent of the BOS. Specific expertise was identified and individuals recommended:

Construction Expertise: Richard Jensen

Maintenance Expertise: Mark Knightly

Staff/Operations Expertise: Ricki Stumpo

Historic Structure Expertise: Jean Conary
Advising the Construction Committee as needed:
KURC: John O'Neil
Preservation Consultant: to be determined
Finishing Work Group: Alta Hoffman and Pat Bennett. Additional members will be sought.

It was suggested that once the bid has been awarded for Phase II, the Construction Work Group will meet on a regular basis and the Barnard House Steering Committee will begin meeting on a quarterly basis. The proposed Construction Group will be presented at the July 13th BOS meeting for approval.

D. Project Update Documents

Steve Conary distributed the 10th edit of the document just prior to the meeting so the committee had not reviewed it. Georgia Brutscher will read Version 10 and compare the information with the questions that have been most recently received.

E. Report on Phase I

Richard Jensen reported that the KURC was making final decisions on their room. The HVAC was done except for grills in the floor. The painters are doing a good job but seem to be taking a very long time. The electrician submitted a change order for emergency lights for \$575 without receiving prior approval from Richard. The work needed to be done but he is deciding how to respond to the breach of protocol. Plumbing fixtures and issues are being finalized. The committee was asked to decide on accepting the quote from B&D Welding for the fabrication and installation of the handicapped railing that was not completed by the contractor as specified. The cost is \$9,360. The committee approved the cost and hoped most of it would be recovered by withholding payment in part from the contractor. The railing is too important a visual and safety consideration not to finish it correctly.

Dennis Melton noted the first meeting for Phase II will be July 9th, 1 pm at the Township Building for the staff to discuss space requirements.

F. Keystone Grant Update

The Township was successful in its application for a \$50,000 Keystone Grant for the project from the Pennsylvania Historical and Museum Commission. The BOS will vote on accepting the grant on July 13th. Richard Jensen will review the award package to make sure the match and timing requirements can be met.

G. Old Business

The minutes from the April, May and June Steering Committee meetings were presented for approval. Ricki Stumpo asked to abstain from voting since this was her first meeting.

Motion: Georgia Brutscher/Richard Jensen moved to accept the minutes from April 23rd. meeting with the sentence: "Jean Conary raised concerns that errors may have been

made on the part of the architect that need to be addressed.” removed from the minutes.
Approved unanimously.

Motion: Alta Hoffman/Georgia Brutscher moved to accept the minutes from May 28, 2015 as written. Approved unanimously.

Motion: Jean Conary/Alta Hoffman moved to accept the minutes from the June 15th meeting with the sentence “She indicated she will review the current document to see if her questions were answered.” added after the sentence: “She asked the BH Committee to recommend to the Board that a Question and Answer Session be scheduled for the public.” Approved unanimously.

The meeting was adjourned at 6:20 p.m.

Next meeting: July 15, 4:30 pm.