



**Barnard House Steering Meeting Notes
Thursday, April 23, 2015, 4:30 P.M.**

In attendance: Georgia F. Brutscher, Alta Hoffman, Carol Haaf, Jean Conary, Steve Conary, Richard Jensen, Laressa McNemar; John O'Neal, Kennett Underground Railroad Center; Karen Marshall, County Preservationist Adviser. Public in attendance Hal Hoffman, Barney Leonard.

Brutscher called the meeting to order at 4:30 p.m. The purpose of the meeting was to provide an update regarding the status of the work underway through the Wawaset Park Grant on the Barnard House property. She described the difficulties encountered in obtaining the PennDOT Highway Occupancy Permit due to Americans with Disabilities Act (ADA) compliance requirements for the trail and the crosswalk. The plan went through a number of iterations increasing the cost of the project by about \$30,000.00. The Board of Supervisors will be reviewing the \$30,000.00 change order during the next public meeting. Jensen noted that an additional \$1,200.00 expense will be incurred in order to remove another tree to meet PennDOT sight distance requirements. He also reported \$300.00 in additional expenses required by Aqua for the water service which is not yet connected. The project incurred an additional \$3,200.00 expense to remedy an elevation discrepancy with the ADA ramp. Jean Conary noted that the entranceway was lowered and it was acknowledged that the Tyvek that was exposed during the winter will have to be replaced. Brutscher noted that overall, the project should be completed within the next 30 days.

Brutscher indicated that Dennis Melton was asked to proceed with submission of a Phase 2 Scope of Work to finish the rest of the house. Supervisors Stumpo and Leonard, as well as the Township Secretary Simone, will be meeting with a space planner to review the workflow for the office space. Once the space planning is complete, the Phase 2 Scope of Work document can be generated for bid package preparation. A number of items such as security and communications will not be part of the bid package as the Township will utilize current vendors to supply such components. Steve Conary and Laressa McNemar voiced concern that such an approach may be construed as circumventing the Second Class Township Code which does not permit separating components for the purpose of reducing project costs. In addition, McNemar asked for clarification as to how the bid package will separate costs for windows, doors, and interior trim, in the event that the Township is awarded the Keystone Grant.

Brutscher asked the committee to attend the Board meeting on April 27th to provide a show of public support for finishing the project. Brutscher does not want the project to become a political issue but she is concerned that in-coming elected officials will not support the project. Alta Hoffman noted that in reality there may be little opposition to the project and agreed that the Committee should "talk up" the project. Barney Leonard noted that the challenge in communicating comes from the project having many moving parts and that the end result must be a functioning facility for township business. Hal Hoffman offered that the Township website is a viable source for educating the community. A posting should include a timeline of the project, progress to date, expenses to date, etc.

Discussion ensued with regard to the programing completed in 2009. O'Neal voiced concern that previous programing provided more flex space for KURC while the current iteration seemingly provides less. O'Neal and Simone admitted that while programing was done on paper, no real time walkthrough of the space was possible. For this reason, workflow scenarios were not applied to the floor plans prepared in 2009. Analysis of and consideration of the office workflow should be undertaken before the scope of work is submitted to the Board. KURC will join the Township staff in meeting with the space planner who will assist with this task. Jean Conary raised concerns that errors may have been made on the part of the architect that need to be addressed. Jensen indicated that any errors or omissions are simply part of the planning process.

Alta Hoffman asked Brutscher to please consider a landscape architectural plan for the site for the purpose of replanting the indigenous trees. She offered the name of a landscape architect who is well versed in landscaping with junipers and cedars. O'Neal indicated the name of a contact through Longwood Gardens who could work to design vegetation for the site at no cost to the Township. The individual would also have access to Longwood's archives to facilitate this task.

O'Neal moved, Hoffman seconded, to approve the meeting minutes dated December 11, 2014. At 5:45 p.m., upon motion made, the meeting was adjourned.

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