

Barnard House Steering Committee Meeting Notes
July 15, 2015

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

The meeting was called to order at 4:35 pm by Georgia Brutscher.

A. Q&A Meeting Recommendation to BOS

After limited discussion, the dates for the Q&A meeting were finalized as either September 21 and 24. The recommended panel of experts remains: Carol Haaf, Steve Canary, Laressa McNemar, Karen Marshall and John O'Neil. The meeting will be advertised as a Public Meeting on the township website, Chadds Ford Live, the Daily Local, Kennett Paper and Unionville Times. The deadline for submitting written and signed questions with an address and email or telephone contact address will be two weeks in advance of the meeting. All questions will be submitted to Barnard House Steering Committee who will compile the questions in an orderly manner for presentation by the facilitator, Tony Verway. Moderators will be Barney Leonard and Gary Summers.

B. Procedure for Showing the Barnard House

Discussion centered on how to provide access to the building for purposes of transparency while respecting the fact the building is under construction and poses a liability problem to visitors.

MOTION: The motion was made by Carol Haaf, seconded by John O'Neil and passed unanimously to recommend to the BOS that all requests to view the interior of the building must be addressed to the Project Manager and the Project Manager must approve and accompany any visitors to the building. Efforts will be made to balance transparency and liability issues.

C. Signage

Wording for three signs was distributed and reviewed at the July 1 meeting. Ricki volunteered to ask the Parks and Recreation Committee to work on the Park Rules Sign at their August meeting. Mark Knightly will be asked to make a funding sign based on the approved wording and Richard will follow through to see that it is installed. A temporary sign will be explored until the permanent one can be completed. The Welcome and Directional signage is on hold, the Barnard House Subcommittee will recommend wording when needed.

D. New Work Groups

The possible members of the Finishing Work Group from the July 1 meeting were not available. The new recommended members are: Ellen Meunter, Susan Woodward and Georgia Brutscher. The Construction Work Group remains:

Construction Expertise: Richard Jensen

Maintenance Expertise: Mark Knightly

Staff/Operations Expertise: Ricki Stumpo

Historic Structure Expertise: Jean Canary

Advising the Construction Committee as needed:
KURC: John O'Neil
Preservation Consultant: to be determined

The proposed Construction Work Group was to be presented at the July 13th BOS meeting for approval. Dennis Melton will call the meetings. The first suggested date was 3:30 pm on July 20th or 22nd. The proposed Finishing Work Group will be presented to the BOS for approval in August.

E. Report on Phase I and Phase II

Phase II:

Dennis Melton distributed the notes from the first Phase II meeting on July 9th with Pocopson staff. He asked that the Construction Work Group meet to review all of the staff comments and the 2009 Space Requirements Spreadsheet. Dates of July 20th and 22nd at 3:30 pm were suggested. He clarified that the Subcommittee should continue to meet twice a month until the Bid Process is complete for Phase II which would include a completed contract with a successful bidder.

Phase I:

A site visit will be schedule for a walk through of existing conditions with Richard and Dennis to prepare a punch list for Phase I.

-Plumbing: should be 1 ½ days with a clean-up of the basement

-Painting: substantially completed.

-Railing: no acceptable alternative at current bid price.

MOTION: The motion was made by John O'Neil and seconded by Richard Jenson to recommend to the BOS the KURC offer to fund the difference (approx. \$2,000) between the railing that is acceptable to the subcommittee and the bid amount by the current contractor. The motion was approved unanimously.

Richard and Dennis will review the close out of the Phase I project before developing the Phase II scope.

F. Keystone Grant Update

Karen Marshall will discuss any concerns Peggy Lennon has about administering the grant. She suggested that Dennis provide a worst case scenario for interior demolition and changes to PHMC review. She will request window and door replacement criteria from the PHMC.

G. Old Business

MOTION: The motion was made by Georgia Brutscher, seconded by John O'Neil to approve the minutes as amended and send to Peggy Lennon:

The minutes of the July 1 meeting were approved with the following changes:

-Tony Furwell is spelled Verway,

-C. New Work Groups first sentence, a Construction Work Group not Committee

The meeting was adjourned at 6:10 p.m.

Next meeting: August 5, 4:30 pm.