

**Barnard House Steering Committee Meeting Notes
September 2, 2015**

Committee Members Present: Karen Marshall, Georgia Brutscher, Jean Conary, Ricki Stumpo, Laoussa McNemar, John O'Neal, and Dennis Melton.

Public: Don McKay, David Miller, Terry Gumper, Kathleen Brady Shea (Chadds Ford Live), and Robert Miller

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

A. Phase II Work Group Report

Dennis Melton reported that the 9/1 meeting of the Barnard House Construction Group was a successful meeting. New member Dan O'Neil was there, Scott McGill was not. Terry Pierce from DEDC (Mechanical, Electric and Plumbing Consultant) was present to discuss plumbing, electric and HVAC. The group utilized the 2012 pre-construction documents and members of the group were pleased with the work done by the Steering Committee in reviewing and compiling these documents. Some highlights of the meeting:

- IT Cameras are not part of the DCED design work and a security company will be contacted for a quote
- An emergency generator is a new request, DCED will scope for bid package
- Light fixtures are included in the Phase 2 bid package but will not be specified. An allowance will be established and the Finishing Work Group is requested to make recommendations
- 4 floor outlets were added to the meeting room
- Lighting for the handicap ramp needs to be determined
- A second printer/copier has been recommended for the first level, the location of the electrical upgrade was identified
- KURC will determine their needs if any.
- September 14th is the deadline for the engineers to have the documents done and the bid package for Phase II drafted.
- September 18th at 4:30 pm will be the next work group meeting to do a final review of the bid package. John O'Neill will represent KURC at that meeting. Architectural documents will be done at that time.
- Richard Jenson will be contacted about the air-conditioning
- Headers on the 2nd floor ceiling for a future 3rd floor stairway will be installed.
- Dennis asked that the Finish Work Group start meeting the week of September 21st since the bid package will be completed by September 18th.

Phase I

Georgia asked about the exterior light at the door and the email she received. Dennis suggested that she contact the current contractor for 2-3 choices for a black traditional fixture.

B. Q&A

Georgia informed the group that the exact format of the meeting had not been determined but a number of questions had been received and that the Supervisors would present answers at the scheduled meeting from 7 – 9 pm on September 21st at the Pocopson Home. The deadline for further questions was September 7th. There was discussion as to whether or not this was reasonable given the Labor Day holiday. A member of the public asked why the meeting was being held and was concerned about the defensive posture of the steering committee. Jean summarized saying that many of the questions were partially statements of opinion implying poor judgment on the part of the committee and it was difficult to figure out the actual question. The committee determined that only questions would be addressed, not statements of opinion.

Carol Haaf, Jean Conary, Laressa McNemar, Steve Conary, and Dennis Melton have been asked to answer as many questions as they can. It was agreed that Laressa would take the initial lead on researching and compiling the answers to the questions, with review and assistance from her from committee members. Peggy will be asked to research numerical questions. Georgia indicated the BOS would hold a work session with the solicitor to address legal questions and any potential ramifications. Dennis said he would provide his responses before going on vacation. Laressa said some questions would be referred to public documents.

Clarification was offered to the public regarding the ability for the Q&A attendees to ask additional questions during the Sept. 21 session. The Committee clarified that past committee suggestions included the opportunity for attendees to submit additional questions in writing on cards during the session. The final determination of the format to allow follow-up questions was voiced. Materials that would be handed out, displayed or shown on slides were not determined since the questions had just been received.

Laressa voiced opposition to the use of the official township logo used on one resident's submission of questions and the indication that it was from more than one resident, but no names were provided. She stated that this was the second time the township logo was used by a resident. The previous time had been posted on a media webpage. She asked the supervisors to confirm and clarify to these residents that these are not authorized documents prepared by the township for release and that use of a township logo on a private resident's correspondence or opinion papers was misleading and likely illegal.

C. Approval of Minutes

MOTION: The motion was made by John O'Neal, seconded by Georgia Brutscher, and passed unanimously to accept the minutes from the August 19th meeting with the following changes: A. First sentence: change signing to signing.

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

Next meeting: September 16, 4:30 pm.