

Hollis School District Enrollment Committee
August 21, 2024 3:15 PM
Meeting Minutes

Members in Attendance:

Anne Wake-DePasquale
Amy Kellner
Andrew Corey
Julia Piskorski
Paula Izbicki
Ellen Roos-Unger
Stephanie Sayer
Dave Ely - Architect
Steve Keach - Civil Engineer

3:15 - Anne Wake-Depasquale called meeting to order

3:20

1. Discussed Dave Ely's Contract
 - Discussed Master Plan vs. Comprehensive Plans
 - Existing Building Assessment - I know the building well however if further information is needed, bring in Steve Keach for discussion.
 - Enrollment Number - Discuss with Paula
 - Needs a map of what grade levels are where.
 - Owner's Project Requirements/Space Programming
 - Meeting for understanding of space needs for each grade level. What is working, what is not.
 - Building Code Summary
 - Work with the Fire Department to comply with Building and Fire Codes.
 - Create Full Program Matrix
 - Civil/Site Assessment
 - Meeting with Steve Keach to discuss access and circulation.
 - Conceptual Design
 - Provide us with some sketches for ideas
 - Steve to provide potential changes to road ways & playgrounds.
 - Timing
 - Develop Plan as soon as possible
 - Fee
2. Discussed ideas for potential sketching
 - Gym
 - Classroom Space
 - Storage
 - Office Spaces

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- Parking Spaces
- 3. Discussed Timeline
- 4. Committee to present Contract to School Board on September 4, 2024

4:20 - Meeting Concluded

Next meeting - 9/25/24 at 3:15-4:15
Location: HUES (Conference Room)

Draft