

## West Rd./ Traver Rd. Elementary School End-User Meeting #2 Summary

October 22, 2024

- **General overview:**

- Discussion of a private food pantry, washer/dryer facilities, and a clothes closet.
- HVAC options for the addition include UV with condenser, geothermal heat pump, and forced air systems.
- Plans for office spaces, including areas for counselors and nurses, with a focus on functionality.

- **Classroom Design:**

- Attendees: K. Bouffard, E. Bernhauer, C. Conrad, M. Hunt, G. Hamlin, J. Hammond-King, H. Milne, J. Orcutt, S. Thames, Brand, Madison, Canner, Francia, Judge, VanVoorhis, Doughty.
  - Emphasis on a gathering area for K-2 classrooms with kidney-shaped tables for instructional purposes.
  - Technology access and flexible space arrangements are highlighted.

- **PPS Design Group:**

- Attendees: K. Bouffard, E. Bernhauer, L. Chasse, C. Conrad, M. Hunt, G. Hamlin, J. Hammond-King, K. Mayerhauser, H. Milne, C. Pek, K. Riley, J. Orcutt, S. Thames, K. Urso.
  - Plans for office spaces, including areas for counselors and nurses, with a focus on functionality
  - A dedicated quiet space for students, emphasizing the need for a cozy environment without external windows.

- **Transportation Group:**

- Attendees: K. Bouffard, E. Bernhauer, C. Conrad, M. Hunt, G. Hamlin, J. Hammond-King, D. McNamara, H. Milne, J. Orcutt, S. Thames.
  - Concerns about safety in the bus lane and parking arrangements, with a focus on visitor parking and staff arrival times

- **Food Services:**

- Attendees: K. Bouffard, E. Bernhauer, T. Delaney, C. Conrad, M. Hicks, M. Hunt, G. Hamlin, J. Hammond-King, D. McNamara, H. Milne, J. Orcutt, L. Smida, S. Thames.
  - The current enrollment is 357 students, with daily breakfast and lunch numbers ranging from 120-215.
  - Meals are made from scratch, with options like pizza and mac and cheese, and a variety of sandwiches.
  - There is a need for additional storage and serving equipment, including a freezer, refrigerator, and serving line.