



## PLANNING & BUILDING COMMITTEE

Merrimack School District  
<http://www.isone.com/~merrpbc>

Minutes  
July 11, 2006

Present: K. Annutto, S. Heinrich, R. Hendricks, L. Rothhaus, S. Barnes, F. Rothhaus  
Also Present: School Board Member Jody Vaillancourt, Superintendent Marge Chiafery,  
Business Administrator Matt Shevenell, High Principal and Assistants Ken  
Johnson, Rich Zambieri and Peter Bergeron

S. Heinrich called the meeting to order at 7:35 PM. He noted that J. Vaillancourt was present representing J. Thornton, School Board Liaison to the Committee.

### **High School Parking**

S. Heinrich told the members that in their meeting packets was a report sent by the police department related to calls for service at the high school before and after the institution of parking lot attendants. He stated the report only covered one year before and one year after the institution of parking lot attendants, but he had asked if the numbers in the report were typical of other years and had received a reply that they were.

He stated the purpose of the meeting was to review the draft parking report. He noted the high school administration was in attendance to offer comment and answer questions as needed. He also noted that M. Chiafery and M. Shevenell were present, time permitting, to discuss the Capital Improvement Plan proposal with the Committee.

R. Hendricks commented that one of the things he feels is important is that the high school should use hangtags because they would be easier to see and they would allow students to drive different cars as needed.

F. Rothhaus stated that he understood the rationale for eliminating the parking lot attendants during the budget process, but he felt the positions needed to be reinstated.

L. Rothhaus stated the police department was in support of the reinstatement of the parking lot attendants and also had told the Committee that the attendants actually save the town money due to the significant decrease in calls to the high school at dismissal which result in police overtime.

S. Heinrich noted that the police had some concerns about traffic flow and felt that towing was a key to observance of the parking policies. He also stated that people need to realize that parking is a privilege, not a right. He said the purpose of the report was to recommend to the School Board that the parking lot attendant positions be re-instated and provide back-up data to support the recommendation.

M. Chiafery stated that at one time the Committee had been working on a plan for additional

PBC minutes, 7-11-06, continued

parking lots at the high school and had proposed a plan regarding traffic flow as well.

S. Heinrich stated that the Committee intends to review past work in both areas and present a report on them later in the year, but that this report was specific to the parking lot attendants.

K. Johnson commented that the report also proposed several policy changes, which he felt were not under the Committee's purview.

S. Heinrich stated that the Committee was concerned that the number of seniors exceeds the number of available parking spaces.

J. Vaillancourt said she thought the Committee had brainstormed ways for how the high school could deal with the numbers. She said the suggestions offered might be helpful or not.

R. Zambieri stated that 30+ buses and 600+ cars move through the high school in about 20 minutes at dismissal.

S. Heinrich stated that there might be a need for additional personnel in the parking lots at dismissal to ensure a safe, orderly flow of traffic. He said the police are willing to help work make the traffic situation work.

K. Johnson stated the felt the parking and traffic situation with parking lot attendants in place did work.

S. Barnes asked if grants might be available for traffic studies or paving.

Members then reviewed the draft report page and page. Several changes were made. Revenue figures from parking fines were updated based on information provided by M. Shevenell. Members noted that there is no signage on school property indicating the 15 MPH speed limit. Members also noted that the Committee is making some policy suggestions, but they are suggestions and are in an effort to help the administration deal with the space available. Members discussed recommending a parking permit fee increase to totally cover the cost of the parking lot attendants, but by consensus, decided to make no suggestion in this area.

S. Barnes made a MOTION to approve the report and its recommendations as amended during the discussion. Second: L. Rothhaus. MOTION PASSED 6 – 0 – 0.

S. Heinrich stated a final version of the report would be emailed to all members before it was sent to the School Board and asked members to attend the School Board meeting at 7:30 PM on July 17<sup>th</sup> to help in presenting the report.

### **Capital Improvement Plan (C.I.P.)**

S. Heinrich asked the Committee if it wanted to discuss the CIP now or at the next meeting. Members agreed to start the discussion now and meet on August 7<sup>th</sup> to finalize any recommendations so that the Administration could present the CIP to the School Board on August 14<sup>th</sup>.

M. Chiafery told the Committee that the sprinkler system is going to be a two-year project. However, this item has now been removed from the CIP. As a result, the Administration is proposing moving the renovations at JMUES out one year, until the completion of the sprinkler installation. She stated the Administration intends to ask the School Board to charge the Committee with developing a plan for the remaining renovations at JMUES in conjunction with the JMUES principal.

F. Rothhaus asked M. Chiafery how the costs listed in the CIP were derived. M. Shevenell stated the costs were best guess-timates until definitive planning could be done.

M. Chiafery stated that the Administration would also like the School Board to work on developing a plan for consolidation of the SAU and SpEd offices. She stated she thought that consolidation should wait until all JMUES renovations were done, but she said that there had been some building issues at the SAU office that had to be dealt with during the past year. M. Shevenell mentioned that there is a 1 acres piece of property adjacent to baseball field, which appears to have been taken by the town for non-payment of taxes. K. Annutto will research this.

S. Barnes suggested that the Administration consider researching both the process and the potential for grants for “green” buildings.

M. Chiafery said she thought the Committee should visit other school district administration offices. She stated areas of review for the Committee should be confidentiality needs, staff working space needs, and what to do with the current buildings.

M. Shevenell told the Committee that the Paving projects listed in the CIP are consistent with the long-range maintenance plan for the school roofs. The warranties on the roof surfaces are out of warranty and the District has been saving to replace roofs as needed. There is currently enough in the Roofing Capital Reserve Fund for the first project proposed and most of the second project. He expected the District would propose small contributions to the Roof CRF over the next few years to cover the remaining costs.

MHS Parking Lot expansion was the last item on the CIP, but there was no cost figure or year proposed. Members suggested a need to pave near the tennis courts, put guardrails near the roads near the entrance of O’Gara Drive from Baboosic Lake Road.

S. Heinrich asked members to think about the CIP as proposed and suggested the Committee discuss and make final recommendations at the meeting on August 7<sup>th</sup>.

L. Rothhaus made a MOTION to adjourn. Second: S. Barnes. MOTION PASSED 6 – 0 – 0.

S. Heinrich adjourned the meeting at 9:30 P.M.

Respectfully submitted,

Pat Heinrich