PLANNING & BUILDING COMMITTEE
Merrimack School District
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Minutes
September 25, 2006

Present: K. Annutto, S. Barnes, R. Hendricks, S. Heinrich, F. Rothhaus, L. Rothhaus and School
Board Liaison J. Thornton

S. Heinrich called the meeting to order at 7:33 PM.

Approval of Prior Minutes
K. Annutto made a MOTION to approve the minutes of February 13, 2006. Second: L.
Rothhaus. MOTION PASSED: 4 – 0 – 2. (K. Annutto and R. Hendricks abstaining.)

S. Barnes made a MOTION to approve the minutes of May 8, 2006. Second: K.Annutto.
MOTION PASSED: 5 – 0 – 1. (K. Annutto abstaining.)

L. Rothhaus made a MOTION to approve the minutes of May 22, 2006. Second: R. Hendricks.
MOTION PASSED: 5 – 0 – 1.   K. Annutto abstaining.)

K. Annutto made a MOTION to approve the minutes of June 12, 2006. Second: S. Barnes.
MOTION PASSED: 6 – 0 – 0.

K. Annutto made a MOTION to approve the minutes of June 20, 2006. Second: L. Rothhaus.
MOTION PASSED: 6 – 0 – 0.

L Rothhaus made a MOTION to approve the minutes of July 11, 2006 with corrections. Second:
S. Barnes. L. Rothhaus proposed a name spelling change on page 2. MOTION PASSED: 5 – 0
– 1. (F. Rothhaus abstaining.)

K. Annutto made a MOTION to approve the minutes of August 9, 2006. Second: S. Barnes.
MOTION PASSED: 5 – 0 – 1. (F. Rothhaus abstaining.)

Planning for a combined SAU/SpEd office
S. Heinrich told the Committee that Matt Shevenell had been in contact regarding a high school
student doing an independent study to design a new SAU/SpEd office. The student will be
working with an Amherst architectural firm. M. Shevenell has suggested the Committee work
with the student.

R. Hendricks asked if this was a whole or half year project. S. Heinrich did not know. L.
Rothhaus suggested that a key to the project was to visit other Superintendent's office, such as
Nashua and Manchester. She also asked if the District had an appropriate site on which to build.

S. Heinrich stated that once the space needs of the two departments determine the size of the building, then the Committee could investigate appropriate siting. K. Annutto felt that having a plan in hand backed up with architectural information was a good idea.

Members agreed to contact the student and invite her to a meeting to discuss the project further.

Next Meeting
S. Heinrich noted the next scheduled meeting is on October 9th. Schools are closed on that day. By consensus, the meeting date was changed to October 10th at 7:30 PM.

Parking at MHS
S. Heinrich reported that some of the Committee suggestions regarding parking at the high school have been implemented: the two parking attendant positions were reinstituted and legal handicapped parking signs have been placed in the visitor's lot.

S. Heinrich reminded the Committee that the parking report had indicated that the Committee would present a follow-up report regarding other traffic issues, such as traffic flow in December. He also stated that Laidlaw Transit has indicated that buses going around the school in a counter clock-wise position would be problematic.

F. Rothhaus and L. Rothhaus combined to provide a hand drawn map of the high school campus for the Committee to use during its discussion.

Discussion included:
- R. Hendricks said that a key to the traffic situation is to know where the cars are going at the end of the day. He proposed an egress study.
- S. Heinrich suggested making O'Gara one way out at the end of the school day.
- R. Hendricks suggested that all traffic be directed out O'Gara Drive and, in addition to McElwain Street, no exiting traffic be allowed on Woodbury.
- S. Barnes asked about a traffic light at the corner of O'Gara and Baboosic Lake which only operates at the end of the school day. F. Rothhaus stated he thought this would not meet traffic light criteria.
- K. Annutto and R. Hendricks felt someone directing traffic would provide for more efficient traffic flow.
- S. Barnes also suggested that the Town Council needs to agree to any traffic flow changes so that the police can enforce them.
- R. Hendricks suggested that possibly more buses could be part of the first wave if some buses could be parked in front of the school and or the bus loop continued to intersection with Woodbury St.
- S. Heinrich said that the small vans use the front of the school and that buses parked in front would require students walking between buses to get to the door of their bus.
- L. Rothhaus asked how many buses are at the high school at a time and, if it was possible for all buses to be at the high school at the same time. She suggested that making bus egress a priority: no cars should move once the buses are ready to leave the area. S. Heinrich suggested, to remove car traffic from the "bowl" in front of the high school at

the end of the day, that parental pick-up be limited to the road/pass-through next to the SpEd building and again, that egress be limited to O'Gara Drive.

- R. Hendricks noted that control of the cars parked at the tennis courts is an important part of the solution.
- L. Rothhaus felt that staff is needed in the parking lot to help monitor and control the situation. She suggested cars attempting to move while buses are exiting should be a considered added as a violation of the parking policy and there should be a consequence for this behavior.
- F. Rothhaus again suggested that some type of barriers be placed along the road near the tennis courts to help create a single exit from the area.
- S. Heinrich stated that the buses are in communication with each other.
- L. Rothhaus suggested that staff monitoring parking lots should have two-way radio and that one be assigned to the first bus who would then indicate to the driver when it OK to move. She said it takes Nashua less than 15 minutes to load and move all the buses and that they do this in one wave.
- K. Annutto suggested a flashing light and better signage at the high school end of McElwain and Woodbury to ensure compliance the one way rules.
- S. Heinrich suggested removal of some of the dividers in the parking lots on the north side of O'Gara Drive. He stated that combining some of the lots would reduce the number of exits onto O'Gara and make it easier to limit or block cars from exiting while buses are exiting. He noted that other areas along O'Gara as well as near the tennis courts could be paved, but this involved a cost.
- K. Annutto stated that another cost would be additional guard rails along O'Gara at the Baboosic Lake Road end.
- R. Hendricks suggested that a way to alleviate a back-up on Baboosic Lake Road created by buses needing to go down Hillside Drive might be to place these buses together at the end of the line.
- S. Barnes suggested a "Do Not Block This Intersection" sign.
- L. Rothhaus felt that better traffic flow was a safety issue and should be handled as such. She suggested that Committee members find out how many buses are in the first and second wave, how long it takes to load each wave, what the bell schedule is at the end of the day and that members try to observe the problem first hand or arrange to have a video-tape made. She felt the easiest solution was to make rules, train the students and staff, and enforce the rules with huge fines.
- S. Barnes asked if PowerSchool could be used for a survey to learn whether how long it takes students to get to their bus after school.

Members decided to put together a plan that noted the problems and proposed several possible steps that the School Board and/or High School Administration might consider.

JMUES Renovations
S. Heinrich provided members with a copy of the (now) JMUES renovations that the Committee had originally proposed before the new middle school was built. He noted the report has been updated to reflect things that have been accomplished. He will send this to JMUES Principal M. McGill for her input.

S. Barnes made a MOTION to adjourn. Second: L. Rothhaus. MOTION PASSED: 6 – 0 – 0.
S. Heinrich reminded the members that the next meeting would be on October 10th at 7:30 PM
and adjourned the meeting at 9:45 PM.

Respectfully submitted,

Pat Heinrich