



PLANNING & BUILDING COMMITTEE

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

Minutes October 10, 2006

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

S. Heinrich called the meeting to order at 7:32 PM.

Approval of Prior Minutes

S. Barnes made a motion to approve the minutes of September 25, 2006 with a name spelling correction. Second: F. Rothhaus and K. Annutto. MOTION PASSED: 6 – 0 – 0.

Combined SAU/SpEd Offices

S. Heinrich introduced M. Healey and her mother L. Healey to the Committee and then introduced the Committee members to them. S. Heinrich told the Committee that M. Healey was going a senior independent study designing a building, which will combine the SAU and SpEd offices. He asked M. Healey to tell the Committee what she had done and how the Committee could help her.

M. Healey told the Committee that she had done an internship last year with JAD Architects of Amherst. She was continuing to work with them for this project, which would be on-going all year. She said she had met with Matt Shevenell and had learned the SAU office needed to have space for 12 offices and a large meeting room.

The following points were raised during the ensuing discussion:

- L. Rothhaus suggested she visit other town/city Superintendent offices to see what spaces they have and ask for advice and ideas about what is needed. Members indicated a willingness to go on “field trips” with M. Healey to view other Superintendent’s offices.
- S. Barnes suggested she visit the SpEd office to see what space they have and get ideas for their needs. She noted that including these offices will give M. Healey a chance to work with ADA regulations.
- R. Hendricks suggested that she ask Marge Chiafery for a wish list of things to include in the design, but noted that not all had to be included or would probably be part of any final design.
- F. Rothhaus asked if she was designing a stand-alone building or an addition to the high school. While he favored an addition to the high school, he thought she should design a stand-alone building.
- Members discussed where a stand-alone building might be placed and what criteria might

be used to determine what a good site for such a building.

- Other issues that must be reviewed include a vault and/or storage of school district archives and whether the School Board would hold meetings in the building or if the meeting room would be only for Administrative meetings.
- S. Barnes stated she wanted to see “green” architectural techniques included. She noted that there might be some grant money available to offset costs.
- K. Annutto and R. Hendricks asked about the building codes and permits that would be required for this project.
- R. Hendricks noted that if this project eventually involved an addition onto the high school, the SAU offices would have to be relocated during construction.
- F. Rothhaus suggested that JAD architects might be able to provide input on design of office space as opposed to designing school space.
- S. Barnes asked if there were any state regulations on school administrative space.
- L. Rothhaus stated that the Committee should stress safety as one of the major reasons for the proposal when it is put on the ballot.
- R. Hendricks suggested that M. Healey design a building for everything that people indicated was needed – the “perfect world” solution and then the proposal could be revised relating to costs.
- All members stated a willingness to assist in any way.
- L. Healey said she would give the Committee monthly updates.

S. Heinrich thanked L. Healey and her mother for coming to the meeting and taking on this project and told her that the Committee is looking forward to working with her. He stated that he would make her report the first item on all upcoming agendas.

High School Parking

S. Heinrich stated he had met with the parking lot attendants. The attendants reported that things are going well and wanted to thank the Committee for its efforts to restore their positions.

K. Annutto stated he had met with the attendants as well. He showed the Committee an example of a hanging parking permit and said the attendants had stated that they thought such tags would make their jobs easier. The tag K. Annutto shared was color-coded, had a number and a bar code on it as well as a list of the parking rules. Members liked this concept.

High School Parking & Traffic Report, Part II

S. Heinrich reminded the members that the Committee has planned a follow-up report in December and asked what the Committee would like to recommend. A tentative list of recommendations was drafted:

1. From 2 – 3 PM, make O’Gara one-way with two lanes of traffic – one that must turn north and the other south onto Baboosic Lake Road.
2. From 2 – 3 PM, all traffic must enter the high school complex from McElwain and Woodbury Streets and exit via O’Gara. No traffic would be allowed to exit the high school area via McElwain or Woodbury.
3. From 2 – 3 PM, only school buses or vans are allowed in the “bowl” in front of the high school.
4. From 2 – 3 PM, car pick-up be limited to the lane in the middle of the parking lot between the current SpEd building and Brentwood.

5. No cars are permitted to move once buses start moving.
6. Better signage and possibly the installation of blinking lights are needed.
7. Administrative presence in the parking lots during dismissal times is needed.
8. The School Board should request Town Council approval of the traffic changes in order for the police to assist in enforcement.
9. Current dividers in the student parking lots should be removed and the number of entrances/exits should be reduced.
 - a. This will make it easier to block exits during the times the buses are moving and make winter plowing easier as well.
10. Numbering spaces to correspond to parking permits. Since some spaces are lost due to “snow storage”, designate those spaces as “seasonal” spaces.
11. Education and consistent enforcement are essential.
12. The parking permit agreement needs to state: “You are parking at your own risk.”
13. The school needs to oversee and control parking along O’Gara and at the tennis courts.
 - a. Limit the number and the direction of parking in this area.
 - b. Ask for town help to get some of this area paved.
 - c. Install guard rails on the north side of O’Gara from Baboosic Lake Road to the tennis courts.
 - d. Require permits to park in this area – possibly costing \$20.

J. Thornton suggested that possibly paving at the tennis courts could be the Senior Class gift. Members discussed this idea, but felt it was well beyond the financial range of a class gift.

Next Meeting

S. Heinrich announced the next meeting would be October 23rd at 7 PM in the James Masticola Upper Elementary School Library. He stated that the Committee would be taking a tour of the building and meeting with the principal to discuss prior and potential renovations.

L. Rothhaus made a MOTION to adjourn. Second: S. Barnes. MOTION PASSED unanimously. The meeting adjourned at 9 PM.

Respectfully submitted,

Pat Heinrich