



PLANNING & BUILDING COMMITTEE

Merrimack School District

<https://www.sau26.org/domain/23>

Minutes

March 19, 2025

Present: K. Bernier, G. Perry, S. Albuquerque, F. Rothhaus (late), T. Groff and
School Board liaison L. Rothhaus

Excused: A. Santoriello

Also Present:

Facility Naming Request: Pat McGrath, Jason Wright, Brent Whitney
JMUES Traffic: Assistant Superintendent for Business M. Shevenell, Bus
Coordinator R. Desmond, S.D.A. Representatives Michelle
Bancroft and Pete O'Brien

S. Albuquerque called the meeting to order at 7:02 PM.

Facility Naming Request

S. Albuquerque told the Committee that it had received a Facility Naming Request.

It was explained to the members that in 2008 the School Board asked the Committee to oversee Facility Naming Requests. G. Perry, F. Rothhaus and L. Rothhaus were members of the Committee at that time. Before reviewing any requests, the Committee wrote a new application and revised the review process and procedures that had been in place. Since then, the Committee has reviewed and recommended three applications but has not had a request since 2010. The meeting packet included a new application to review as well as a copy of the Committee application policy and procedures.

Members discussed one of the policies "such honor will only be conferred after a one year waiting period for the event prompting the request" to determine what it meant and how might apply to the new application.

S. Albuquerque invited Pat McGrath, Jason Wright and Brent Whitney to come forward and explain why they supported this application. They indicated that Mr.

Snell had retired from teaching in Merrimack at least four years ago but was still coaching and that the track team would be holding the first annual John Snell Alumna Mile Race this spring at which they hoped to announce that the track was being named for Mr. Snell.

T. Groff made a MOTION to define the event prompting the Facility Naming Request as Mr. Snell's retirement from teaching. Second: S. Albuquerque. MOTION PASSED unanimously.

Members filled out the application evaluation grid and announced their scores. S. Albuquerque reminded the members that each criterion had to receive an average score of 3 or better and a combined Committee total average of 16 or better in order for the Committee to vote to recommend the request.

| | Gage Perry | Shayne | Kaitlyn | Tim | Total | Average = 3 or Better |
|---|------------|--------|---------|-----|-------|-----------------------|
| Quality of Service/Level of Commitment/Distinguished Leadership to MSD Commensurate with Item Requested | 5 | 5 | 5 | 4 | 19 | 4.75 |
| Impact on Furtherance of Quality of Educational Experience in MSD | 4 | 5 | 5 | 4 | 18 | 4.50 |
| Uniqueness of Request How is this "Over and Above What is Generally Expected" | 4 | 4 | 5 | 4 | 17 | 4.25 |
| Overall Record of Service in MSD or Community Demonstrating: Ethics, Integrity, Role Model, Mentorship, Character, Courage | 5 | 5 | 5 | 5 | 20 | 5.00 |
| TOTAL | 18 | 19 | 20 | 17 | 74 | 18.50 |

S. Albuquerque said the application had received an average score of 4 or better for each criterion and a combined average score of 18.75 which exceeded both of the scoring requirements.

T. Groff made a MOTION to recommend the Track Facility be named for John Snell and define the event that prompted the request as his retirement from teaching. Second: G. Perry. MOTION PASSED unanimously.

JMUES traffic patterns

S. Albuquerque asked M. Shevenell to explain the current traffic problems at JMUES.

M. Shevenell explained that 50 - 100 cars drop-off children at JMUES at the beginning of the day which delays bus drop-offs and backs up traffic in both directions on Baboosic Lake Road and McElwain Street. He reminded everyone that the parking lot is owned by the Our Lady of Mercy Church and the District has a Memorandum of Understanding with the Church. He also said that student drop-off cannot start until 8:25 AM but cars get in line much earlier than that. He shared a map with the current traffic plan and traffic plan proposed by the JMUES administration to help relieve the congestion.

F. Rothhaus arrived at this time.

S. Albuquerque asked if there was any available land on the site which might provide alternate driving access. M. Shevenell told him the lands surrounding the school are athletic fields.

M. Bancroft shared diagrams of the current bus drop-off plan and a proposed solution. She said that AM drop-off is currently 3 buses at a time and it takes 3 minutes to unload. She said PM pick up is two waves of 7 buses. She suggested that AM drop-off could be increased to 6 or 7 buses, having pedestrian cars stop in the church lot with students crossing at a supervised crosswalk. She said 7 buses can unload in 3 minutes as well.

Donna Larue and Tina Groff, candidates for election to the Committee, joined the discussion.

Discussion included:

- Currently there are 13 SDA buses plus the YMCA bus dropping off students 3 buses at a time.
- Adding two more staff to monitor students outside at 8:25 AM will be important.
- How would this impact the SpEd buses at both Mastricola schools?
- How would this impact the MES regular bus and car traffic?
- The JMUES buses are regularly full – often with 3 students in a seat.
- The MES oval now has additional parking spaces which eliminates using the oval for bus drop off.
- Traffic pattern also needs to consider that buses need to make a left turn onto Bishop Street.
- The Church has asked that the parking spaces nearest the church not be blocked or used by the schools.
- The buses are not causing the traffic congestion on Baboosic Lake Road.
- Buses are now pulling off to the side of the road near the cemetery to let cars to traffic move.
- Possibly having police directing traffic might help.
- Can we implement this proposed bus plan or at least a trial run?
- Why are so many parents driving children instead of putting them on the buses?
- People are now driving by bus red lights.
- Buses should be the priority.
- Seven buses can be at the school at 8:25 AM.
- Can we make a one-way traffic loop O’Gara and Woodbury to McElwain?
- PM pick up with 7 buses works so maybe it will work in the AM.
- Communication with parents not to park by the dumpsters is needed.

R. Desmond suggested that this be discussed with JMUES administration and then some trial runs could be set up.

By unanimous consensus, the Committee agreed with the suggested plan.

S. Albuquerque thanked everyone for a thoughtful discussion.

Approval of Prior Minutes

G. Perry made a MOTION to approve the minutes of November 13, 2024 as amended. Second: T. Groff. No amendments were suggested. MOTION PASSED unanimously.

Next Meeting Date

S. Albuquerque will contact School Board Chair Lori Peters to put the Committee Facilities Naming Request recommendation on a School Board agenda. He said he would let the members know when that was so they could attend to support the recommendation.

S. Albuquerque said that he and G. Perry were not running for re-election and he felt the Committee did not need to meet until after the election.

Members discussed possible meeting days and dates. G. Perry said the Committee might want to consider moving the meetings back to Mondays. No decision was reached.

K. Bernier made a MOTION to adjourn.

S. Albuquerque thanked everyone for their efforts this year and adjourned the meeting at 8:23 PM.

Respectfully submitted,

Pat Heinrich