



SAFE ROUTES TO SCHOOL COMMITTEE MEETING
Monday July 21, 2008 at 9:00 a.m.
City Hall Conference Room A

The Safe Routes to School Committee met on Monday, July 21, 2008 at 9:00 a.m. at Public Works Department Conference Room.

- I. CALL TO ORDER:** Christina Westfall, Chair brought the meeting to order at approximately 9:05 a.m.
- II. ROLL CALL:** Christina Westfall, Chair and Traffic & Safety Representative, Debbie Finnigan, Traffic Engineer, Robert Lister, Superintendent of Schools, Rebecca Emerson, School Board Representative, and Kirsten Barton, Little Harbor School Representative. Also present was Scott Allen of

Excused absence John Golumb, Jonathan Bailey and Councilor Ned Raynolds.

- III. ACCEPTANCE OF MINUTES:**
MOTION made by Rebecca Emerson to accept the minutes of the April 14th and June 19th meetings as presented. Seconded by Kirsten Barton. Motion passed.

As Scott Allen was present the Committee moved to Item V.B.

- B. – Bike Racks** –Mr. Allen received a telephone call from Councilor Raynolds and asked him to present information on his bike racks that he sells to area bike shops. Mr. Allen explained they are made from pressure treated wood and are very durable and can be fixed to the ground. There are two sizes, the smaller ones holds eight bikes, the larger one for mountain bikes. The Committee thanked Mr. Allen for his information.

Debbie Finnigan showed the Committee members pictures of various bike racks which included the helix and the bike bike rack. The Grant provides \$15,000 for bike racks, \$3,000/bike including cost of excavation, concrete and a pad with gravel base and shipping and installation.

Dr. Lister asked if buying locally in town would save money.

Debbie Finnigan stated \$1945 total for two bike bike racks and a helix in the middle or three helix without bike bike racks for about the same cost and does not include installation or the percentage off we will probably get. The wooden ones are \$200 and was not told the shipping costs.

The Chair stated there will be two racks at Middle School, two at Little Harbor and one at St. Pat's.

Debbie Finnigan will contact St. Patrick's school to see what they want and how many bikes will be parked. Kirsten Barton will contact the Principal at Little Harbor School to see what they would like and the Chair will contact Portsmouth Middle School. The large Helix holds 20 bikes. The Chair suggested, for discussion, helix at the Middle School, wooden ones for Little Harbor so they can be moved and follow up with St. Pat's to see what they want.

Rebecca Emerson suggested Helix's all around and with what is left over do some fun bookends and then everyone gets the same rack.

Debbie Finnigan will order them and ask DPW the cost of installation and will add that to the price, and distribute them.

The Chair stated that custom logos are available and could be placed on the ends, and suggested LHS, PMS.

Rebecca Emerson suggested LHS at Little Harbor and the Clover for St. Pat's and the bike bikes for the Middle School or Clipper Ship.

Debbie Finnigan will check on the price of the Clipper ship and compare with the bike bikes cost.

MOTION made by Rebecca Emerson that Debbie Finnigan will order what we can afford and ask Public Works the cost of installation, will ask the cost of the clipper ship and compare with the cost of the bike bikes for Middle School, cost of Closer for St. Pat's and will add that to the price and then distribute.

IV. NEW BUSINESS:

A. National Night Out – The date is August 5th from 5:30-8:30 p.m. There is a final meeting on July 29th at 5:30 p.m. in Conference Room A at City Hall. The Chair asked that if each of the members had a neighborhood that they could attend the NNO and make a contact with the representative of that Neighborhood Association with literature available to make them aware of our program in the community and come up with ways of being part of this, whether its someone to house weebles, monitoring walking school buses, etc. Kirsten Barton suggested their involvement in the October 8th Walk To School Day by volunteering. The Chair will e-mail the Associations and asked that everyone pick a neighborhood and attend NNO.

Debbie Finnigan stated that she will print out literature on SRTS and put a flyer for the International Walk to School Day to hand out and mail out to the members attending NNO.

MOTION made by Kirsten Barton that each member attend a neighborhood August 5th NNO to publicize SRTS and October 8th National Walk to School Day. Seconded by Rebecca Emerson. Motion passed.

V. OLD BUSINESS

Walk to School Day – October 2008 – The t-shirts are not ready for this week, they will be available next year. The Chair stated that Debbie Finnigan will have the flyers printed together with the survey and give to Dr. Lister as soon as possible after school starts for the packets. To get a commitment from

City Council to have a representative to be visible at the schools on October 8th either a walking school bus, however they want to do it and will be placed on the Agenda for August 4th meeting. The Chair reviewed the following: City Council would be asked for a commitment at the August 4th meeting, and ask the School Board for a commitment, Dr. Lister will invite each school Principal to attend the August 20th meeting. The Chair is looking for a table at each school, permission for a raffle at each school and be able to hand out buttons, stickers or whatever Debbie Finnigan orders. The Chair will contact Dr. Lister to get on the School Board Agenda for September 9th mtg.

MOTION made by Rebecca Emerson that Debbie Finnigan look into fun pin designs and will buy enough for 1600 children. Seconded by Kirsten Barton. Motion passed.

Dr. Lister suggested drafting a letter to the School Bus Company from SRTS Committee informing them that on October 8th, it is Walk to School Day. They may want to participate in some way. Debbie Finnigan will write the letter.

VI. INFORMATIONAL

- A. Dondero School Pathway** – Debbie Finnigan reported that in the Grant Proposal there was a 10 ft. paved pathway and walked it with the City’s Environmental Planner, it looks like if a 10 ft pathway which needs to be raised so it would not flood, we will be impacting the wetlands, which would trigger a very large, very expensive permit for a very tiny job. A boardwalk was discussed which gets the height, permeable, if the path floods out, the kids are able to walk over it, lights can be attached to it, ADA compliant. Debbie Finnigan asked the State if it would be acceptable to change the design. Have not yet heard back and will contact Nancy Mayville to see if this can be approved and then will go out and cost it, and then send them the project. As it is an access for emergency vehicles, Debbie Finnigan will check with the Fire Department.
- B. Electronic Survey via School Board** – Report back by Rebecca Emerson – The Chair stated there was previous discussion on sending the survey out electronically and Dr. Lister will check with the Principals. Rebecca Emerson reported there is a site where a survey can be set up and all information is automatically compiled.
- C. Location of Meeting and Time Change to Third Wednesday of each month at 9:00 a.m. at the Department of Public Works** –**MOTION** made by Rebecca Emerson changing the time and place of the meetings to the third Wednesday of each month at 9:00 a.m. at Department of Public Works. Seconded by Kirsten Barton. Motion passed.

Dr. Lister will contact Pat Remick to place information on SRTS Committee in the City's Newsletter.

The next meeting is scheduled for August 20, 2008.

VI. ADJOURNMENT

The Complete packet is on file at the Public Works Department

Respectfully submitted

Elaine Boucas
Recording Secretary