



**SAFE ROUTES TO SCHOOL COMMITTEE MEETING**  
**Wednesday November 19, 2008 at 9:00 a.m.**  
**Public Works Department Conference Room**

The Safe Routes to School Committee met on Wednesday, November 19, 2008 at 9:00 a.m. at Public Works Department Conference Room.

- I. **CALL TO ORDER:** Rebecca Emerson, Co-Chair called the meeting to order at approximately 9:05 a.m.
- II. **ROLL CALL:** Debbie Finnigan, Traffic Engineer, Police Commissioner John Golumb, Police Commission Representative, Rebecca Emerson, Co-Chair and School Board Representative, Robert Lister, Superintendent of Schools and Kirsten Barton, Little Harbor Representative.

Absent: Christina Westfall, Christine Casa and Rebecca Hester.

III. **ACCEPTANCE OF MINUTES:**

**MOTION** made by Kirsten Barton to accept the minutes of the October 15, 2008 meeting as presented. Seconded by John Golumb. Motion passed.

IV. **NEW BUSINESS:**

- A. Discussions with Principals – Rebecca Emerson and Dr. Lister suggested moving the meetings to the various schools. Dr. Lister stated that it is difficult for the Principals to get away, they like to be in their schools as much as possible to be with the kids and if it would help, rotate the schools, they would be able to attend the meetings. The Committee felt this was a great idea and is a great solution. It was suggested that the December 17<sup>th</sup> meeting will take place at the New Franklin School. Debbie Finnigan will have the header on the Agenda read the school where the meeting will take place. Dr. Lister will handle the scheduling of the meetings giving the dates to Debbie Finnigan who will prepare a calendar for next month. The January meeting will take place at Little Harbour School.

Rebecca Emerson suggested that the nurse at New Franklin be present and the meetings will be open to anyone who wants to attend.

**MOTION** made by Kirsten Barton to change the meeting location according to the list that Dr. Lister will provide for Middle and Elementary School locations. Seconded by John Golumb. Motion passed.

The time of the meetings will remain the same at 9:00 a.m.

- B.** Conference – Rooms - Dates –Invites – Debbie Finnigan reported she e-mailed Mary Ann List asking for availability of the Library on April 8<sup>th</sup> and May 20<sup>th</sup>. Both dates are available and we can have food delivered to the Hilton Garden Inn Room. Debbie Finnigan then e-mailed Diane Lambert with those dates who has booked us for both dates until we make a decision of which date. It was decided on May 20<sup>th</sup>.

Debbie Finnigan explained this is for the National Safe Routes to School Course (National Course) which finds ways to get the community more enthusiastic and to observe pick up and drop off times.

Kirsten Barton asked if we could have another meeting prior to the National Course.

Dr. Lister responded January is Little Harbor and could schedule February at the Middle School.

**MOTION** made by Kirsten Barton to have May 20<sup>th</sup> for the SRTS National Course at the Library. Seconded by John Golumb. Motion passed.

Debbie Finnigan reported that because engineering projects are not getting done due to her time spent on organizing events, it will be up to the Committee to organize events and determine who to invite, how to invite them, the food. Debbie Finnigan will send Diane Lambert's contact information to this individual(s) so they may contact her with all information.

The Co-Chair asked Kirsten Barton if she were interested who responded yes and will form a sub-committee, put together a time line and will contact the Library to reserve May 20<sup>th</sup> and contact the SRTS (National Course).

Debbie Finnigan will contact John Corrigan asking him to approve the project with the date of May 20<sup>th</sup>, the invoices will be sent to Debbie who will forward them to the State so the City can be reimbursed for monies spent.

**MOTION** made by John Golumb to create a sub-committee for the National SRTS Course for May 20<sup>th</sup>. Seconded by Kirsten Barton. Motion passed.

Debbie Finnigan suggested the Committee decide who they want to invite and give them a few months notice so they can put it in their calendar. Debbie Finnigan will forward the link to the SRTS website which describes the course.

Debbie Finnigan referred to part of the Grant we got approved this year for next year's event and will put the description of the projects in PDF file the t-shirts, have a contest at the schools for the Portsmouth Logo which could be put on the t-shirts, we received money for banners which Logo could be placed. This has not been approved by General Council at the State level and the other project is for a travel plan. Sometime within the next six weeks, the next grant process will start and is not sure how to resolve that. She e-mailed Mr. Corrigan yesterday that this will impact our ability to apply for a grant as we can't get the work done and you can't expect any kind of a study to be done within six weeks, so we may not be able to apply for engineering projects but there may be some encouragement pieces to apply for as they did approve those out of this grant but did not approve engineering or Police details, like enforcement. They were not approved as we didn't have a travel plan. Suggested applying for encouragement projects you may think of and propose this be put on next month's Agenda.

**V. OLD BUSINESS:**

- A. Update on Representatives: St. Patrick and New Franklin- Debbie Finnigan reported that she sent a letter to St. Patrick. A representative form was sent to the City Clerk from St. Patrick. They have picked a representative and will follow up with the City Clerk. They can be invited to the next meeting even though they will not be approved yet and they will not have a vote.

Debbie Finnigan stated she has tried several time in getting a City Council representative for this Committee without any luck and suggested someone may want to follow-up and ask that the Mayor look at this. We have not had anyone since Councilor Reynolds left. Rebecca Emerson will call.

Dr. Lister would like to see Ken Smith, and if not able to, Rebecca Emerson thought Eric Spear, also a parent at St. Patrick's or Nancy Clayburgh.

Rebecca Emerson asked for an updated list of Committee members with any vacancies that need to be filled.

Rebecca is working on a New Franklin representative.

Kirsten Barton asked about Little Harbor School going before Traffic & Safety regarding specific intersections, South, Clough St. and they referred it to SRTS for the responsibility of taking care of cones and whether or not this needs to go on the Agenda.

Debbie Finnigan responded to request this gets on the Agenda and also need everybody to go back and read the minutes, as an e-mail she received was based on recollection versus what was actually motioned. Also this

will be a legal agreement and Legal needs to be present and suggest that this be placed on next month's SRTS Agenda.

Kirsten Barton also referred to the travel plan asking if there is anything parents can be doing at the school.

Debbie Finnigan responded the plan is to have meetings at the schools, invite the parents to discuss what the safety issues are at each school, naming the projects that need to be done and why. The travel plan we need to use is on the NH SRTS website. Debbie will forward the link of the course description to the members.

Dr. Lister asked about the bike racks. Debbie Finnigan responded the Municipal Management Agreement has been signed, went through our process, researched companies to see who has the best bike rack for the price and submitted to the State based on our City requirements for approval. Received a letter saying this can't be done as it is above the \$500 threshold for the State, and the bike racks are currently out to bid. The racks are for St. Patrick's, Dondero and Little Harbour.

Dr. Lister will report this back to the Principals.

Rebecca Emerson suggested that this information go into the schools' newsletter to bring them up to date.

Debbie Finnigan stated that the schools need to decide where the racks should be located on school property.

Rebecca Emerson suggested getting the representatives from the three schools who are recipients of the bike racks to get a group of parents to come up with a location.

Debbie Finnigan will contact St. Patrick School that the next meeting is December 17<sup>th</sup> at 9:00 a.m. to be held at New Franklin and who will be attending.

Debbie Finnigan will set up a date in December for the pathway between Garfield to the playground.

**V. ADJOURNMENT:**

**MOTION** made by John Golumb to adjourn. Seconded by Kirsten Barton. Motion passed.

The next meeting is scheduled for December 17<sup>th</sup> at 9:00 a.m. at the New Franklin School.

The Complete packet is on file at the Public Works Department

Respectfully submitted

Elaine Boucas, Recording Secretary