



**SAFE ROUTES TO SCHOOL COMMITTEE MEETING**  
**Wednesday, June 16, 2009 at 9:00 a.m.**  
**Department of Public Works – Second Floor Conference Room**

The Safe Routes to School Committee met on Tuesday, June 16, 2009 at 9:00 a.m. at Department of Public Works.

- I. CALL TO ORDER:** Rebecca Emerson, Chair called the meeting to order at approximately 9:05 a.m.
- II. ROLL CALL:** Rebecca Emerson, Chair and School Board Representative, Steve Parkinson, Public Works Director, Brendan Cooney, Traffic & Safety Representative, Kirsten Barton, Little Harbor Representative and Jean Ward, St. Patrick Representative.

Also present were Joli Foucher, proposed At Large member and Francine Horvath, proposed New Franklin School Representative.

Absent: Dr. Robert Lister and Christine Casa.

Excused absence: Councilor Nancy Clayburgh and Debbie Finnigan.

- III. ACCEPTANCE OF MINUTES:** As there was not a quorum the minutes of the April 15 and May 20, 2009 meetings will be placed on the July Agenda.
- IV. NEW BUSINESS:**

- 1) **Discussion of Other Grant Programs** – Steve Parkinson stated that in the original round \$6,000 was set aside for a workshop and asked where we stood for the National Course? Along with this was money for a survey and \$3,000 for other incentives. This was in the May 2008 Grant we received. The money for the survey was used last fall. Incentive money was not spent, therefore is available. There was \$1,500 for bike helmets and \$1,500 for incentive prizes. Steve Parkinson feels we should utilize these monies in October.  
Joli Foucher suggested patches.  
Steve Parkinson reminded them that whatever they decided on he needs to send to the state for their approval.

## VI. OLD BUSINESS

- 1) National Course for SRTS – October 2009 – Kirsten Barton contacted Diane Lambert, Program Liaison, National Center for Safe Routes to School and what we need to do is book a location, a time and they will have someone present. It will be at the Library on October 27<sup>th</sup>.

Lunch will be served. We have \$6,000 for this workshop.

Elaine will reserve the Levenson Room at the Library.

Steve Parkinson stated that we will need a contract from Ms. Lambert in order for her to be paid and Steve will have to forward this contract to the State.

The Chair asked Kirsten to contact Ms. Lambert and have her send what she needs to Steve.

- 2) Follow up on list of key stakeholders to invite – The Chair provided the members with a list of invitees including Mayor, City Council, City Manager, City Attorney, School Board, Superintendent, School Principals, School Nurses, Alta Travel Plan, JCJ, Architects, City Committees and Boards, Economic Development, CDBG, Recreation, SABER, Step Up Seacoast, local bike shops and John Stokel as we are observing his school. This will be advertised by going home with the students, a press release and placed on Channel 22.

- 3) Walk to School Day - October 2009 – Steve Parkinson informed the members there is \$756.45 specifically for banners. The intent is for each of the schools to have their own banner. We need to decide what these should look like so they can be ready for walk to school day. It was decided the date should be left off so as to use them each year and not have to expend monies again.

We have \$8,000 to use for incentives. This Grant comprises of banners, incentives, travel plan and survey intended for the fall of 2009 and will place on the next Agenda.

Steve Parkinson read what had been submitted and approved from the Grant as follows:.

“As part of the walking to school week in October, shirts will be given to each student and banners created for the students to carry. Each school will hold a logo contest with an explanation of what the SRTS program is so that Portsmouth SRTS logo or mascot can be created. The winner from each school will be put into a City wide contest for the over all winner. This winning logo or mascot will be used on t-shirts, banners and other appropriate uses. The proposal is to have a t-shirt for each student for the beginning of the year with the logo or mascot and have the students put on the back of the shirt their ideas for creating safe routes to school with markers or paint. The proposed \$8,000 budget will include t-shirts with logo for 1800 students, an incentive for each individual school winner and the overall winner and the supplies needed to create the t-shirt and hold the contest”.

It was suggested to have a yellow shirt for high visibility with Navy blue printing.

Joli Foucher presented the Committee with a booklet that Barbara Pamboukas prepared for the students entitled “Go the Distance, New Franklin School after School Walking Club “Put Prevention into Practice”. This includes a map, walking trails including Community Campus, Urban Forestry Center, Brooks Trail, list of walking neighborhoods and the mileage, Great Bay National Wildlife Refuge, Great Bay Estuarine Reserve and a calendar for the students to keep track of the walking.

Copies were made and presented to the members.

The Chair suggested that each school prepare a map to be published and bound and have the students register in order to receive this.

The Chair asked Elaine to make a note that Barbara Pamboukas (Nurse Barbara) be invited to the next meeting as a special guest.

Kirsten Barton suggested having Pat Laska, Food Nutritionist at Central Office is interested and is involved in walking clubs also be invited.

Joli Foucher has a jump rope club during two recesses a week and two after school.

The Chair referred to last year's donations from various business owners. It will be left to each school as to what they want to do.

It was suggested that there be more publication for walk to school day, contest coming up and have the students register, and then follow up the following week up to the time the winners are chosen. We will get the materials together and provide the schools with what is going on and it will be up to the individual schools to take it from this point on.

The Chair suggested for the five banners, have the national logo, not be year specific, date specific or school specific and to go out to bid.

- a. Sub-Committee – The subcommittee is comprised of Joli Foucher and Francine Horvath. The chair stated we will get a to do list together as well as for the National Course.

Brendan Cooney suggested seeking bids for the t-shirts from local suppliers.

The sub-committee will start working on the t-shirts. The sub-committee will also look into how many of each size is needed (small, medium, large).

The Chair asked that Joli and Francine get a jump start on the t-shirt aspect and communicate back to Steve Parkinson and herself.

Steve Parkinson had information that Debbie Finnigan prepared and sent to the Committee with a sample time line which she got off a website.

- 4) Weebles Update, report back (6 or 8) placement of weebles – Steve Parkinson stated it has been awarded to the company for 6 weebles and will place the order. We need to place them now that we know we have six.  
We need to determine who is going to place them and bring them in. One will be placed at Dondero, one at Little Harbor and one at Middle School. If St. Patrick's has no need for one it will be placed elsewhere.

Bike Racks – Report back – Steve Parkinson stated there will be one at St. Patrick's, Little Harbor and Middle School. They will be installed prior to opening of school. Public Works will contact each school prior to installing them.

- 5) Alta Contract - Report back – Steve Parkinson stated that it has gone through our Legal Department and is now with the State.
- 6) Travel Plan- Steve Parkinson stated that he has not yet received the state's approval. As soon as he receives the go ahead from the State he will have the City Manager sign it and go forward.

Steve Parkinson stated that Public Works is here as a resource for you, but this is really school related. The School Department needs to take a more active role in this process.

Steve Parkinson suggested spending time now on the October function to make it successful and the rest of the things he will get done.

**VII. PUBLIC COMMENT (as time allows) – No public comment**

**VIII. ADJOURNMENT**

The July and August meetings will be held at Little Harbor School in the Conference Room, 50 Clough Drive at 9:00 a.m.

The Complete packet is on file at the Public Works Department

Respectfully submitted

Elaine Boucas, Recording Secretary