

Safe Routes to School Travel Plan Task Force – Meeting Minutes: 16 April 2013 (Page 1)

In attendance: Tracy Bull (Chair), Katie Cleasby, Peter Flood, Leslie Rothman, Matt Waitkins

Excused members: Principal Emilie Carter, John Fabrizio, Principal Marsha McGill, Rick Greenier

Mrs. Bull called the meeting to order at 3:45pm. Lacking quorum, she indicated that the meeting would be held informally.

Mrs. Bull noted the importance of quorum in order to approve minutes. Mr. Waitkins and Mr. Flood asked whether there may be an alternate way to approve minutes since the committee is primarily advisory in nature and, apart from the approval of minutes, most committee business does not require a formal vote. Mrs. Bull stated she would contact the Town Manager's Office in order to clarify. Mr. Flood suggested the possibility of attaching Safe Routes to School minutes to Town Center Committee meeting minutes, since the former is a subcommittee of the latter. Mrs. Bull indicated she would include that idea with her inquiry to the Town Manager's Office.

Committee members in attendance agreed the draft minutes appeared to be in order and had no corrections or clarifications to offer at present. Formal review and approval of meeting minutes for January 22, 2013 and February 19, 2013 was tabled until the next meeting.

Mrs. Bull explained that the project budget matrix and draft contract proposed between the Merrimack School District (SAU 26) and the Nashua Regional Planning Commission (NRPC) necessary to conduct the travel plan project and report have been submitted to the NH DOT. Presently, the committee is awaiting word on the final "notice to proceed" so the two parties can sign the contract and project work can begin. Mr. Waitkins noted the documents were submitted on March 23, 2013. He explained he had contacted the NH DOT earlier in the week and was able to learn the contract proposal was scheduled for review later in the week (Thursday, 04/18/13). The notice to proceed should be forthcoming shortly thereafter, unless the NH DOT indicates something remains to be addressed.

Mrs. Bull invited Mr. Waitkins to describe how the timetable of tasks would be adapted to the months ahead, allowing for project completion in time for the seventh and final round of Safe Routes to School funding, under which up to \$250,000 of reimbursement funding could be awarded to realize infrastructure improvements and related amenities satisfying needs identified by the travel plan. He explained that the seventh round of funding was expected to open to applications during the summer and would likely be announced during July/August 2013. At that time, it will become necessary to submit a letter of intent to apply. Mrs. Bull asked whether submitting such a letter formally obliged an application.

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Mr. Waitkins stated that a letter of intent was just that, but if for some unforeseen reason an application could not follow, no obligation would exist.

Mr. Waitkins reviewed progress to date and provided updated timetable spreadsheets to those members in attendance, describing the series of tasks in sequence across the months of May through August 2013. The tasks as originally outlined have not changed; only the timetable due to the time elapsed in anticipation of the final notice to proceed.

Mrs. Bull explained that once the final notice is received, the project will commence and proceed rapidly. Committee members are advised to watch for email updates, as she will notify everyone of relevant information pertaining to project status and tasks, public presentations (ex: School Board, parent/teacher organizations), meeting dates, etc. Mr. Waitkins noted that due to the compressed timetable, some rethinking may have to be done apart from what he just presented, and that several of the outlined tasks would be occurring simultaneously.

Mrs. Bull advised members to expect meetings to occur across each of the coming months, May through September 2013. Mrs. Rothman inquired whether more than once meeting per month might become necessary. Mrs. Bull stated that could become the case and members will be notified accordingly and asked to indicate their availability so any necessary meetings could be scheduled and publicly posted with adequate notice. Members present offered their schedule availability through the coming months. Mrs. Bull stated she would follow-up with an email request for the same from all committee members, stressing the importance of attendance quorum during the coming months. While some members will have vacation times scheduled during the summer and will understandably be absent from some meetings, she will strive to maximize everyone's availability to achieve meeting quorum during the height of the project.

Mrs. Bull reminded members that national Bike to School Day is set to occur on May 8<sup>th</sup>, 2013. She noted that a bicycle riding event is being planned at James Mastricola Upper Elementary School (JMUES) and would touch base with staff there to learn details. Ms. Cleasby explained that plans for an observance at Mastricola Elementary School (MES) were discussed with Principal Carter. Unfortunately, due to timing constraints it will not be possible to undertake a formal observance or event at that building level this year. Noting that Mrs. Rothman and her son, who attends MES, are avid riders who regularly bike to school, Mrs. Bull will inquire at JMUES about the possibility for them to participate in that event if they are interested.

Mrs. Bull entertained any additional comments from committee members. Mr. Flood stated that the raising of the new Watson Park pavilion will take place this coming Saturday, April 20<sup>th</sup>, 2013, welcoming all to attend.

Approved: May 28, 2013

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Pending the final notice to proceed, it was agreed that the committee will tentatively plan to meet next on Tuesday, May 28<sup>th</sup>, 2013 at 3:30pm in JMUES Room #121. Mrs. Bull will contact members via email to confirm once the final notice has been received, and then avail Principal McGill in order to reserve the meeting space accordingly.

The meeting was adjourned at 4:35pm.