

**Facilities Steering Forum Meeting
Haviland Middle School Library
Minutes, September 15, 2010**

Attendees:

| | | |
|------------------|-----------------|-------------------|
| Greer Fischer | Doug Hieter | Jennifer Rubbo |
| Wayne Kurlander | Stephen Hughes | Judy Sanford |
| Anthony Crandall | Christine Jones | John Seagren |
| Luis Rodriguez | Robert Kampf | Ann Smith |
| Bill Wisbauer | Victoria Kampf | Tim Smith |
| George Treadwell | Maura Kristofik | Marguerite Spratt |
| Matt Latvis | Eileen Lawlor | Barbara Sweet |
| Vincent Arata | Colin Little | John Vanderlee |
| Linda Bouchey | John Mayerhof | Joanne Mikula |
| | | Ann Fadgen |

1. Dr. Greer Fischer opened the meeting, and acknowledged the two Board of Education members present: Mr. John Seagren and Mr. Doug Hieter. She thanked everyone for coming and introduced the members of the panel: Mr. Matthew Latvis, Principal of Haviland Middle School; Mr. George Treadwell, Director of Transportation; Mr. Bill Wisbauer, Tetra Tech Architects & Engineers; Anthony Crandall, Director of Facilities & Operations;; Luis Rodriguez, The Palombo Group; Wayne Kurlander, Assistant Superintendent for Business; Joanne Mikula, secretary to Wayne Kurlander; Ann Fadgen, FSF recording secretary.

Greer welcomed back the six people who had attended the August 4th FSF meeting, and reminded all that the District has established a website for information about the Haviland Bus Loop.

(<http://classrooms.hydeparkschools.org/webpages/busloop/> , a link for which can be found on the District's homepage)

With the feedback from the August 4th meeting and that provided by other communication and correspondence from members of the community, the architect has provided six (6) more design options. Greer indicated that, as with the designs shown on August 4th, the community members would love some and be less than thrilled with others.

2. Greer indicated that the format for the evening would be to allow the panel to make its presentation, after which the floor would be opened for comments and questions from the community members. She introduced Wayne Kurlander to begin the PowerPoint presentation.

Wayne indicated that the District benefited from monies saved from within the voters' authorization from the December 2007 bond referendum that allowed the District to schedule two health and safety projects – the replacement of the North Park Elementary School (NPE) bridge and the Haviland Middle School (HMS) bus

loop. He thanked the members of the panel for their work, and then he turned the presentation over to George Treadwell and Matt Latvis to describe the current bus loop set-up.

George described the current bus loop. Twenty-seven (27) busses line up in two loops, one on the inside and one on the outside of the existing looped driveway near the newer part of HMS. With this line-up, it's possible that a student might have to cross through three lines of busses before finding his/her correct bus. Additionally, with the limited space available, there is no way to assign parking spots to the busses. Therefore, the order of the busses' parking can change from one day to the next. Finally, the busses all have assigned runs following the middle school drop-off, so the dismissal process should take only (10) minutes to keep on schedule. Presently, members of the HMS staff are constantly checking under, in front of and behind busses to ensure that no students are in jeopardy before the busses are allowed to depart. The District has been very lucky thus far that no accident has occurred due to this set-up.

Matt indicated that the limited space and nose-to-tail line up present safety issues. There is currently no way for a bus to pass between the two loops to take an assigned spot. With late busses, he or another staff member can advise the bus monitors via radio when a bus has arrived. However, there is no way to advise students whether or when their bus has arrived and where it is parked. Matt turned the presentation back to Wayne.

3. Wayne showed the layout of the HMS property. The panel members had looked at all possibilities and took into account the location of septic fields, sewers and other issues. Wayne noted that the distance across the lawn from Haviland Road to the apex of the front driveway loop is 182 feet. Wayne reviewed the goals for the team's work – to address the concerns for the safety of students and staff and to maintain as much as possible the historic aspects of the school's original façade. The team had reviewed a total of (27) designs, all of which were shown in the August 4th presentation. The team has reduced those to (6) unique designs. The concept drawing presented prior to the budget vote is now labeled SK5.

Greer acknowledged all of the e-mails and other input provided at or since the August 4th FSF meeting. She asked that questions and comments be held until the presentation was finished.

Matt presented the various slides. (Brief descriptions are here; complete descriptions of pros and cons are included in the attached PowerPoint presentation.)

SK13: Takes the façade into consideration by using much less of the front lawn. This design is within the available budget.

SK14: This is very similar to SK13. It allows for multiple exit points from the school building. This design is within the available budget.

SK15: This design takes into account the location of the school's septic fields and the 9/11 memorial. This design exceeds the available budget by \$70,000 due to the additional construction of the roadway behind the school. In addition, busses would be exiting the driveway by the blind curve on Haviland Road.

SK16: This design is similar to SK15. It substantially reduces the number of busses parked nose-to-tail. This design is within the available budget,

SK17: This design allows for side-by-side, angled parking for all busses, although it calls for a double-row of such parking. Marked crosswalks are available, but there is limited handicapped access during arrival and dismissal. It is within the budget.

SK18: This design also allows for side-by-side, angled parking for all busses. Although it does call for a double-row of such parking, it provides for raised crosswalks and/or sidewalks. It is within the budget.

Matt expressed the opinion that the last two designs would be more difficult to monitor and/or manage than the earlier ones, with SK18 being more difficult than SK17. Because of the feedback received from the community, all of the designs except SK13 used none of the front lawn, and SK13 used only a small portion of the lawn.

Wayne reviewed the next steps for the design process. The Board of Education will hold a second public input session at its meeting of September 30th. Following the input provided at that session, the designs will be reviewed again by the team and will be brought to the FSF for its review on October 6th. The FSF is currently scheduled to provide its recommendation for a final design to the Board of Education on October 28th, and the Board is scheduled to decide on a final design on November 9th. If the design process moves forward on this schedule, the bus loop project would be undertaken in Summer 2011.

4. Greer expressed special thanks to Bill Wisbauer for his patience with the District's obligation to balance the goals of the design for the reconstruction of the loop.

Greer opened the floor to comments and questions from the community.

Mr. Robert Kampf expressed the fact that the attendance was down a bit from the meeting on August 4th because the District appeared truly attentive to the community's concerns at that meeting, and the community trusted that its views were being heard. He applauded what was done with all of the effort on the part of the design team, particularly with balancing safety with the aesthetics of the historic school with its lawn and façade. Of the designs presented, Mr. Kampf said that SK16 appeared to be the safest while still staying within the budget. He congratulated everyone on their work.

Greer indicated that Matt expressed the concept of a stone wall to enhance the façade.

From her position as a member of the Hyde Park Visual Environment Committee, Mrs. Kampf inquired where such a wall would be placed. The original façade view, including the lawn, did not have trees and there are two trees in place now. She also inquired about providing some visual screening with additional trees for the proposed staff parking area; such landscaping would provide a visual break for the neighbors across the street from the school.

Matt Latvis indicated that there are two trees near the curved driveway now. He proposed moving these and constructing a low stone wall, two to three feet high, along the curve of the driveway on the side by the lawn. The wall would be designed to enhance the façade as viewed from the road.

Jennifer Rubbo, speaking as a representative of Clearwater, announced that Clearwater is looking for partners for green infrastructure projects through planning grants. Presently these total (10) in the Poughkeepsie/Hyde Park area. She has met with Greer to discuss such a project with the school district. Greer indicated that she will be briefing the Board of Education. Among those opportunities she sees with respect to the HMS bus loop are natural methods of providing for storm water handling and green paving opportunities. The mention of a roadside visual buffer would also fall into the definition of a green infrastructure project.

Linda Bouchey indicated that there were no plantings on the front lawn at the time that FDR dedicated the school. In fact, she has determined from her research that trees and shrubs from FDR's own home were moved to the school property at his direction. If possible, the District should attempt to restore the original landscaping to be historically accurate.

Barbara Sweet inquired what the District could do to extend the available time for students to board the busses at dismissal. She also inquired why the busses could not be assigned parking spaces in the current line-up. George responded that out of the (27) busses, (20) are arriving at HMS from prior runs. These busses cannot arrive earlier and are sometimes delayed. He also indicated that there is no space for busses to move into assigned parking spots. Matt added that even if only (2) busses are late, that means that up to (150) students could be looking for their appropriate bus. One of the benefits of the new designs is that, even in those that use nose-to-tail line up, there is a single row behind which busses can move into assigned spaces.

John Vanderlee asked about the impact on the District's taxpayers with the additional funding required if the District chose SK15. Wayne responded that the District would have two choices: to go back to the voters to authorize the additional spending or to take the additional cost out of the general fund. John indicated that SK15 was nearly perfect in that it allowed one-way traffic by constructing a roadway behind the school. George expressed concern that all the

busses would be exiting the school property onto the blind curve on Haviland Road. The additional roadway also added to the District's plowing and other maintenance costs. Wayne mentioned that SK16 holds the potential to have the roadway behind HMS added at a later date. Greer added that planning for future enhancements to the Haviland property, including access roads and fields, was a subject that arose at the August 4th FSF meeting. SK16 would allow for expansion per the conversations that took place at that meeting.

Veronica Kampf asked Matt Latvis how the HMS staff communicates the status of the bus line-up at dismissal with the students and other staff. Matt indicated that administrators and bus monitors have 5-6 radios to communicate with each other. However, there is no way to make an announcement to the students once they have left the building and are outside.

Vincent Arata congratulated everyone involved on the effort to leave the HMS front lawn untouched. He indicated that SK16 is almost perfect. He also indicated that many of his classmates who were interested in donating to the Franklin & Eleanor Roosevelt Education Memorial had declined to send their donations when news of the possible bus parking on the front lawn was published. He hopes that news that an alternative design will prompt some of these people to send in their donations. Greer indicated that the District would be posting the new designs on the website so that people could see the proposed changes.

Mr. Arata also asked about SK16 and student safety. Bill Wisbauer indicated that, while there are no raised crosswalks, there are sidewalks alongside all of the bus parking spots. George said that the students would be consistently reminded to stay on the sidewalks. Matt added that, for students who would cross to busses parked near the beginning of the loop, monitors would stop traffic and watch to assure that students crossed appropriately.

Mr. Arata asked whether it would be possible to enclose the island with landscaping to help prevent students from crossing the open area. Matt said that with the current line-up, students had to cross between the busses lined up nose-to-tail in the double loop. With SK16, there is only a single set of busses lined up nose-to-tail, and that it would be easier for monitors to prevent students from crossing between the busses. Greer added that the new arrangement would mean going from chaos to order, and that eventually the students would begin to self-monitor how they moved toward the busses.

Judy Sanford asked how many faculty members were available outside during dismissal. Mat said that there were between 10-12 at any time during dismissal. Mr. Arata indicated that a hedge around the island might reinforce the use of the sidewalks.

Eileen Lawlor said that she had been disappointed that the District chose to combine the two projects – the NPE bridge and the HMS bus loop – into a single referendum vote. She would have preferred to vote on each project separately.

She is pleased now with all of the work that the District has done and with the outcome.

Doug Hieter asked about the age and status of the school's septic and drainage fields, and what the impact would be on these of the additional paved areas. Bill Wisbauer identified the location of the three fields, one of which is west of the original building and the second is in the middle of the island near the addition. Bill indicated that the plans would keep new storm water management areas separate from the existing fields. Current Department of Environmental Conservation (DEC) regulations look to combine and extend septic and drainage fields. The original field may have lasted for so many years because, when it was built in the 1930s labor was very cheap and therefore the field is probably very deep. The current field is grandfathered under the regulations. However, if it began to degrade, the District would probably be required to expand the field west of the original building or add to the existing field in the rear of HMS.

5. Greer thanked everyone for attending. She reminded them of the Board of Education meeting on Thursday, September 16, when Matt and Linda Bouchey were scheduled to provide the Board with an update on the rededication ceremony scheduled for October 11th.

She hopes that all involved feel good concerning the current status of the work on the HMS bus loop, and she reminded them that the Board has scheduled another public input session for its meeting on September 30th. That meeting will also be held in the HMS library.

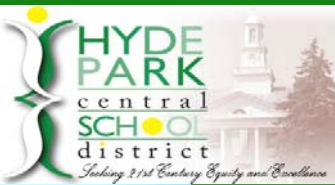
6. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

/s/

Ann S. Fadgen

Attachments: Phase 2A V - Bus Loop Presentation of September 15th



Hyde Park Central School District

Phase 2A (V)

HMS Bus Loop Discussion

Presented to the FSF on September 15, 2010

**Greer F. Fischer, Ed.D. Superintendent of Schools,
Wayne Kurlander, Assistant Superintendent for Business
Matthew Latvis, Principal at HMS
George Treadwell, Director of Transportation
Anthony Crandall, Director of Facilities and Operations
Bill Wisbauer, Tetra Tech Architects & Engineers
Luis Rodriguez, The Palombo Group**



History

Projects 2A (I,II,III) recognized significant savings allowing the district to go to the voters on May 18, 2010, to request approval to redirect funds and apply them to two (2) safety related emergency projects.

1. HMS Bus Loop reconfiguration
2. NPE Bridge replacement

Proposition III passed.



S.E.D. Control No. 13-08-01-06-0-001-018

| Rev. No. | Date | Description |
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| 1 | 08.11.10 | Bus Loop Schematic 14 |
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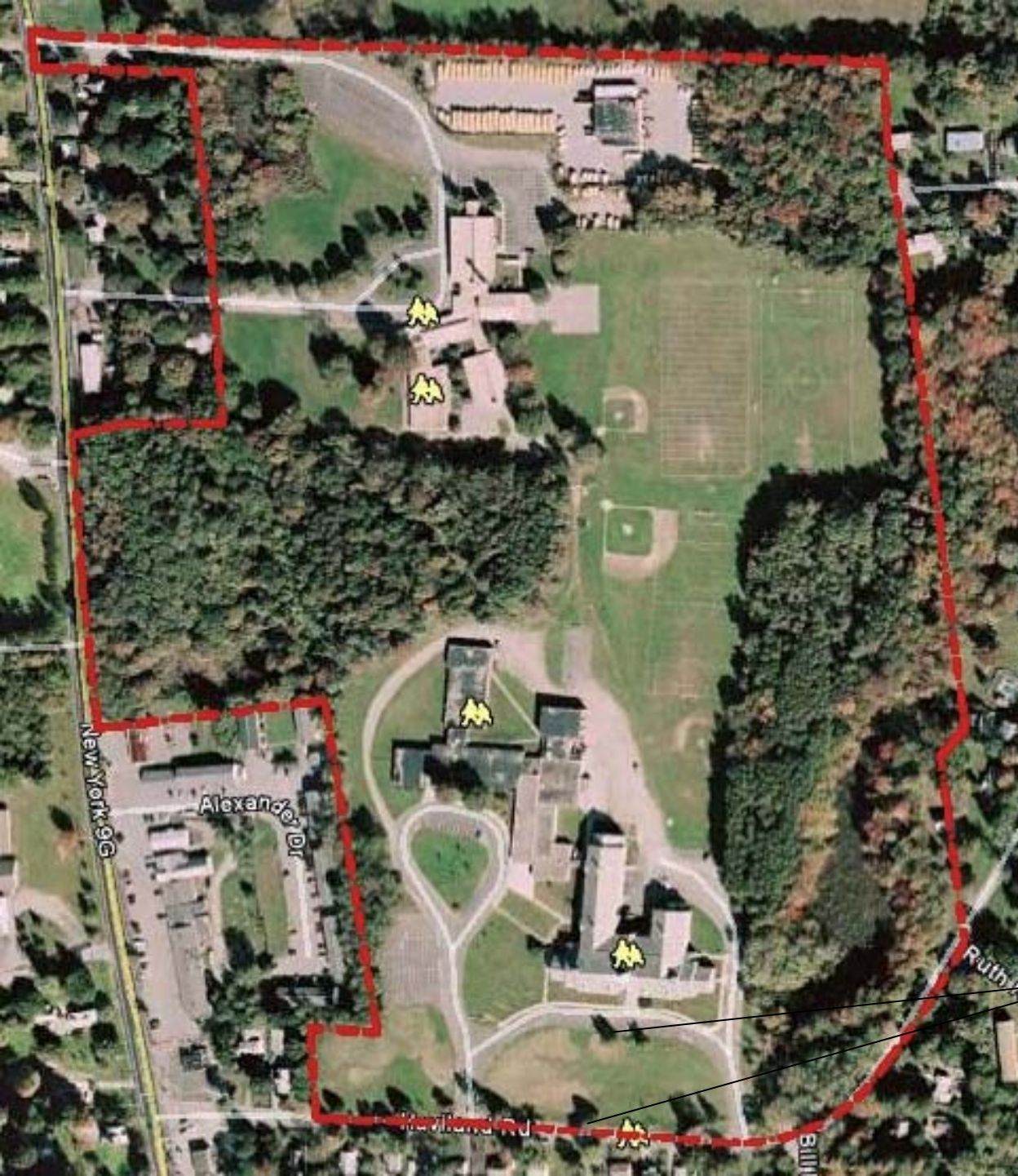
Hyde Park Central School District

**Renovations to:
Haviland Middle School**

**Existing Bus Loop Layout
29 Bus Parking**

| | | |
|--------------------|-------------------|--------------|
| Drawn by: JRS2 | Date: 09-09-10 | Drawing No.: |
| Tetra Project No.: | | L-16ex |
| 08060-09001 | | |

District Property Boundaries @ HMS

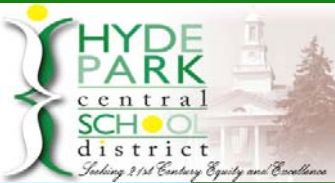


The distance
from Haviland
Rd to the inner
curve of the
front circle is
182 feet

Goals

Goals for this project are:

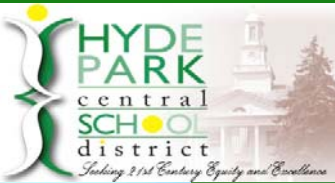
1. To examine all renderings and identify the “pros” and “cons”.
2. Balance the need for improved safety with concerns for maintaining HMS’s aesthetic historic appearance.
3. Agree on a plan that offers maximized safety and angles the busses for more efficient embarking and deployment while minimizing the impact to the historic curve and lawn in front of the building.
4. Share this information via two public forums this fall.



HMS Bus Loop Architectural Renderings

After a thorough review of the plans, land, community and architectural input several ideas evolved that bring together the need for safety and the sensitivity for preservation of Haviland's historical look.





HMS Bus Loop Architectural Renderings

Earlier this year the district began working together with the architect to identify potential safety solutions for an improved HMS bus loop.

12 original renderings were prepared and examined. 15 additional renderings have been created and reviewed for consideration.

The Elimination Process

After reviewing all of the renderings, we started the elimination process by removing options that:

- Had obvious safety hazards
 - Students crossing traffic pattern
 - Mixed bus/ parent traffic
 - Potentially dangerous line up patterns
 - Would be very difficult to supervise
- Had a major impact to the historic lawn and loop
- Were very similar to another rendering

Remaining Options:

- Include 6 unique designs that offer improved safety features while maintaining the historical front aesthetics.
- Our ultimate objective is to determine the rendering that best suits our needs with the understanding that the selected plan may exceed the approved budget requiring returning to the voters for additional fund approval.

SK5 was a design initially introduced as a possible safety solution. A starting point for discussion purposes.



Rendering SK5

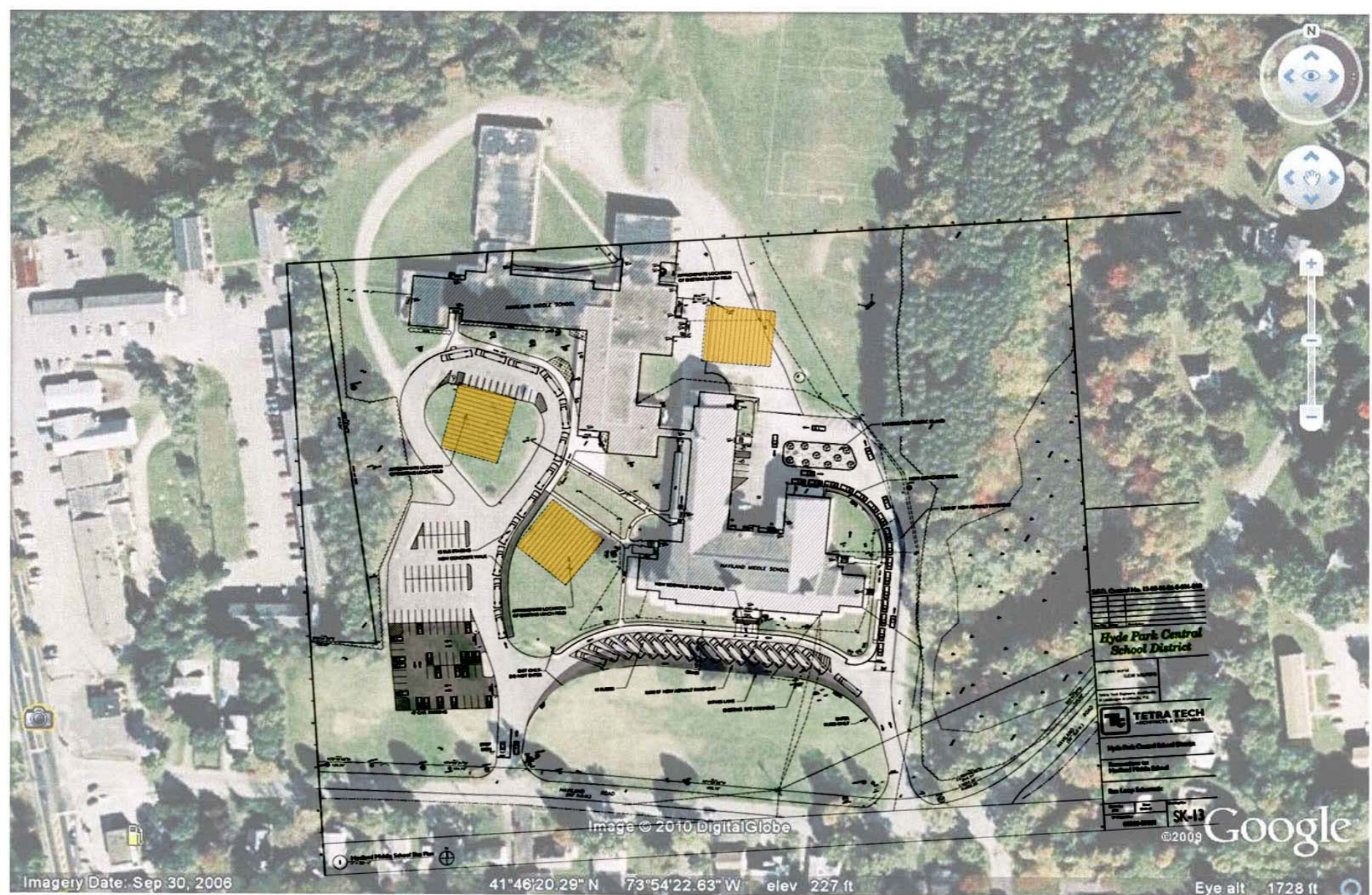
Pros

- **Controlled and safe student access to busses (via cross walk / safety rail)**
- Multiple outside door access reduces student congestion upon entering / exiting building
- Angled parking, assigned permanent bus spaces
- Accommodates/ separates late arrivals /sports bus area
- Parent loop moves near main office giving separation of parent & bus traffic
- Creates new landscape areas
- **Within Prop III budget**

Cons

- Utilizes the most front lawn, approx. 130 feet, changes configuration of loop & aesthetics, removing historic curve
- Double row of busses
- Students cross in front of late arriving busses
- Exit shared by parent and bus traffic creating traffic bottleneck

SK13



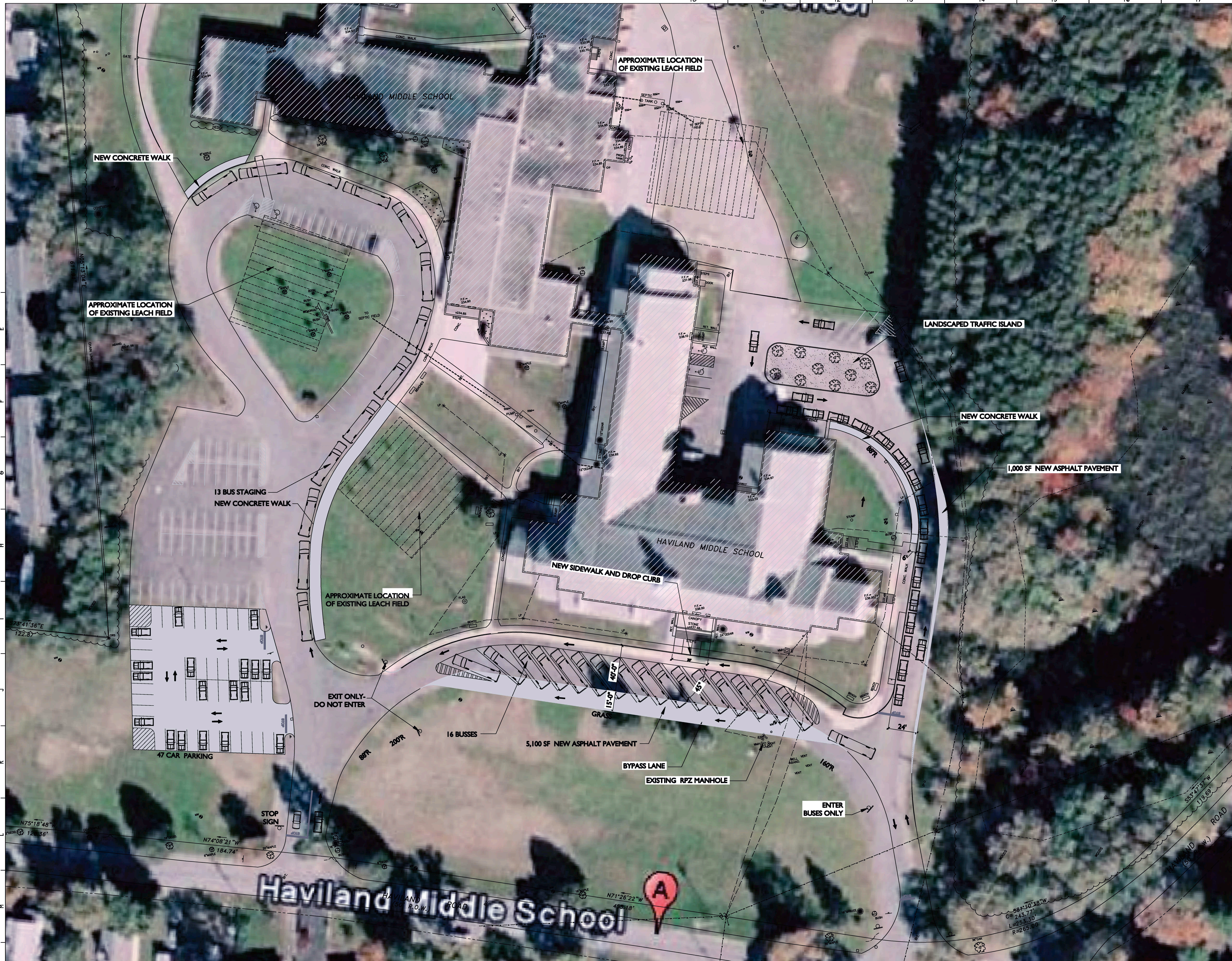
Rendering 13

Pros

- **Follows configuration of loop & historic curve**
- Single line design, students do not cross in front of late busses
- Multiple outside door access reduces student congestion upon entering / exiting building
- Assigned permanent bus spaces, accommodates late arrivals
- Parent loop moves to rear of building in designated area giving separation of parent & bus traffic Follows FDR design
- **In Prop III budget**

Cons

- **Minimal lawn encroachment (only 18' from the 182' of lawn)**
- Nose to tail line up (partial)
- Difficult to supervise all areas
- Parent exit shared with bus traffic
- Limited sight curve at east entrance/ exit



S.E.D. Control No. 13-08-01-06-0-001-018

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| Rev. No. | Date | Description |

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**Renovations to:
Haviland Middle School**

**Bus Loop Schematic
29 Buses**

| | | |
|-------------------|-------------------|--------------|
| Drawn by: JRS2 | Date: 08-03-10 | Drawing No.: |
| T* Project No.: | | SK-14 |
| 08060-09001 | | |

Rendering 14

Pros

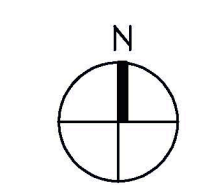
- **Follows configuration of loop & historic curve**
- Single line design, students do not cross in front of late busses
- Multiple outside door access reduces student congestion upon entering / exiting building
- Assigned permanent bus spaces, accommodates late arrivals
- **In Prop III budget**

Cons

- **Minimal lawn encroachment** (only 18' from the 182' of lawn)
- Limited egress to building on right side
- Nose to tail line up (partial)
- Difficult to supervise all areas
- Parent traffic shared with bus traffic
- Limited sight curve at east entrance/ exit



Hyde Park-Haviland Middle School
1"=40'-0"



S.E.D. Control No. 13-08-01-06-0-001-018

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**Renovations to:
Haviland Middle School**

**Bus Loop Plan
30 BUS PLAN**

| | | |
|--------------------|------------------------|--------------|
| Drawn by: JHS | Date: June 14, 2010 | Drawing No.: |
| Tetra Project No.: | | SK-15 |
| 08060-09001 | | |

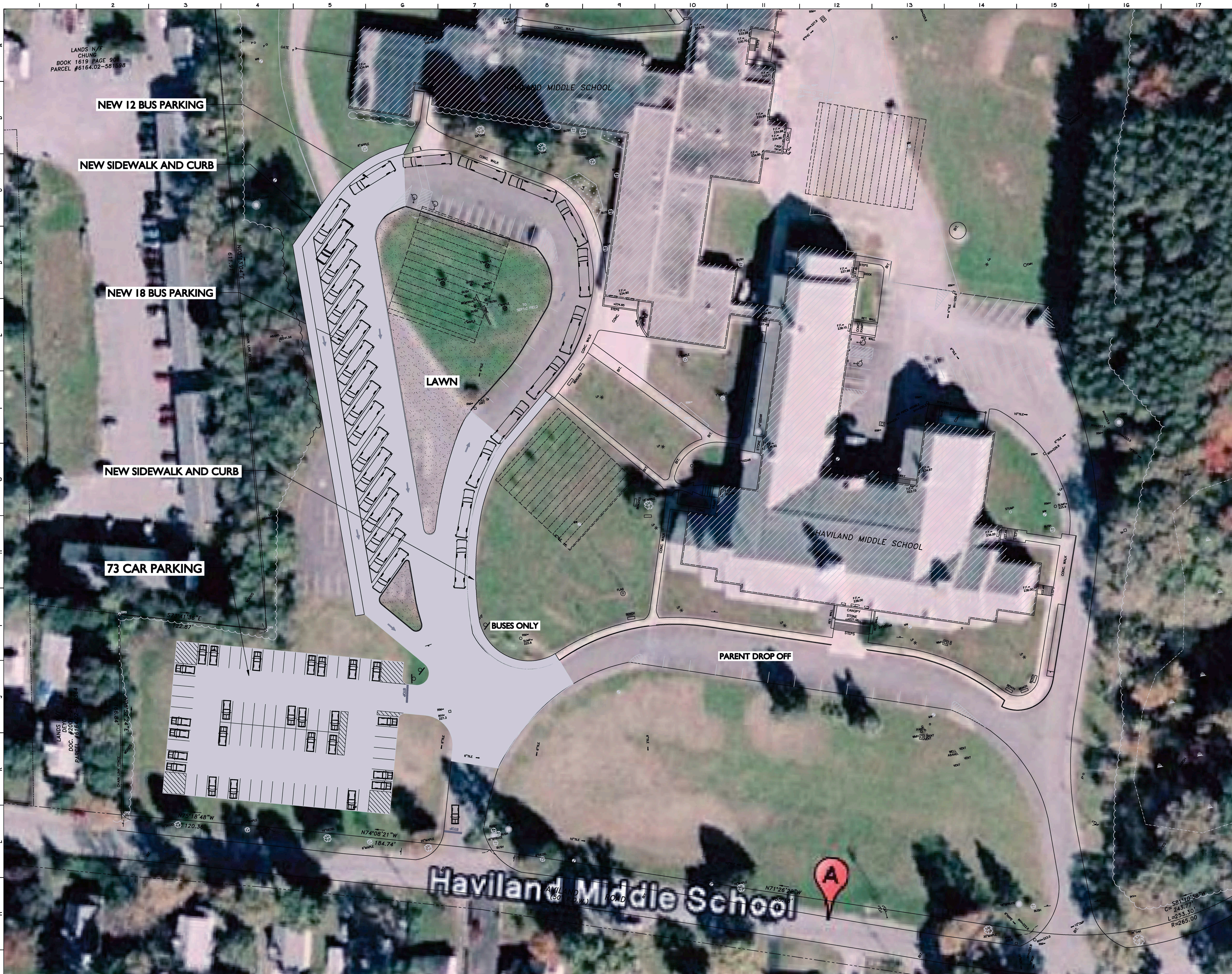
Rendering 15

Pros

- **No aesthetic change, maintains the current front curve and lawn in its entirety.**
- **No affects on septic fields or 911 memorial**
- Angled parking
- Multiple outside door access reduces student congestion upon entering / exiting building
- Assigned permanent bus spaces
- Parent loop stays in front giving separation of parent & bus traffic
- Increases staff / visitor parking

Cons

- **Exiting on a limited sight curve via the east exit, increased possibility of accidents**
- Students crossing traffic pattern, behind building to athletic fields at end of day
- East parent entrance / bus exit shared, creating traffic bottleneck
- Additional cost for snow removal, maintenance of road behind building
- Loss of a sports field
- **Exceeds Prop III budget by approximately \$70,000**



S.E.D. Control No. 13-08-01-06-0-001-018

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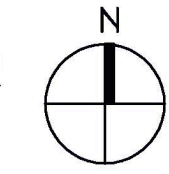
Hyde Park Central School District

**Renovations to:
Haviland Middle School**

**Bus Loop Schmatic
30 Buses
Utilizing Existing Bus Loop**

| | | |
|--------------------------------------|-------------------|-----------------------------|
| Drawn by: JRS | Date: 08.12.10 | Drawing No: SK-16 |
| T* Project No: 08060-09001 | | |

Haviland Middle School Site Plan
1" = 30'-0"



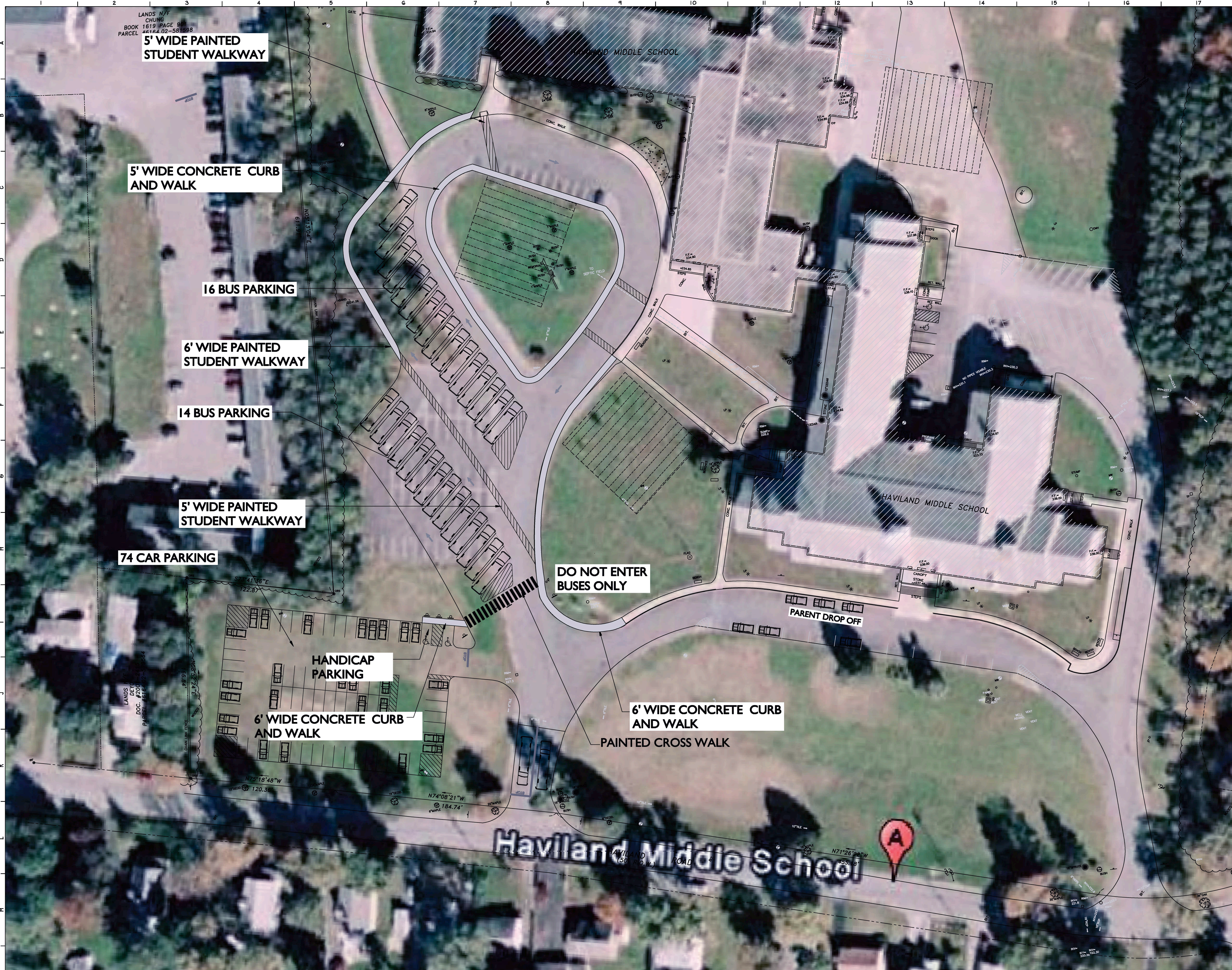
Rendering 16

Pros

- **No aesthetic change, maintains the current front curve and lawn in its entirety.**
- **No affects on septic fields or 911 memorial**
- Multiple outside door access reduces student congestion upon entering / exiting building
- Assigned permanent bus spaces, accommodates late arrivals
- Modified nose to tail line up (partial)
- Aligns district for future improvements/ growth
- **In Prop III budget**

Cons

- Parent traffic exit shared with bus traffic
- Handicapped parking in loop / limited access during arrival and dismissal



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ARCHITECTS & ENGINEERS

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Renovations to:
Haviland Middle School

Bus Loop Plan - Option 17
30 BUS PLAN

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|--------------------|-------------------|--------------|
| Drawn by: JMS | Date: 08.16.10 | Drawing No.: |
| Tetra Project No.: | | SK-17 |
| 08060-09001 | | |

Hyde Park-Haviland Middle School
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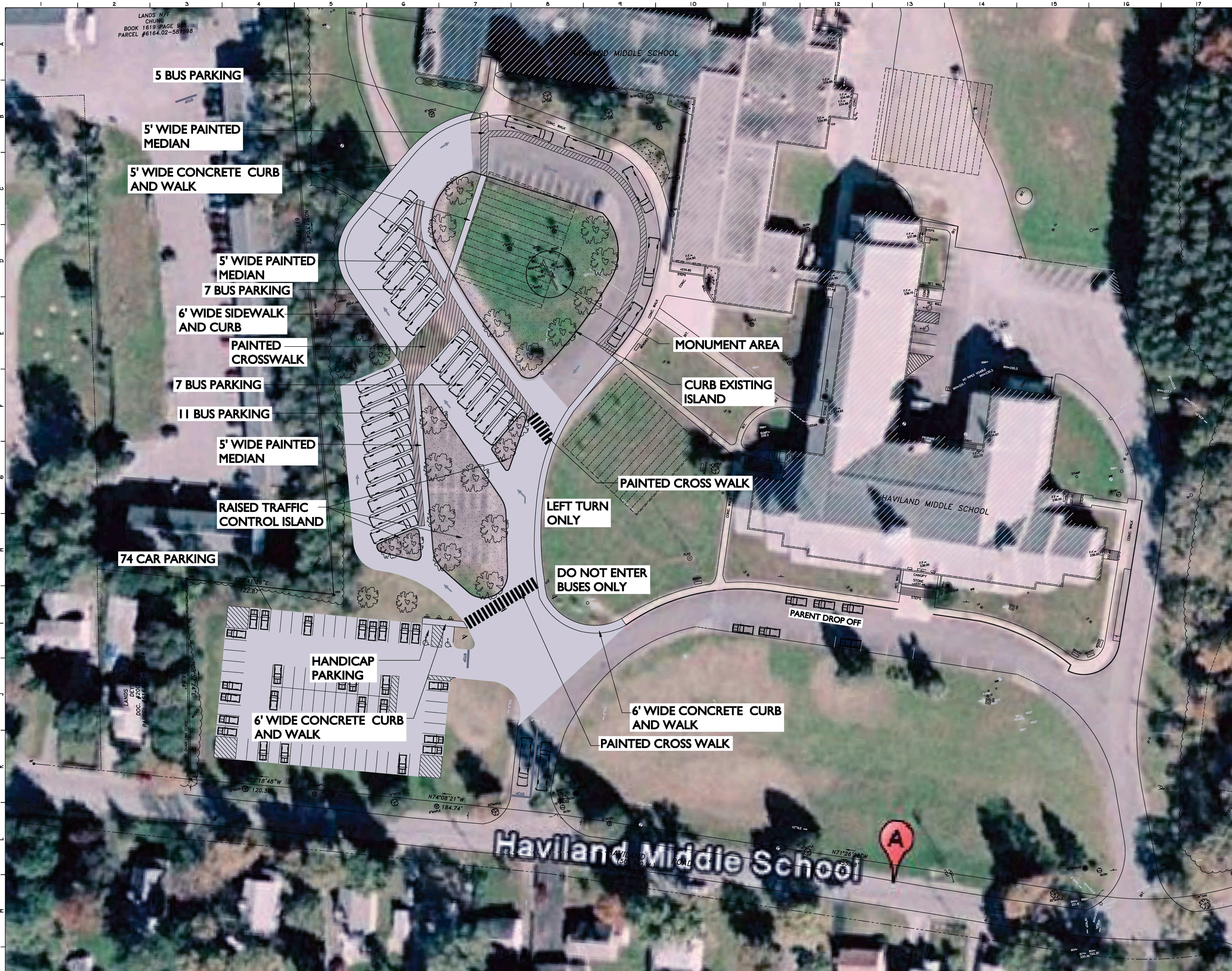
Rendering 17

Pros

- **No aesthetic change, maintains the current front curve and lawn in its entirety.**
- **No affects on septic fields or 911 memorial**
- Multiple outside door access reduces student congestion upon entering / exiting building
- Assigned permanent bus spaces, accommodates late arrivals
- **In Prop III budget**

Cons

- **Double lineup (partial)**
- Busses located away from building
- Handicapped parking in loop / limited access during arrival and dismissal
- Parent exit shared with bus traffic



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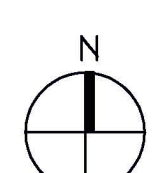
Hyde Park Central School District

Renovations to:
Haviland Middle School

Bus Loop Plan - Option 18
30 BUS PLAN

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| Drawn by: JMS | Date: 08.19.10 | Drawing No.: |
| Tetra Project No.: | | SK-18 |
| 08060-09001 | | |

Hyde Park-Haviland Middle School
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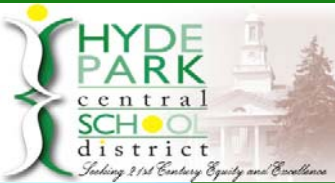
Rendering 18

Pros

- **No aesthetic change, maintains the current front curve and lawn in its entirety.**
- **No affects on septic fields or 911 memorial**
- Multiple outside door access reduces student congestion upon entering / exiting building
- Assigned permanent bus spaces, accommodates late arrivals
- **In Prop III budget**

Cons

- Excessive cross walks, difficult to supervise all areas
- More complicated layout
- Nose to tail line up (partial)
- Double lineup (partial)
- Busses located away from building
- Handicapped parking in loop / limited access during arrival and dismissal
- Parent exit shared with bus traffic



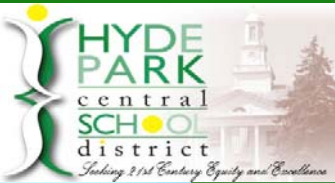
Final Plan Timeline:

- **Wednesday, Sept. 15, 5:00 p.m., District Office:** The first public hearing will be incorporated into the regular FSF meeting.
- **Thursday, Sept. 30, 7:00 p.m., Haviland Middle School:** BOE meeting & second public hearing session including repeat of presentation with panel format.
- **Wednesday, Oct. 6, 5:00 p.m., District Office:** FSF will review and have discussion on a final design for recommendation to the BOE.
*(NOTE: This meeting may be moved based on in the outcome of the BOE meeting on Sept. 30th.
Proposed alternate date- Wed, 10/13 at the district office- 5:00 pm)*
- **Thursday, Oct. 28, 7:00 p.m., District Office:** BOE meeting; presentation of final design by FSF.
- **Tuesday, Nov. 9, 7:00 p.m., District Office:** BOE meeting; board vote on final design.

Recommendation

The Facility Steering Forum (FSF) must make their recommendation to the board in October 2010 to keep this project on schedule for construction during the summer of 2011.

The plan selected should offer the safety features that need to be addressed while taking into consideration preservation of the historic curve and lawn at HMS.



Group Discussion Questions / Input

The FSF group meets at the district office on the first Wednesday of each month, beginning at 5:00 pm.

(except the September meeting which may be adjusted for opening day)

Interested parties are welcome to join us.

Thank you for your ideas!