



TAPPÉ ARCHITECTS, INC.

Feasibility / Schematic Design
Ivan G. Smith Elementary School
Danvers, MA

MEETING MINUTES

Educational Planning Meeting No. 8

Wednesday April 11, 2018

12:00 noon Danvers High School

ATTENDEES:

Lisa Dana	Superintendent of Schools
Keith Taverna	Business Manager
Tracy Mara	Smith School Principal
Mary Wermers	K – 12 Curriculum Director
Julie Posternack	K – 5 Curriculum Director
Travis Ahern	Finance Director
Eric Richard	Danvers Engineering
Renee Hunter	Danvers Engineering
Leif Rochna	Danvers DPW
Stephen King	Danvers Engineering
Joe DeSantis	PMA Consultants - OPM
Elizabeth Pert	Associate / Senior Traffic Engineer – HSH Associates
Josh Millong	Landscape Architect – Warner Larson
Charlie Hay	Tappe Architects

EXISTING CONDITIONS TRAFFIC & SITE

- Summary of PDP Report of existing conditions for traffic
 - *Existing traffic conditions reviewed. Traffic on and off site related to volume and intersections has been studied for peak morning and afternoon hours. Existing capacity analysis indicates intersections and movements all receive A, B, or C grades.*
- Review of Existing site constraints
 - *Limited area for car drop off and pick up on site, students walk to cars waiting in neighborhood. 45 parking spaces currently provided on site. Parking is adequate for staff and limited visitors and is adequate for typical conditions.*

PROPOSED SITE PLAN

- Review of proposed site plan
 - *Proposed site plan will accommodate emergency vehicles on all sides of building. Play structures located to the east side with existing soccer field to the west. New building to be constructed while existing building remains in session.*

PROPOSED TRAFFIC CONDITION

- Summary of proposed traffic condition for preferred option



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- *Proposed traffic pattern will accommodate approximately 20 vehicles on site in pick up drop off line. Site plan also anticipates 6 busses in a separate loop. This should bring a number of vehicles on site instead of in adjacent neighborhood.*
- *Proposed parking is based on Danvers zoning calculated by population with an allowed 25% reduction. Total spaces required will be aprox. 122. Anticipated staff is 70 which will be accommodated in a staff lot to the east of existing building. This allows approximately*
- *It is not anticipated that the increased school population will trigger any warrant for new signage or signals off site given the improved condition on site.*

NEXT STEPS

- Review approach to traffic plan moving forward for public review
 - *HSH will complete a "proposed condition" analysis. However, it is not anticipate that this will impact on findings to date.*
- Requirements for public meetings
 - *Current slides that have been developed can be used for upcoming public meetings.*
- Proposed site plan – approach to abutters and neighbors
 - *Traffic findings to date are acceptable for communicating to the public.*

UPCOMING MEETINGS – ACTIVITIES

- Regulatory Meeting + Systems Review – Wednesday April 25 10:00
- Building Committee Meeting – Friday April 27 8:00 am?
- District Mapping and Design Update Meeting – Thursday May 3 ~~11:00~~ 10:00
- Public Information Session – Thursday May 3 7:00 pm
- Security Meeting – May 15
- Building Committee Meeting – Week of May 28 – June 1?
- Final Design Meeting late May? TBD
- Presentation to Smith Faculty and Staff? *Scheduled for 2:45 May 9.*
- Preferred Schematic Report submission to MSBA Wednesday June 6
- Teacher programming meetings June before school ends? TBD

END OF MINUTES