Board of Selectmen Meeting

Wednesday, June 27, 2018
10:00 a.m.
Town Hall Meeting Room

AGENDA

1. Welcome and Pledge of Allegiance

2. Approval of Minutes
   a. Board of Selectmen Regular Meeting on June 15, 2018

3. First Selectman’s Updates – Peter J. Tesei

4. Old Business
   a. Hillside Road Working Group presentation of final report and possible action – Town Administrator Ben Branyan.

5. New Business
   a. Road closure: St. Roch and Hamilton avenues for annual St. Roch Feast – St. Roch Feast Committee Chair Jackie Budkins.
   b. Request for Municipal Improvement (MI) approval for 51 units of senior/disabled housing – Housing Authority of the Town of Greenwich.

6. Appointments and Nominations

7. Executive Session
   a. Executive Session to discuss pending litigation and settlement of claims.
8. Adjourn

Peter J. Tesei
First Selectman
Town of Greenwich  
Meeting Board of Selectmen  
June 15, 2018  
1:00 P.M.  
Town Hall Meeting Room  

DRAFT MINUTES  

1. The meeting opened at 10:03 A.M. with the Pledge of Allegiance.  

   a. Attendance:  
      a. First Selectman Peter J. Tesei – Present  
      b. Selectman John Toner - Present  
      c. Selectman Sandy Litvack – Present  

   Following the Pledge, Mr. Tesei greeted and welcomed attendees commenting that it was a Regular Meeting of the Board of Selectmen who reserve the right to call on people to ask questions and make comments.  

2. Approval of Minutes.  

   a. Minutes of Board of Selectmen Regular Meeting held on May 24, 2018 were moved for approval as amended by Mr. Toner, and seconded by Mr. Litvack. The motion passed unanimously.  

3. First Selectman's Updates – Peter J. Tesei  

   Mr. Tesei thanked all of the service organizations who hosted events to commemorate the Memorial Day weekend.  

   On June 1 – 3, the Greenwich International Film Festival was held. Mr. Tesei said he was a judge for one of the film categories and that the film ‘The Hammamis,’ is one that he hopes to obtain approval to show at the upcoming Diversity Advisory Committee’s diversity forum.  

   Also on that weekend was the Greenwich Concours d’Elegance which Mr. Tesei attended.  

   On June 5, LiveGreenCT recognized Greenwich as a Climate Champion for its work in establishing a plastic bag ban that will go into effect Sept. 12. Pat Sesto and Jeanine Behr Getz also attended the ceremony at The Discovery Museum. He said the Town of Wilton was recognized for eliminating food waste and that Greenwich is now working with the Greenwich Public Schools to do the same.  

   On June 9, Mr. Tesei attended the annual awards banquet of the Global Organization of People of Indian Origin (GOPIO) at the Stamford Marriott. There were dozens of members who are Greenwich residents.
On June 12, Mr. Tesei attended the topping off ceremony at the new New Lebanon School, along with school officials and the Greenwich state Legislative delegation that was instrumental in securing funds for the project. That evening, Mr. Tesei attended the PTAC annual dinner.

On June 14, Mr. Tesei marked Flag Day with students at Glenville School at their morning ceremony. That evening Mr. Tesei participated in recognizing departing School Superintendent Dr. Jill Gildea at the Board of Education meeting.

Mr. Tesei congratulated Fleet Director Jay Domeseck as the Town’s vehicle fleet received accreditation as a NAPA fleet.

The state Department of Public Health has redesignated the Town of Greenwich as HEARTSafe Community with the accreditation valid for another three years. Mr. Tesei explained that the previous evening a man visiting from Miami, FL came into Town Hall because he was feeling ill. Employees called 9-1-1 and it turned out the victim was suffering a heart attack. He did survive.

4. Old Business

There was none.

5. New Business

a. Road closure – Anderson Road – for repaving: Kovacs Construction.

Wanda L. McGarry, Kovacs sales manager, said the road closure on June 25 and June 26 would allow crews to mill the current patch pavement installed after Aquarion finished construction of a new pump station. After milling work on June 25, the road – between East Elm Street and Mallard Drive – would be repaved on June 26.

Upon a motion by Mr. Toner that was seconded by Mr. Litvack, the board unanimously approved the road closure.

6. Appointments and Nominations

Mr. Toner questioned whether the Board needed to make nominations for the Shellfish Commission. That information will be available for the June 27 meeting.

The meeting was briefly interrupted when former Police Chief Tom Keegan arrived and said he wanted to greet the Board as it has been a long time since he visited Town.

7. Executive Session

a. Executive Session to discuss pending litigation and settlement of claims.
Mr. Toner made a motion that was seconded by Mr. Litvack to enter Executive Session at 10:27 a.m. It was unanimously approved.

In attendance were Town Attorney Wayne Fox, Assistant Town Attorneys Fred D'Arango, Gene McLaughlin and John Wetmore, and Recording Secretary Barbara Heins.

Mr. Litvack made a motion to exit the Executive Session that was seconded by Mr. Toner and unanimously approved by the Board at 11:01 a.m.

Mr. Litvack made a motion that was seconded by Mr. Toner to authorize payment of $15,000 to settle Joann D'Andrea v. the Town of Greenwich. The Board unanimously approved.

Mr. Toner made a motion that was seconded by Mr. Litvack to approve the settlement of Docket No. FST CV 16-60290268 - Parcel No. 10-1649 for a credit of $41,332 against future tax payments. It was unanimously approved.

Mr. Toner made a motion that was seconded by Mr. Litvack to approve the settlement of Docket No. FST CV 16-60290288 - Parcel No. 11-1365/S for a credit of $5,520 against future tax payments. It was unanimously approved.

Mr. Toner made a motion that was seconded by Mr. Litvack to approve the settlement of Docket No. HHB CV 17-60397248 - Parcel No. 10-1594 for a credit of $696 against future tax payments. It was unanimously approved.

8. Adjournment

Mr. Toner made a motion to adjourn at 11:05 a.m. Upon a second by Mr. Litvack. The motion was approved unanimously.

The next Meeting of the Board of Selectmen is scheduled for Wednesday, June 27, 2018 at 10:00 A.M. in the Town Hall Meeting Room.

__________________________
Peter J. Tesei, First Selectman

__________________________
Prepared by Barbara A. Heins, Recording Secretary
Working Group –
Hillside Road Parking

Report to Board of Selectmen

June 22, 2018
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Working Group – Hillside Road Parking
Report to Board of Selectmen

Charge: To ensure Greenwich High School (GHS) compliance with the Planning and Zoning site plan approvals and to provide for the safety and security of the neighborhood and school community.

Created: Board of Selectmen voted 2-0-1 at their March 23, 2018 meeting to create working group to report back no later than June 1, 2018 (in mid-May an extension was granted to the end of June).

Members: Tom Bobkowski, Director School Safety / Residency
Ben Branyan, Town Administrator
Ashley Cole, Neighborhood Representative
Katie DeLuca, Town Planner
Elizabeth Dempsey, Neighborhood Representative
Jim Heavey, Chief of Police
Jim Michel, Deputy Commissioner of Public Works
Steven Miller, Neighborhood Representative
Patrick Smyth, Sergeant – Greenwich Police Department - Traffic
Phil Walklet Senior Security Guard, GHS (Alternate to Tom Bobkowski)
Chris Winters, Greenwich High School Headmaster

Meetings: April 17 & 24, 2018
May 1, 8, 15, 22 & 31, 2018
June 5, 12 & 19, 2018
(Meeting minutes are included in Appendix A of report.)

Outcomes:

1. GHS Headmaster sent letter to High School parents on May 15, 2018 reminding them of approved student pick-up procedure (Enclosure 1). School personnel along with Greenwich Police department were on site week of May 21st to educate and enforce procedure.

2. Working Group reviewed the Planning & Zoning (P&Z) letter December 28, 2010 regarding approval conditions for Music Instructional Space & Auditorium (MISA). Identified eight items that need corrective action to become compliant. Enclosure 2 lists the items as well as proposed corrective action and timeline.

3. Working Group created 19 recommendations (Enclosure 3).
Enclosure 1:  
GHS Headmaster Letter
May 15, 2018

Dear Parents,

Effective Monday, May 21, double parking on Hillside Road will not be allowed. Greenwich Police will be actively enforcing the double parking rules and ticketing drivers if necessary.

Parents who choose to pick students up at school are to proceed as follows (see attached map for visual representation):

- Pick up is in the rear of GHS
- Enter through the main or north driveways
- Queue up along the PAC, gym and pool (see map)

To exit, we suggest the following:

- via the main entrance for those turning right on Hillside
- via the north exit for those turning left on Hillside

This configuration should allow for approximately 90 vehicles to queue on the site and provides the ability for cars to leave the queue area once loaded.

GPD will also be on site to enforce all driving rules. Drivers are particularly warned NOT to commit the following offenses:

- U-Turns on Hillside Road
- Turns into neighbors’ driveways
- Stops to drop off or pick up a student outside of the designated areas
- Distracted driving
- Excessive speeds

GHS maintains a safe and supportive environment for students after school. Any parent who can wait until 3:30 (15 minutes after dismissal) to pick up a student will have much less congestion and far fewer hassles. We strongly encourage, when possible, allowing for these extra 15 minutes.

Thank you for your cooperation.

Sincerely,

Chris Winters
GHS Headmaster
Enclosure 2:
Non-Compliance of P&Z Conditions
### SUMMARY OF CONSENSUS OF NON-COMPLIANCE ISSUES OF 12-28-10 P & Z CONDITIONS OF MISA

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Corrective Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Whereas the Commission noted that the School complied with the comments from the Town’s Traffic Consultant, BETA Group, dated May 27, 2010, in that the School Administration has continued to enforce the double parking prohibition in front of the high school on Hillside Road and notices informing parents of the proper pick-up and drop-off procedures were distributed and the Greenwich Police Department continues to work with the GHS security personnel; and</td>
<td>School Administration will ensure “welcome back” letters to parents are clear as to approved procedure and provide map</td>
<td>Aug-18</td>
</tr>
<tr>
<td>54</td>
<td>8. For the school year, the Student Activities Coordinator determines the schedule and then seeks approval from Assistant Headmaster and Headmaster. After that is set, requests are considered from outside groups such as Greenwich Symphony and other non-profits, which is also at the ultimate discretion of the Headmaster. Unforeseen scheduling such as FCIAC playoff games that are not determined by GHS are at the discretion of the Superintendent of Schools. For the Summer months, an Advisory Committee comprised of 7 people including two residents from the GHS neighborhood, two RTM members chosen by the Moderator, two members chosen by the First Selectman, and the BOE Managing Director of Operations who acts as Chair. The plan of operation for events, parking and traffic provided by the applicant is as follows:</td>
<td>BOE Chief Operating Officer is forming group</td>
<td>May-18</td>
</tr>
<tr>
<td>59</td>
<td>e) The School will keep records on participation, traffic and parking problems to evaluate past events to evaluate the effectiveness of established practices and identify best practices or potential changes to avoid repeating past failures. The Traffic Consultant must evaluate all information and submit the following reports annually for a minimum of three years.</td>
<td>GPS is working to engage the services of a Traffic Consultant</td>
<td>Jun-18</td>
</tr>
<tr>
<td>60</td>
<td>i. Monitoring the implementation of on-site student pick up and elimination of illegal parking.</td>
<td>To be included in report commissioned under number 59</td>
<td>Jun-19</td>
</tr>
<tr>
<td>61</td>
<td>ii. The Traffic Impact Studies from Frederick P. Clark Associates, Inc. shall be updated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>a. Hillside Road was demonstrated to have some excessive accident history. This situation should be monitored and the operations plan adjusted as recommended by the Town Traffic Engineering Division should conditions not improve or worsen following development of this project.</td>
<td>Continuous evaluation will be provided by GPS partnering with DPW Engineering Division</td>
<td>Jun-18</td>
</tr>
<tr>
<td>66</td>
<td>c. The plans do not demonstrate the method used to measure sight distance. This should be shown in accordance with the Town Public Works Standards assuming vehicles are parked in the on street spaces. The minimum acceptable sight distance would be 250’. This cannot be obstructed by parked vehicles.</td>
<td>DPW reviewed exit driveways for compliance and found sight line striping required *</td>
<td>Jun-18</td>
</tr>
</tbody>
</table>

Note: Items 59-62 are technically in compliance as the CO has not been issued for the project. Once the CO is issued the requirement begins.

* Subject to Planning & Zoning Approval
Enclosure 3: Recommendations
Preamble

All potential improvements must be made with the consideration that GHS is in a residential zone.

Greenwich Public Schools

1. GHS Administration should consider review of staff release time to ensure staggered release time for staff and students.

2. Greenwich Public Schools (GPS) send out monthly email to all parents and students about the approved pick-up and drop off procedure. This email should be coordinated with Greenwich Police Department (GPD) and Department of Public Works (DPW).

3. GPS add additional signage on-site to better identify the pick-up and drop-off route.

4. GPS work with DPW to update signage on Hillside Road to match current traffic and parking.

5. Board of Education (BOE) consider funding blue payroll for additional 1 hour hold over (overtime) at GHS to facilitate traffic on Hillside Road during dismissal.

6. GPS coordinate a (school) quarterly field meeting during the 2018-19 school year with a representative from DPW and GPD to complete an AM and PM assessment of the current traffic conditions. This visit should be unannounced to GHS and GPD staff.

7. GPS should inform school bus company that buses returning from field trips during dismissal time should only discharge passengers onto curb adjacent to GHS campus.

8. GPS should review Procedure E-051.4 – Transportation with focus on strategies to increase public transportation to/from high school. Opportunities may exist to change the high school eligibility (currently at two miles) and reeducation/enhancements to the courtesy passes.

9. With GPS implementation of P&Z’s condition of approval for MISA, the traffic consultant shall not fail to conduct a traffic/engineering study on Hillside Road and surrounding areas, interface with GHS and neighbors to optimize traffic flow and consider traffic calming and safety. Study shall include but not limited to speed bumps, speed limit, lane widths, stops at Fairfield intersection, double turn lane on to Post Road, left out of North Lot, and traffic signal coordination on Post Road. Preliminary findings due no later than Fall 2018.
10. GPS should move on-street student parking to GHS campus visitor parking (approximately 19 spots along Fields 5 and 6) and visitor parking to Hillside Road.

11. GPS revisit GHS landscaping plan to better screen parking lots from the street.

**Department of Public Works**

12. DPW immediately reconsider striping plan on Hillside Road to evaluate safety concerns, such as width of Northbound travel lane.

13. DPW continue to monitor and adjust signal timings on Route 1 to improve traffic flow within the state approved signal plans.

14. DPW staff request from the Connecticut Department of Transportation (CTDOT) a traffic study be completed in relation to the CTDOT bridge improvement project to determine if changes to the traffic signal at Hillside Road are necessary.

**Collaboration between Town & GPS**

15. Recommend GPS staff work with DPW and P&Z to explore options that would modify or remove parking from Hillside Road. This may include widening of the travel lanes, widening the road, narrowing the road, or moving parking on-site (green area removal near field 7 and/or installation of a parking structure). It is understood this recommendation may require significant capital improvement funding.

16. No recommendations shall require the taking of additional right-of-way (ROW) from Hillside Road other than the GHS property.

17. Both GPS and Parks & Recreation (P&R) should establish greater coordination between internal/external rental activities. Field scheduling (such as, avoidance of concurrent end/start time) and building rentals should coordinate anticipated traffic volume for their activities to mitigate disruption to the neighborhood.

18. Any rental activity must not interfere with the established Field Priority Allocation (GHS activities have the first priority during school year and programs sponsored by the Department of P&R shall have the second priority during school year and first priority outside of the school year). For example, GHS Trinity Church rental currently conflicts with the P&R field use. In additional long-term rentals by non-Town of Greenwich organizations could be considered a major re-use of Town buildings thereby requiring Municipal Improvement (MI) per Town Charter.
**Working Group**

19. The Working Group – Hillside Road Parking should regroup in the Fall/Winter of 2018 for status check on corrective actions, review status of implementation of recommendations and review/discussion on preliminary traffic consultant report.

**Additional Information**

a) BOE voted to change school start times for 2017-2018 school year. High School start time moved 1 hour later to 8:30 A.M., dismissal also changed by 1 hour to 3:15 P.M.

b) GHS will implement End of Day Opportunity Block for 2018-2019 school year. The block will allow students to have flexible release time; thereby reducing peak traffic congestion.

c) DPW adjusted traffic light timing and added additional travel lane on Hillside Road to enhance traffic flow on Hillside Road during the 2017-2018 school year.

d) There has been no change in accident rate on Hillside Road as result of change in school start time nor MISA completion.

e) GPS is considering modifications to student schedules for 2018-19 school year that would have impacts on pick-up and drop off times.

f) GPS is studying a major renovation to Cardinal Stadium that may include an additional driveway to the high school property from Route 1.

**g) The CTDOT is currently in design for the Route 1 bridge near Hillside Road. This project is tentatively scheduled to start construction in Spring 2020. The construction is anticipated to last about 2 years. During the construction phase significant impacts to traffic will occur near the high school including lane closures.**

Respectfully Submitted by Working Group – Hillside Road Parking
June 22, 2018
Appendix A:
Meeting Minutes
Present: Tom Bobkowsk, Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller, Patrick Smyth, Chris Winters

Absent: None

Guests: None

Chairman Branyan called the meeting to order at 2:05 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectman and the Chair reserves the right to call on people to propose questions and make comments.

1. Welcome and Introduction of Members
   a. Members of the working group introduced themselves.

2. Review Charge of Work Group
   a. Motion by Patrick Smyth and Seconded by Tom Bobkowski to approve the following charge: To ensure [GHS] compliance with the Planning and Zoning site plan approvals and to provide for the safety and security of the neighborhood and school community. Motion passed 10-0-0.

3. Overview of meeting schedule
   a. Conflict with proposed future meeting schedule was discussed. Group agreed to move start time to 1 pm to better accommodate member’s schedules. Chairman Branyan will repost meeting notice.

4. Discussion of issues and possible solutions
   a. The following documents were discussed:
      1. Planning and Zoning conditions of approval letter for MISA dated December 28, 2010
      2. Comments regarding MISA project dated December 6, 2010 from the Department of Public Works, Engineering Division
      5. Chris Winters handed out parking plans and circulation maps pre/post MISA, prepared by Perkins + Will
      6. Ashley Cole handed out March 21, 2018 letter addressed to Board of Selectmen outlining neighborhood concerns. Letter was signed by approximately 20 neighborhood residents.
b. The following documents were requested:

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<td>5-13-11 letter from GPS Superintendent Freud regarding compliance with P&amp;Z conditions</td>
<td>Katie DeLuca</td>
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5. Discussion regarding next steps
   a. Discussion occurred regarding school day impacts such as: enforcement of double parking was discussed, student parking spots (72) on Hillside Avenue, lack of drivers following established pick-up procedure, impact of staff release time same as student release time.
   b. Discussion occurred regarding weekend activity impacts such as: various rental activity of building and fields, food truck vendors
   c. Members will email Chairman Branyan list of issues by April 27th. Branyan will assemble list for discussion of root causes at next meeting.

6. Adjournment
   a. Motion by Patrick Smyth and seconded by Steven Miller to adjourn meeting at 3:46 pm. Motion passed 10-0-0.

Next meeting is scheduled on Tuesday, April 24, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Tom Bobkowski, Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller, Patrick Smyth, Chris Winters

Absent: None

Guests: None

1. Ben Branyan called the meeting to order at 1:06 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Ashley Cole and seconded by Patrick Smyth to approve the minutes of the April 16, 2018 as amended to reflect correct date and enumeration of number of signatories of letter under item 4.a.6. Motion passed 10-0-0.
   b. Status of the requested documents were discussed:

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<td>Tom Bobkowski</td>
<td>Ben Branyan will email GHS internet link to group of plan</td>
</tr>
<tr>
<td>2</td>
<td>GHS notice provided to parents regarding drop-off &amp; pick-up</td>
<td>Chris Winters</td>
<td>Chris Winters will provided to group</td>
</tr>
<tr>
<td>3</td>
<td>Historical accident review on Hillside Avenue (pre/post of MISA)</td>
<td>Jim Heavey</td>
<td>Sergeant Smyth verbally provide current school year data, reviewing paper files of prior years to create complete report</td>
</tr>
<tr>
<td>4</td>
<td>TCO Conditions for MISA project</td>
<td>Jim Michel</td>
<td>Jim Michel will provided to group</td>
</tr>
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<td>5</td>
<td>2012 Town Traffic Study, relevant to Hillside</td>
<td>Jim Michel</td>
<td>Document was emailed to group on April 23rd</td>
</tr>
<tr>
<td>6</td>
<td>5-13-11 letter from GPS Superintendent Freud regarding compliance with P&amp;Z conditions</td>
<td>Katie DeLuca</td>
<td>Katie DeLuca distributed copies of document at the meeting</td>
</tr>
</tbody>
</table>
3. Overview of meeting schedule  
   a. Ashley Cole informed group of scheduling conflict and will not be able to attend the May 1, 2018 meeting.

4. Discussion of issues and possible solutions  
   a. Compliance to December 28, 2010 P&Z conditions  
      1. Ben Branyan distributed draft matrix of the 83 paragraphs listed in the P&Z letter. Suggestion is to use the matrix as a tool to review status of compliance (yes/no) for each item. Group members will complete and come prepared to discuss at next meeting. If Ben Branyan receives completed matrix prior to the next meeting, he will consolidate responses to facilitate group review.

   b. Root cause analysis of issues  
      1. Ben Branyan discussed approach to facilitate an understanding of the issue(s) absent discussing solutions.

      2. Elizabeth Dempsey distributed document with summary of problems and potential solutions.

      3. Ashley Cole distributed document with potential advantages and disadvantages of potential solutions.

   4. Summary of collective comments discussed:  
      a. Appears parents are not following traffic flow plan as approved by P&Z  
      b. Does elimination of Hillside Road student parking help issue?  
      c. Does Hillside Road have sufficient space to create curbside pull-out zone to allow prioritize of through-traffic on Hillside?  
      d. Basic traffic laws (e.g. U-turns) are ignored by some on Hillside Road  
      e. There is a lack of consistent enforcement of signage and rules  
      f. Would implementation of bike lanes from the 2012 report help?  
      g. Queue line for pick-up is underutilized, which creates double parking/standing on Hillside Road. Lack of staggered release time for staff and students, coupled with athletic bus staging contribute to lack of traffic flowing efficiently.

   5. Jim Michel informed group that he is working with GHS and GPD to draft joint letter to parents regarding importance of compliance with approved traffic flow, otherwise ramifications may occur that will not be desirable (e.g. reduction of student parking). Goal is to finalize letter within next two weeks.

   6. Discussion occurred regarding the lack of consistent enforcement regarding double parking/standing on Hillside Road.
5. Adjournment
   a. Motion by Steven Miller and seconded by Patrick Smyth to adjourn meeting
      at 2:57 PM. Motion passed 9-0-0. (Chris Winters left meeting at 2:15 PM.)

Next meeting is scheduled on Tuesday, May 1, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Tom Bobkowski, Ben Branyan, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller, Patrick Smyth, Chris Winters

Absent: Ashley Cole

Guests: Wynn McDaniel

1. Ben Branyan called the meeting to order at 1:05 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Jim Heavey and seconded by Steven Miller to approve the minutes of the April 24, 2018 as presented. Motion passed 6-0-0. (Elizabeth Dempsey, Chris Winters arrived 1:10 PM, Katie DeLuca arrived 1:25 PM).
   b. Status of the requested documents were discussed:

<table>
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<td>Tom Bobkowski</td>
<td>Document was emailed to group on April 25th</td>
</tr>
<tr>
<td>2</td>
<td>GHS notice provided to parents regarding drop-off &amp; pick-up</td>
<td>Chris Winters</td>
<td>Documents were emailed to group on April 26th</td>
</tr>
<tr>
<td>3</td>
<td>Historical accident review on Hillside Avenue (pre/post of MISA)</td>
<td>Jim Heavey</td>
<td>Sergeant Smyth will provided to group</td>
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<tr>
<td>6</td>
<td>5-13-11 letter from GPS Superintendent Freud regarding compliance with P&amp;Z conditions</td>
<td>Katie DeLuca</td>
<td>Document was provided to group on April 24th</td>
</tr>
</tbody>
</table>
3. Overview of meeting schedule
   a. Tom Bobkowski informed group of scheduling conflict his last meeting will be May 8th. He will bring his alternate (Phil Walklet) with him to the May 8th meeting for introductions.

4. Discussion of issues and possible solutions
   a. Compliance to December 28, 2010 P&Z conditions
      1. Consolidated responses were discussed and consensus was reached on items not in compliance with conditions. Group will vote on final document at the May 8th meeting.

   b. Root cause analysis of issues
      1. Jim Michel distributed draft letter he is recommending Chris Winters send to GHS parents/students regarding importance of compliance to approved drop-off and pick-up procedure. Chris will review letter and discuss edits at the next meeting.

      2. Chris Winter would like to present proposed solution at the next meeting. Ben Branyan will send proposal to group prior to next meeting to allow ample time to review prior to discussion.

5. Adjournment
   a. Motion by Jim Heavey and seconded by Tom Bobkowski to adjourn meeting at 2:40 PM. Motion passed 8-0-0. (Chris Winters left meeting at 2:15 PM.)

Next meeting is scheduled on Tuesday, May 8, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Tom Bobkowski, Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Michel, Steven Miller, Patrick Smyth, Chris Winters

Absent: Jim Heavey

Guests: Wynn McDaniel, Phil Walklet

1. Ben Branyan called the meeting to order at 1:05 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

Phil Walklet, Senior Security Guard at Greenwich High School was introduced as Tom Bobkowski’s Alternate for all future meetings.

2. Approval of minutes
   a. Motion by Jim Heavey and seconded by Steven Miller to approve the minutes of the May 1, 2018 as presented. Motion passed 9-0-0.
   b. Status of the requested documents were discussed:

<table>
<thead>
<tr>
<th>Item</th>
<th>Document(s)</th>
<th>Person Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
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<td>Jim Michel</td>
<td>Jim Michel &amp; Katie DeLuca will provided to group</td>
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<td>Katie DeLuca</td>
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</tbody>
</table>
3. Overview of meeting schedule
   a. Ben Branyan reminded group of deadline to submit report to Board of Selectman by June 1, 2018.

4. Discussion of issues and possible solutions
   a. Compliance to December 28, 2010 P&Z conditions
      1. Motion by Patrick Smyth and seconded by Katie DeLuca to accept consensus of Working Group of status of compliance to the December 28, 2010 P&Z Conditions. Motion passed 9-0-0.
      2. Nine items were identified as out of compliance. Group will vote on recommended corrective actions at the May 15th meeting.
   b. Root cause analysis of issues
      1. Motion by Elizabeth Dempsey and seconded by Chris Winters to send letter to GHS parents/students regarding importance of compliance to approved drop-off and pick-up procedure. Chris will revise letter and present for final approval at the May 15th meeting. Motion passed 8-0-0 (Patrick Smyth left meeting at 1:45 PM).
      2. Chris Winter presented the following proposed solution:
         Move all visitor parking to the street from Post Road up to current visitor parking in front of front circle. Post signs for visitor parking from Post Road to south side of front circle - Visitor Parking only from 7:30-2:45. (from 2:45-3:30 standing only--i.e., someone has to be in the car.) We would lose some student spots, but parents would then be able to queue up on street from Post Road to Front Circle. GPD would then enforce double parking. Student parking would continue from north of front circle up Hillside.

5. Adjournment
   a. Motion by Steven Miller and seconded by Katie DeLuca to adjourn meeting at 2:55 PM. Motion passed 6-0-0. (Chris Winters left meeting at 2:15 PM, Jim Michel left meeting at 2:30 PM.)

Next meeting is scheduled on Tuesday, May 15, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Ben Branyan called the meeting to order at 1:04 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Patrick Smyth and seconded by Jim Michel to approve the minutes of the May 8, 2018 as presented. Motion passed 9-0-0.
   b. Status of the requested documents were discussed:

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</tr>
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3. Overview of meeting schedule
   a. Ben Branyan reminded group of deadline to submit report to Board of Selectman by June 1, 2018.

4. Discussion of issues and possible solutions
   a. Compliance to December 28, 2010 P&Z conditions
      1. Nine items were identified as out of compliance. Group will vote on recommended corrective actions at the May 22nd meeting.
      2. List of GHS rentals were requested, Chris Winter will provide.
   b. Root cause analysis of issues
      1. Minor changes were made to letter addressed to GHS parents/students regarding importance of compliance to approved drop-off and pick-up procedure. Chris Winter will revise letter and send out no later than May 16th.
      2. Several Solutions were discussed:
         b. Residential parking only on Hillside should be explored
         c. Review BOE Transportation Policy to increase ridership to decrease cars dropping off and picking up students
         d. Adjustment to Hillside striping plan is needed to allow for residents to leave driveway without crossing centerline of road

5. Adjournment
   a. Motion by Jim Michel and seconded by Steven Miller to adjourn meeting at 3:00 PM. Motion passed 6-0-0. (Chris Winters Patrick Smyth left meeting at 2:00 PM, Katie DeLuca left meeting at 2:45 PM.)

Next meeting is scheduled on Tuesday, May 22, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Steven Miller, Patrick Smyth, Phil Walklet, Chris Winters

Absent: Jim Michel

Guests: None

1. Ben Branyan called the meeting to order at 1:05 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Patrick Smyth and seconded by Steven Miller to approve the minutes of the May 15, 2018 as presented. Motion passed 7-0-0. (Elizabeth Dempsey and Ashley Cole arrived 1:15 PM.)

3. Overview of meeting schedule
   a. Ben Branyan reminded group of deadline to submit report to Board of Selectman by June 1, 2018.

4. Discussion of issues and possible solutions
   a. Compliance to December 28, 2010 P&Z conditions
      1. Item number 37 was discussed. Katie DeLuca will gather information and report back to Working Group. The Working Group concurs with corrective action for the balance of the items. Group will vote on complete list of recommended corrective actions at the May 31st meeting.
      2. Chris Winter and Parks and Recreation are working on compiling list of GHS rentals.

   b. Update on letter sent to GHS parents/students
      1. Letter was emailed on May 15th for effective date of Monday, May 21st. Police Department assigned extra officers on site to educate and enforce procedure. Seniors staring their internship helped reduce traffic volume. Parents were parking in open spots rather than using pick-up queue. Police will evaluate their presence and report back to Working Group.
c. Review Possible solutions
   1. Motion by Elizabeth Dempsey and seconded by Katie DeLuca: Greenwich High School Administration should consider review of staff release time to ensure staggered release time for staff and students. Motion passed 9-0-0.

   2. Motion by Ashley Cole and seconded by Elizabeth Dempsey: Hillside Road should have 3, 12-foot travel lanes, no parking, and where appropriate shoulder striped. Discussion followed. Motion was withdrawn by Ashley Cole.

   3. Motion by Jim Heavey and seconded by Katie DeLuca: With GPS implementation of P&Z’s condition of approval for MISA, the traffic consultant shall not fail to conduct a traffic/engineering study on Hillside Road and surrounding areas, interface with GHS and neighbors to optimize traffic flow and consider traffic calming and safety. Study shall include but not limited to speed bumps, speed limit, lane widths, stops at Fairfield intersection, double turn lane on to Post Road, left out of North Lot, and traffic signal coordination on Post Road. Preliminary findings due no later than Fall 2018. Motion passed 9-0-0.

   4. Motion by Steven Miller and seconded by Elizabeth Dempsey: Recommend Town of Greenwich Department of Public Works immediately reconsider striping plan on Hillside Road to evaluate safety concerns, such as width of Northbound travel lane. Motion passed 8-0-0. (Chris Winters left meeting at 2:20 PM.)

5. Adjournment
   a. Motion by Jim Heavey and seconded by Katie DeLuca to adjourn meeting at 2:45 PM. Motion passed 8-0-0.

Next meeting is scheduled on Thursday, May 31, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller, Patrick Smyth, Phil Walklet, Chris Winters

Absent: None

Guests: Wynn McDaniel

1. Ben Branyan called the meeting to order at 1:04 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Patrick Smyth and seconded by Steven Miller to approve the minutes of the May 15, 2018 as amended. Motion passed 9-0-0. (Jim Heavey arrived 1:25 PM.)

3. Overview of meeting schedule
   a. Ben Branyan discussed revision to schedule to allow for more time for discussion on solutions. Revised deadline to submit report to Board of Selectman is June 22, 2018.

4. Discussion of issues and possible solutions
   a. Corrective Action for Non-Compliance to 12-28-10 P&Z conditions
      1. Item number 37 was discussed. Katie DeLuca will gather information and report back to Working Group. Item number 66 was discussed. DPW completed review and additional on-street parking will need to be removed to achieve required sight distance. DPW will reconcile final site plan received by P&Z for accurate count of lost parking spots. Motion by Elizabeth Dempsey and seconded by Katie DeLuca to table item until next meeting. Motion passed 8-2-0.

   b. Update on May 15th letter sent to GHS parents/students
      1. Police continue to educate and enforce procedure. Strong correlation between Police presence and compliance to procedure.

   c. Review Possible solutions
      1. Elizabeth Dempsey handed out and discussed material regarding Hillside Safety Considerations with lane width, zero shoulders, and curbside parking. Material is on file.
2. Motion by Jim Heavey and seconded by Ashley Cole: Greenwich Public Schools should inform STA that buses returning from field trips during dismissal time should only discharge passengers onto curb adjacent to GHS campus. Motion passed 10-0-0.

3. Further discussion occurred regarding striping plan. DPW will review as requested at the May 22, 2018 meeting.

5. Adjournment
   a. Motion by Jim Heavey and seconded by Katie DeLuca to adjourn meeting at 2:45 PM. Motion passed 10-0-0.

Next meeting is scheduled on Tuesday, June 5, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Tom Bobkowski, Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller, Patrick Smyth, Chris Winters

Absent: None

Guests: Phil Walklet

1. Ben Branyan called the meeting to order at 1:03 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Elizabeth Dempsey and seconded by Patrick Smyth to approve the minutes of the May 31, 2018. Motion passed 7-0-0. (Steven Miller arrived 1:05 PM, Jim Heavey arrived 1:07 PM and Chris Winters arrived 1:10 PM.)

3. Overview of meeting schedule
   a. Ben Branyan reminded group of revised deadline to submit report to Board of Selectman is June 22, 2018.

4. Discussion of issues and possible solutions
   a. Corrective Action for Non-Compliance to 12-28-10 P&Z conditions
      1. Item number 37 was discussed. Chris Winters distributed summary of building rental activity for the prior 3 fiscal years. Activity showed predominately non-profit rentals. Motion by Jim Michel and seconded by Katie DeLuca to remove item # 37 as a non-compliance issue. Motion passed 10-0-0.

      Motion by Patrick Smyth and seconded by Steven Miller to approve list of non-compliance issues and corrective action as amended. Motion passed 10-0-0.

   b. Review Possible solutions
      1. Jim Michel discussed several concepts on Hillside Road: widening road to increase travel width of lanes, eliminate parking and redistributed space to travel lanes, extended island from Post Road further down Hillside Road.
2. Chris Winters asked if changes to hill along field 7 would allow for additional parking spaces to accommodate potential changes of parking on Hillside.

3. Motion by Jim Heavey and seconded by Katie DeLuca: 
   *BOE consider funding blue payroll for additional 1 hour hold over (OT) at Greenwich High School to facilitate traffic on Hillside Road during dismissal.* Motion passed 9-0-0. (Chris Winters left meeting at 2:10 PM).

5. Adjournment
   a. Motion by Jim Heavey and seconded by Patrick Smyth to adjourn meeting at 2:34 PM. Motion passed 9-0-0.

Next meeting is scheduled on Tuesday, June 12, 2018 at 2:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller,

Absent: Tom Bobkowski, Patrick Smyth, Chris Winters

Guests: Wynn McDaniel

1. Ben Branyan called the meeting to order at 2:11 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Jim Michel and seconded by Jim Heavey to approve the minutes of the June 5, 2018. Motion passed 7-0-0.

3. Overview of meeting schedule
   a. Ben Branyan reminded group of revised deadline to submit report to Board of Selectmen is June 22, 2018.

4. Discussion of possible action on issues and solutions

   1. Motion by Steven Miller and seconded by Katie DeLuca:
      *Greenwich Public Schools should review Procedure E-051.4 – Transportation with focus on strategies to increase public transportation to/from high school. Opportunities may exist to change the high school eligibility (currently at two miles) and reeducation/enhancements to the courtesy passes.* Motion passed 7-0-0.

   2. Motion by Jim Heavey and seconded by Steven Miller:
      *Both Greenwich Public Schools and Town of Greenwich Parks & Recreation should establish greater coordination between internal/external rental activities. Field scheduling (such as, avoidance of concurrent end/start time) and building rentals should coordinate anticipated traffic volume for their activities to mitigate disruption to the neighborhood.* Motion passed 7-0-0.
3. Motion by Katie DeLuca and seconded by Ashley Cole:  
*Any rental activity must not interfere with the established Field Priority Allocation (GHS activities have the first priority during school year and programs sponsored by the Department of P&R shall have the second priority during school year and first priority outside of the school year).* For example, GHS Trinity Church rental currently conflicts with the Parks and Recreation field use. In additional long-term rentals by non-Town of Greenwich organizations could be considered a major re-use of Town buildings thereby requiring Municipal Improvement (MI) per Town Charter. Motion passed 7-0-0.

4. Motion by Ashley Cole and seconded by Elizabeth Dempsey:  
The Working Group – Hillside Road Parking should regroup in the Fall/Winter of 2018 for status check on corrective actions, review status of implementation of recommendations and review/discussion on preliminary traffic consultant report. Motion passed 7-0-0.

5. Motion by Elizabeth Dempsey and seconded by Ashley Cole:  
Recommend GPS staff work with DPW and Planning and Zoning to explore options that would modify or remove parking from Hillside Road to allow for the widening of the travel lanes. This may include narrowing the road or moving parking on-site (green area removal near field 7 and/or installation of a parking structure). It is understood this recommendation may require significant capital improvement funding. Motion failed 2-5-0

6. Motion by Steven Miller and seconded by Ashley Cole:  
*All potential improvements be made with the consideration that GHS is in a residential zone.* Motioned passed 6-0-0 (Jim Heavley left meeting at 3:48 PM).

7. Motions by Jim Michel and seconded by Katie DeLuca:  
*Department of Public Works staff request from the CTDOT a traffic study be completed in relation to the CTDOT bridge improvement project to determine if changes to the traffic signal at Hillside Road are necessary.*  
*Department of Public Works continue to monitor and adjust signal timings on Route 1 to improve traffic flow with the state approved signal plans.*  
*GPS send out monthly email to all parents and students about the approved pick-up and drop off procedure. This email should be coordinated with GPD and DPW.*  
*GPS add additional signage on-site to better identify the pick-up and drop-off route.*
GPS work with DPW to update signage on Hillside Road to match current traffic and parking.

GPS coordinate a (school) quarterly field meeting during the 2018-19 school year with a representative from DPW and GPD to complete an AM and PM assessment of the current traffic conditions. This visit should be unannounced to GHS and GPD staff.

Recommend GPS staff work with DPW and Planning and Zoning to explore options that would modify or remove parking from Hillside Road to allow for the widening of the travel lanes. This may include widening the road, narrowing the road, or moving parking on-site (green area removal near field 7 and/or installation of a parking structure). It is understood this recommendation may require significant capital improvement funding.

No recommendations shall require the taking of additional right-of-way (ROW) from Hillside Road other than the High School property.

Motions passed 6-0-0.

5. Adjournment
   a. Motion by Elizabeth Dempsey and seconded by Steven Miller to adjourn meeting at 4:10 PM. Motion passed 6-0-0.

Next meeting is scheduled on Tuesday, June 19, 2018 at 1:00 pm in the Mazza Room.

Respectfully submitted,
Ben Branyan, Chair
Present: Tom Bobkowski, Ben Branyan, Ashley Cole, Katie DeLuca, Elizabeth Dempsey, Jim Heavey, Jim Michel, Steven Miller,

Absent: Patrick Smyth, Chris Winters

Guests: Wynn McDaniel

1. Ben Branyan called the meeting to order at 1:06 PM and commented that this is a public meeting of the Working Group – Hillside Road Parking formed by the Board of Selectmen and the Chair reserves the right to call on people to propose questions and make comments.

2. Approval of minutes
   a. Motion by Jim Heavey and seconded by Katie DeLuca to approve the minutes of the June 12, 2018 as amended. Motion passed 8-0-0.

3. Overview of meeting schedule
   a. Ben Branyan reminded group this is the last scheduled meeting before submitting report to Board of Selectman is June 22, 2018.

4. Discussion and approval of final report
   a. Motion by Steven Miller and seconded by Katie DeLuca: Greenwich Public Schools should move on-street student parking to GHS campus visitor parking (approximately 19 spots along Fields 5 and 6) and visitor parking to Hillside Road. Motion passed 5-3-0.

   b. Motion by Ashley Cole and seconded by Elizabeth Dempsey: Greenwich Public Schools search for reasonable satellite parking for students, preferably within walking distance of GHS or via shuttle. Motion failed 4-4-0.

   c. Motion by Elizabeth Dempsey and Katie DeLuca: Recommend GPS staff work with DPW and Planning and Zoning to explore options that would modify or remove parking from Hillside Road. This may include widening of the travel lanes, widening the road, narrowing the road, or moving parking on-site (green area removal near field 7 and/or installation of a parking structure). It is understood this recommendation may require significant capital improvement funding. Motion passed 5-3-0.
d. Motion by Elizabeth Dempsey and seconded by Ashley Cole:
*With GPS implementation of P&Z’s condition of approval for MISA, the traffic consultant shall not fail to conduct a traffic/engineering study on Hillside Road and surrounding areas, interface with GHS and neighbors to optimize traffic flow and consider traffic calming and safety. Study shall include but not limited to removal of on-street parking, speed bumps, speed limit, lane widths, stops at Fairfield intersection, double turn lane on to Post Road, left out of North Lot, and traffic signal coordination on Post Road. Preliminary findings due no later than Fall 2018.* Motion failed 3-5-0.

e. Motion by Ashley Cole and seconded by Elizabeth Dempsey:
*GPS revisit GHS landscaping plan to better screen parking lots from the street.* Motion passed 8-0-0.

f. Motion by Ashley Cole and seconded by Steven Miller:
*All potential improvements must be made with the consideration that GHS is in a residential zone.* Motion passed 7-1-0.

g. Motion by Katie DeLuca and seconded by Tom Bobkowski:
*Approve final report as amended.* Motion passed 8-0-0.

5. Adjournment
   a. Ben Branyan thanked all members of the Working Group for their time, energy and efforts on the issues.

   b. Motion by Jim Heavey and unanimously seconded to adjourn meeting at 2:50 PM. Motion passed 8-0-0.

Next meeting will be scheduled in late Fall 2018.

Respectfully submitted,
Ben Branyan, Chair