**Minutes of the Lowell Community Relations Council Meeting**
**May 23, 2017, 6:30pm**
**Lowell School Berkeley Library**

**Read aloud and approved May 23, 2017**

**In attendance:**

- Lizzie Sadoff
- Sharon Giles and Columbus Giles, Sr.
- Cynthiana Lightfoot
- Teresa Park
- Goldia Hodgdon
- John Hodgdon
- Wes Bizzell
- Joe McQueeney (Lowell School)
- Chris Ginter (Lowell School)

**Discussion regarding prior meeting minutes.**

- February 2017 meeting minutes. It was agreed that the last circulation of minutes to all participants was fine for all in attendance.
- October 2015 meeting minutes.
    - The changes following the last circulation of minutes to all participants were discussed.
    - An issue was raised regarding the version of the meeting minutes that was submitted to the Zoning Commission. Certain participants to the October meeting noted that the meeting minutes filed in January 2017 contained changes that were not previously circulated to all participants, and final approval of the minutes was not sought.
    - Lowell believed that there was no formal approval process for meeting minutes during that period. Lowell, however, agreed that there was a mistake, and an error was made prior to submission of the meeting minutes.
    - A redline of the changes was distributed, and the changes were read aloud.
    - The participants in attendance agreed that there would be a new process going forward that would require the reading and approval of meeting minutes prior to the end of the Lowell Community Relations Council Meeting.
    - Mrs. Giles noted that the new process alone did not address her concerns.
    - After discussion, it was decided that the October 2016 meeting minutes would be supplemented by highlighting the disagreement among the participants and including the specific edits to the paragraphs at issue. This document would then be submitted to the Zoning Commission.

- Wes Bizzell, representing the Lowell Board of Trustees, volunteered to draft the letter to the Zoning Commission.

**Fencing**

- Lowell noted that a chain link fence would be added to the border around the playground. The new fence is being added for purposes of safety. The fence is anticipated to be about 8 feet and within Lowell's property line.

**Disaster Preparation Planning**

- Lowell is working to prepare a disaster preparedness plan.

**Important Upcoming Dates**

- On June 6, there will be a moving forward ceremony for 5th graders.
- On June 8, there will be an annual Lowell picnic on the front field. It is anticipated that the driveway will be blocked off with food trucks as in previous years.
- On June 9, there is a graduation from 9-11 am.
- On June 19, Lowell Summer Camp begins similar to previous summers.
- On July 28, the end of Lowell's primary Summer Camp, except for a final minicamp the week after.

**Enrollment at School**

- Following a question about enrollment numbers at the school, Lowell noted that there are about 353 students, including a few vacancies in select age group.

**Traffic Agreement**

- Q: Will parents be advised of the parking and traffic plan?
  - A: Yes, they will.
- Q: Participant asked that parents who use the alley way should be reminded to be more careful.
  - A: Lowell will reinforce where necessary.

**Lighting**

- Last time the council met, there was a discussion about the possible reuse of old light fixtures, Lowell reported that it was not possible to do so.
- There are two options on the table for the new proposed lighting fixtures:
  - (1) Option 1 was to have 2 lights on the south side and 3 lights on the north side. This option was one recommended option by the lighting designers.
  - (2) Option 2 was to have 5 lights between the peninsulas. This option was considered the more viable option as it resulted in less light pollution across the property line.
- Q: How bright or dim are the new lights in comparison to street lighting?
  - A: It is unclear.

    - A: The plan is to have all LED lights.
- Q: Is the entrance to the parking area gated?
    - A: No.
- Q: Is there enough light on the driveway?
    - A: Lowell believes that there is enough light on the driveway.
- Q: Are there any similar fixtures that can be seen on the streets now?
    - A: Not sure. The current lighting poles could have any number of fixtures and each fixture could have varying light bulbs.
- Q: Was there a need to upgrade the electrical system?
    - A: No.
- Q: What will be the height of the pole?
    - A: They will be 10 feet poles on a 2 foot base.
- It was discussed that the lighting option handout would be attached to the meeting minutes. A few neighbors participating in the meeting will try to get back to Lowell within approx. 2 weeks or within a reasonable time on their position with respect to the lighting.
- Lowell agreed not to seek permits on lighting before having received comments from the neighbors.
- The length of the process for the lighting changes was uncertain, but Lowell expected that it would be at least 3 months for the permit, and it could be towards October. It was described as unclear.
- Q: If there is any light spillage into the neighboring property, is there any way to change it after installation?
    - A: It could be possible to use different lighting strengths or possibly use some kind of dimmer device. It was not clear. Lowell noted that there will be some light spillage over the property line, but that spillage would likely not make any significant impact on the neighbors.
- Q: Why can't the new field be used?
    - A: It is not quite ready to use from the standpoint of clearance from zoning and dialogue with neighbors.

**Next meeting**

- Next meetings are scheduled for July 26 and October 24, 2017. If necessary, they could be rescheduled.

**The meeting adjourned after reading and approval of the minutes.**