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To: Rich Sanzo – New Fairfield Board of Education

From: Christopher McLean, P.E.

CC: Antonio Iadarola, P.E. – Town of New Fairfield

Date: 29 April 2021

Re: Traffic Management Plan
New Fairfield High School & Middle School
New Fairfield, Connecticut
Langan Project No.: 140215351

Introduction

The purpose of this memorandum is to document and provide guidance for traffic management at the New Fairfield High School and Middle School at 54 Gillotti Road in New Fairfield, Connecticut. As part of the proposed project, a portion of the existing High School and Middle School will be demolished, and a new proposed High School will be constructed as a separate building southwest of the existing school with associated site improvements. Additionally, the Board of Education is considering combining the bell schedules to match the arrival and dismissal times for each school. Although this combination of bell schedules is not approved at the time of writing this memorandum, this traffic management plan has been written to manage traffic should the bells be combined in the future. Based on the separation of these two schools, the construction of a new high school, and the combination of bell schedules, this traffic management plan seeks to provide guidance to school officials and administrators to provide safe and adequate management of vehicles and pedestrians on the proposed school campus.

Based on discussions with school officials, the school will manage the campus using two crossing guards, a School Resource Officer (SRO) and staff assistance as necessary.

Main Site Areas & Vehicular Circulation

The proposed campus is broken up into four main areas outside of the school building: the existing student parking lot at the east of the site, the high school staff lot at the southwest of the site, the middle school staff lot at the northwest of the site, and the bus drop-off area/parent drop-off area in front of the existing portion of the building to remain as the middle school (See High School & Middle School Site Circulation Plan). As part of the proposed improvements and

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construction of the proposed High School, the existing eastern parking area will remain the same and be parking for students, while new lots will be constructed at the northwest of the site, and at the southwest of the site. The new proposed lot at the northwest will be intended for middle school staff, and the proposed lot to the south will be used for high school staff.

The eastern parking area will remain a student parking area, as it is in existing conditions. Students will enter the lot in the morning before school and leave once the day's session end. Students will enter this lot via the full-movement east driveway off of Gillotti Road. Vehicles will then exit back out to Gillotti Road the same direction down the east driveway when the school day has concluded.

The new southwestern parking area is intended to be used by the high school staff. It will be accessed by a proposed west driveway off Gillotti Road. The current west driveway will be removed and be shifted east on Gillotti Road approximately 100 feet. All of the traffic for this lot is expected to enter via the proposed full-movement west driveway off Gillotti Road, turn right, and then take a left to enter the lot through the enter only drive. Once the school day is over, the staff will then exit this lot at the exit only drive at the northwest corner of the lot, make two lefts and continue onto Gillotti Road to exit the site.

The new northwestern parking area is intended to be used by the middle school staff. This lot will be accessed by the proposed west driveway off Gillotti Road, similarly to the proposed southwestern parking area for the high school staff. The middle school staff will enter via the west driveway off Gillotti Road, and continue straight as this new access drive leads vehicles directly to the new parking area behind the existing middle school. To exit the school from this area, it is expected that vehicles will make the same movement on the way out as they did on the way in, and continue down and out through the newly constructed western site access drive onto Gillotti Road.

The bus and parent drop-off areas will be constructed new as part of this project. It will be accessed by buses, parent vehicles, and visitor vehicles via the east driveway off of Gillotti Road. Buses and parents will drive on the same access road up until the roads split, where the buses will use the right lane and parents will use the left lane to continue to the main drop-off/pick-up area. In the main drop-off/pick-up areas, the vehicles will stop to let students in or out. Once students have either been picked-up or dropped-off, buses and parent vehicles will merge west of the areas and continue straight to the two lane exit only, center driveway. The visitor parking spots within the drop off areas are intended to be accessed via the same driveway and access road that the buses and parent vehicles will be using.

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The off-peak loop in front of the new high school around the high school staff parking lot is intended to be used only for particular events or off-peak arrivals/dismissals. This loop should not be used during the peak periods and, as discussed later in the memo, should be managed during these times.

Vehicular Management

Most students will arrive to the school in a vehicle (rather than walking), therefore management of vehicular circulation on site is critical to ensuring smooth pick-up/drop-off periods. Vehicles on campus must also be managed outside of these peak periods and for all periods should be managed as follows.

Peak Period Vehicular Management

Peak period vehicle management is critical for school operations. The bus and parent pick up and drop off areas are the primary locations for active management during these times. The eastern, southwestern, and northwestern parking areas (staff and student parking) should not need to be actively managed during these peak periods, though should not be ignored. If these areas are not operating as discussed above, the school administration should take steps to ensure proper vehicle circulation in these areas, such as traffic cones or posted staff in these areas.

The bus and parent pick-up and drop-off areas should be the primary focus during peak periods. Based on the traffic assessment prepared by Langan, vehicles and buses exiting the pick-up and drop off areas may queue into the site, especially with more parents opting to drive students themselves due to the COVID-19 pandemic. Should vehicular queues exiting the bus and parent pick up and drop off areas extend towards the middle driveway exit to Gillotti Road, the intersection of the center driveway with Gillotti Road should be actively managed by the School Resource Officer (SRO) or a police officer, not a crossing guard. The SRO is permitted to stop traffic on Gillotti Road temporarily to allow many vehicles/buses to exit the driveway. This stoppage should not be used arbitrarily; only when queues extend on-site and create blockages within the drop-off/pick-up areas.

Circulation within the bus and parent drop-off areas should be actively managed by the crossing guards or school staff. Buses should be parked within the area by pulling into their assigned parking spaces and off of the raised pedestrian crosswalks. Within the parent area, active student loading/unloading should occur within the right lane while the left lane should remain open for bypass traffic, parents looking for open drop-off spaces, or parents looking to exit. Where the buses and parent roads merge, all parents are required to stop at the stop sign. Buses do not

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have a stop sign and have the right-of-way. Crossing guards should manage the crosswalks that are in the proposed pick up and drop off areas, while school staff members should manage the sidewalks that the students will be crossing to in order to help direct them to or from the buses or to and from their parent's vehicles.

A metal traffic gate is proposed at the internal connection drive between the center driveway and the west driveway to prohibit exiting vehicles from leaving the queue to exit out of the west driveway during the peak period.

Off-Peak Period Vehicular Management

Although peak period management is critical for school operations, off-peak period vehicular management is important to ensure smoother peak period operations. The school administration should communicate to staff the proper areas to park to prevent confusion.

Visitor parking is available primarily in the parent drop-off/pick-up area. The visitor spaces within the drop-off/pick-up area are to be used only during off-peak periods, such as after students arrive in the morning and before the last bell. Visitors are required to check in with the school and will be made aware of the parking restrictions for these parking spaces upon check-in. Oversight and management of all visitor parking spaces, especially within the pick-up/drop-off area, by the school administration is required to ensure a smooth pick-up/drop-off periods.

Pedestrian Circulation & Management

Pedestrian/student movement during peak periods should be actively managed alongside vehicular circulation. Ensuring that students can arrive and depart the school campus in a safe manner is of utmost importance. As the site is proposed, students will enter and exit the new high school using the entrance on the northeast corner of the proposed building, and students will enter the existing middle school using the southern entrance, both nearby the bus and parent drop-off areas. A fence barrier is proposed between the parent and bus drop-off driveways with breaks at crosswalks to prohibit crossing the driveways in multiple locations. There are two crosswalks that all pedestrians should use, which will assist in driver recognition of pedestrians in high-traffic areas.

Crossing guards/school staff should assist students with walking between the school and the vehicle that they are coming from. In the morning, as buses continuously arrive, crossing guards should assist in students exiting the bus and direct them to enter the school and not remain in

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the active vehicular areas. Upon dismissal, crossing guards/school staff should assist students in finding their bus that is parked in the bus loop.

For students arriving/departing from the parent drop-off drive, crossing guards should assist students in crossing the raised crosswalk in the bus loop. They should make eye contact with the bus drivers and confirm that they see them and the students. This will ensure that students have a safe path of travel from the parent loop to and from school.

The two crossing guards should be posted in the bus/parent drop-off/pick-up area to actively manage pedestrian and vehicular traffic in the area. One school staff should be posted on the sidewalk next to the school building to actively manage pedestrian traffic between the crosswalks and school entrance. These will provide minimal conflict points between pedestrians and vehicles and ensure that students arrive/depart school safely and that vehicle circulation is properly maintained.

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New Fairfield High School

54 Gillotti Rd,
New Fairfield, CT 06812

200AST0910440620

JCJ ARCHITECTURE

120 HUYSHOPE AVENUE
SUITE 400
HARTFORD, CT 06106
860.247.9226

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CONSULTANT:

Reference Cover
Sheet for Consultant
Directory

LANGAN

SPECIAL PERMIT APPLICATION
12/22/2020

NOT FOR
CONSTRUCTION

PIC [PB] _____ DL [CB] _____

PM [CO] _____ DTL [JE] _____

ISSUE NOT FOR CONSTRUCTION

JOB H19078.00

DRAWN BTW

SCALE 1"=60'

REVISIONS

03/25/2021 TOWN ENGINEER COMMENTS

HIGH SCHOOL & MIDDLE
SCHOOL SITE CIRCULATION

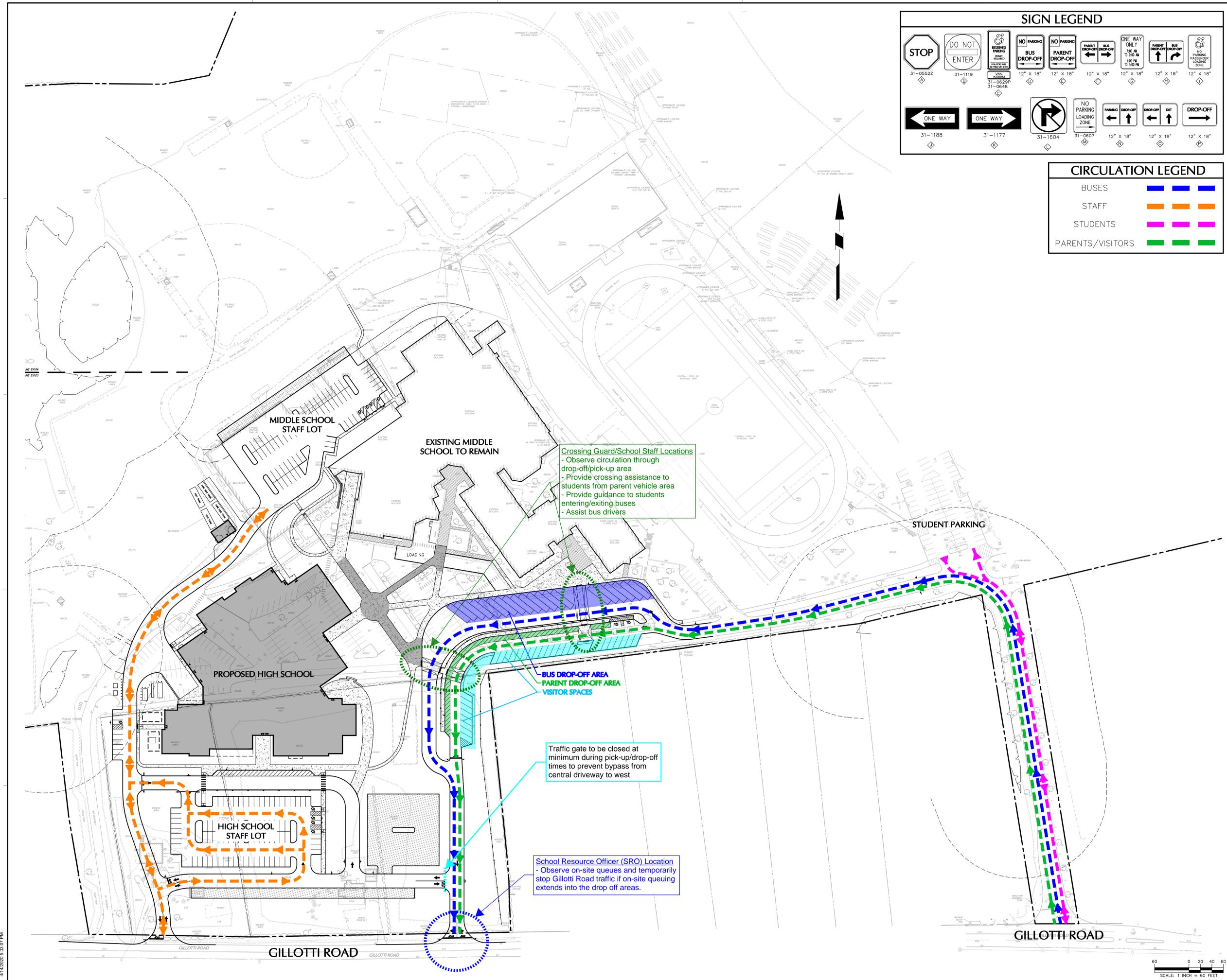
C-101

SIGN LEGEND

31-0552Z	31-1119	31-0629P 31-0548	12" x 18"	12" x 18"	12" x 18"	12" x 18"	31-1188	31-1177	31-1604	31-0607
			12" x 18"	12" x 18"	12" x 18"					

CIRCULATION LEGEND

BUSES	
STAFF	
STUDENTS	
PARENTS/VISITORS	



Crossing Guard/School Staff Locations
 - Observe circulation through drop-off/pick-up area
 - Provide crossing assistance to students from parent vehicle area
 - Provide guidance to students entering/exiting buses
 - Assist bus drivers

Traffic gate to be closed at minimum during pick-up/drop-off times to prevent bypass from central driveway to west

School Resource Officer (SRO) Location
 - Observe on-site queues and temporarily stop Gilotti Road traffic if on-site queuing extends into the drop off areas.

4/14/2020 5:03:07 PM