



# Town of Hudson

## Internal Traffic Committee

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Minutes of Meeting – July 29, 2016

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A meeting of the Town of Hudson's Internal Traffic Committee (ITC) was held on Friday, June 24, 2016. John Blood, Fire Chief, convened the meeting at 10:00 AM.

**The following ITC voting members were in attendance:**

Richard Geldart, Deputy Fire Chief  
Michael Burks, Police Chief  
Max Kamel Assistant Director, Public Works  
Jeff Wood, Building Commissioner

**The following non-voting ITC members were in attendance:**

Jack Hunter, Director of Planning and Community Development  
Kristina Johnson, Asst. Director of Planning and Community Development

**The following individuals were also present:**

Attorney Joe Moreira  
Stephen Poole- Lakeview Engineering  
Paul Carney  
Robert Vorbach- Architect for 10-12 Arlington Street

### **SITE PLANS**

**46 Church Street**

Joe Moreira introduced himself to the Board and indicated that he is the attorney for the property owner for 46 Church Street. He also indicated that Lee Colton, the project architect would not be able to attend today's meeting; however, he offered to listen to any technical questions from the Board and take notes. Kristina Johnson asked Attorney Moreira if he had been furnished with the site plan review checklist from the architect, and then mentioned that the Planning Department had spoken with Mr. Colton several times regarding the need to address items on said checklist with the Board. Attorney Moreira said that he had not been provided with the site plan review checklist. Chairman Wood also said that had not been provided with the checklist or a project narrative, and pointed out a number of key items missing from the plans submitted to the Board. Ms. Johnson explained that the typical protocol is to have the project architect, engineer, and/or surveyor give a presentation to the Board using the site plan review checklist as a guide; all of which, she mentioned was explained to Mr. Colton.

Chairman Wood recommended that the Board continue the matter until next month, but in the meantime reach out to the Planning Department with respect to the site plan review checklist. Max Kamel wanted to make sure that snow removal, water, sewer, and drainage issues prior to next month's meeting. Ms. Johnson strongly encouraged that the Mr. Colton schedule a meeting with Planning staff to get the plans ready for the next ITC meeting. Finally, Deputy Chief Geldart underscored the need for the plans to contain information relative to the size of the water mains, the location of the hydrants on site, and the alarm system.

Deputy Chief Geldart moved to continue the matter to the next ITC meeting in August. Seconded by Chief Burks. 4-0-0

### 131 Coolidge Street

Stephen Poole from Lakeview Engineering provided a brief overview of the proposed request, which would entail the creation of four-five additional parking spaces that would be located within the Central Street right-of-way. Mr. Poole pointed out that four-five 10 x20 spaces with a concrete curb to tie into the existing curb on-site could be accommodated given the soft grades and the wide shoulders. He also indicated that a four-foot walkway with a staircase leading up to the property would be constructed. Steve mentioned that the property owner still currently has an agreement with the hotel next door to use parking spaces; however, this agreement will expire within the next year.

Max Kamel underscored the difficulty of taking public right-of-way for private parking. He noted that the Town's Complete Streets policy and snow removal operations must be factored into the decision to turn over a portion of the Central right-of-way for private parking. Max reminded Mr. Poole that if the ITC board approves this request it would still require appropriate signage and final approval from the Board of Selectmen. Deputy Chief Geldart stated that he has no issues with the request. Chief Burks inquired if Mr. Carney has asked about extended the agreement to use some spaces on the hotel property, to which Mr. Carney responded that he entertain an extension when the agreement expires.

Chairman Wood stated that the Building Department has no issue with this request, but reminded the Mr. Carney that these spaces would be available for the general parking and there would be no Town enforcement. Max reminded Mr. Carney that—in the event of a significant snowfall—the Town sometimes bans traffic on major roadways.

Jack Hunter also noted that this request is a bit unusual, and that there is no public parking currently in the vicinity of the site. He asked Mr. Carney if they are overflowing with current uses because it appears (based on a recent site visit) that there is ample parking. Jack then asked Mr. Carney what exactly is generating this request, and then asked if this request is in any way connected to the Medical Marijuana dispensary proposal request before the Board of Selectmen. Mr. Carney underscored that is absolutely no correlation between the dispensary proposal and this request, to which Jack asked Mr. Carney to demonstrate the need for spaces on Central Street. Mr. Carney stated that obtain that creating these spaces on Central Street is a proactive measure to deal with parking issues in the future, especially if he cannot reach another agreement to use spaces on the hotel's property. Both Chairman Wood and Chief Burks noted that approving this request could set precedents for similar requests in the future.

Deputy Chief Geldart moved to forward this request to the Board of Selectmen for their consideration. Seconded by Max Kamel. 4-0-0

Deputy Chief Geldart then moved to amend his original motion to forward this request to the Board of Selectmen with the requirement that the property owner will bear all costs associated with the creation of the new parking spaces. Seconded by Chairman Wood. 4-0-0

### 10-12 Arlington Street

Robert Vorbach—architect for Mr. Pinetta—provided a brief overview of the proposed project, which entails the construction of a two-unit townhouse on vacant side property off of Fraklin Street. Mr. Vorbach informed the ITC Board that he and his team have questioned the accuracy of the available records for the property, which has made obtaining a survey quite difficult.

Notwithstanding the accuracy of the records, Jeff Wood stated that the site plans submitted to the ITC Board are missing more than 50% of the required information pursuant to 7.1.7.4 of the Town's Zoning By-Laws. He recommended that that this matter be continued until next month so that the applicant can submit complete site plans to the ITC Board.

Chairman Wood moved to continue this matter until the September meeting. Seconded by Chief Burks. 4-0-0.

Jack Hunter, Planning Director strongly encouraged the applicant to meet with the Planning Department after the survey has been completed prior to next month's meeting.

## **OTHER BUSINESS**

### ITC Review and Approval of Site Plans

Jeff Wood acknowledged that two key ITC Board members who raised this issue were not present at the meeting. Jack Hunter provided a summary of his professional observation of the review of site plans over the past ten months. He noted that the Town's approach to site plan review is very different than other places where he (and the Assistant Director) have worked, and has the concerns with the current process. Jack mentioned that he and Kristina have overseen site plan review processes where pertinent departmental staff would come together as an "internal development review committee" to review and discuss plans. Peer review engineers along with the applicant engineers would also participate in these meetings. Jack also indicated that the DPW Director, Eric Ryder has approached the Department expressing similar concerns about the Town's approach to site plan review and to strategize about potential solutions to improve the process to allow for more staff input post-ITC.

Max Kamel, Assistant DPW Director indicated that the former Planning Director would solicit interdepartmental comments when site plan applications were before the Planning Board. ITC Board members engaged in a back and forth discussion about how to best review site plans under the current framework. All agreed to continue this discussion before making any changes to the current review process.

### Causeway Street Update

Kristina Johnson provided an update on the traffic issues relative to Causeway Street that were brought before the ITC Board last month. She stated that Michael Wade, a Causeway Street resident called and indicated that there has been police enforcement and the installation of signage at several locations along the Street. Mr. Wade questioned a couple of the location of the signs and as such, Kristina requested that he send photos of the subject signs for the DPW to review. Kristina reminded the ITC Board that another request of Mr. Wade is the possibility of the Town looking into truck/commercial vehicle exclusion on Causeway Street. Kristina reviewed the process by which a City/Town in Massachusetts can go about requesting commercial truck exclusion. Essentially, the community needs to collect traffic volume data and develop an alternate route using the three-pronged test outlined in the Massachusetts State Traffic Code.

Chief Burks noted that implementing a truck exclusion on Causeway Street could have a trickle-down effect, and cause traffic to use other streets such as Lewis Street as a cut-through. Max Kamel stated that implementing a truck exclusion could delay AAA and emergency response times to the neighborhood. And finally, Deputy Chief Geldart indicated that historically Causeway Street has always been used a cut-through roadway to access the City of Marlborough. No vote was taken to move this issue up to the Board of Selectmen.

### Washington Street Bridge Replacement

Kristina Johnson provided a brief update on the status of the Washington Street Bridge replacement project. She indicated that the project has been advertised, and MassDOT will have a contractor on board in the immediate future. Furthermore, she noted that she has requested a meeting with the District 3 Highway Director to discuss the proposed traffic management plans that will be into place. At this meeting, both the Police Chief and the Fire Chief would be in attendance. Jeff Wood asked when the construction is anticipated to commence

### Minutes

Jeff moved to approve the minutes. 4-0-0

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## **OTHER BUSINESS**

### Portuguese Club- Lorde's Melo

Lorde's Mulo, President of the Portuguese Club provided an overview of the proposed concert to be held on the soccer fields adjacent to the club. Ms. Melo reviewed the plans (which have been presented to other boards) for parking and street closures. In conjunction with Floripa Productions, the Portuguese Club has proposed to host a concert featuring a famous Brazilian pop star. She indicated the following: 1) the maximum amount of tickets to be sold is 3,500; 2) the event is being promoted by Florida Productions; and 3) the concert will be an all ages event—with those patrons 21+ being properly ID'd and braceleted.

Ms. Melo then provided details regarding the proposed event layout on-site. She explained that the Portuguese parking lot will be reserved for employee parking, event staging, and emergency and public safety personnel. Ms. Melo discussed the concert layout plans that had been furnished to the ITC. Both fields in back of the Club will be where the concert will take place, with all patrons required to stay on the field during the duration of the event. No re-entry will be allowed. Check-in and ticket scanning will occur just outside the fields; all tickets will be scanned with bar codes. Once the 3,500 tickets are sold, there will be no further sales.

Marcelo followed up and noted that it is desired to have all tickets sold in advance, and that the tickets will be numbered to alleviate counterfeiting. Chief Burks asked a number of questions regarding the advanced marketing and promotion of this event. He inquired if any tickets have already been sold, to which Marcelo responded no. Chief Burks followed up and asked if this event is being actively promoted; although Marcelo indicated that the event is not being promoted, Chief Burks noted for the record that the event is listed on Floripa Productions' website. Marcelo said that no ticket sales have occurred (Chief Burks did mention that ticket prices were listed on the website), and explained in detail the process for getting the event booked. He stated if the event does not occur in Hudson it will be held somewhere else due to Floripa's contractual obligations with the artist.

To clarify who is representing whom for the event planning, Chief Burks asked Marcelo to explain his relationship to Rita from Florida Productions. Marcelo indicated that he just helps out with production logistics, but does not work for Rita, nor does he get any money for the promotion of this event.

Chief Blood suggested that ITC address issues relative to the field logistics, parking, and public safety one by one—starting with the setup with the field. Chief Blood inquired how many staff members are the event planners requiring—general event staff, security, and vendors. Lorde's Melo gave her best guess estimate of 70 people from the club would be staffing the event, and Floripa will be providing 60 more event staff for a total of 120. Chief Blood also inquired about the width of the entrances and

exits to ensure that crowds can be handled in a safe fashion, especially in the event of an emergency. Based on the schematic provided to the ITC, the Portuguese Club still needs to acquire 20 feet of exit width. Ms. Melo said that she will investigate an alternative (s) to provide the required exit width.

Eric Ryder initiated the discussion relative to parking logistics, and inquired about the number of spaces secured to park 1,700 cars. Chief Burks also asked how many parking spaces have been secured. Ms. Melo indicated that they have 200 spaces secured at the Elks Club and are looking into to parking at the Riverside Lot across from the High School and possibly the Grace Baptist Church. Both Chief Burks and Chief Blood expressed concerns that the lot may not be able to safely park 200 vehicles. It was noted that even if the Portuguese Club secured the Church and the Riverside Lot, there is still a significant shortage of parking spaces. Eric Ryder and Chief Burks underscored that event organizers must deter all on-street event parking in the neighborhoods. No parking/resident only parking signs in English and Portuguese must be furnished at a cost to the event organizers and posted in the neighborhoods the Friday before the event. Marcelo indicated that they can work with a graphic design team to create the signs with the desired text.

Chief Blood reminded the event organizers that pursuant to M.G.L the event must provide at least 14 certified crowd control managers, which does not offset the number of required public safety personnel. Moreover, Chief Burks reminded the event organizers that 100% of the security logistics will be handled by the event staff. Public safety officials or EMS personnel will step in as needed/or directed by event staff in the event of an emergency or incident. And finally, Chief Burks said that police officers will be posted at the parking lots to deter tailgating and keep the peace and posted at the fields.

Before providing the requirements for the EMS personnel during the event, Chief Blood asked the Floripa Productions if the band would be employing any pyrotechnics; Marcelo said no. Chief Blood said the event organizers would be required to pay for the following: 1) one stand-by paramedic ambulance stationed outside of the field with two EMTs; 2) two EMTs equipped with a medical gator; 3) one EMT supervisor. Chief Blood indicated that the EMS personnel would be stationed at the existing concession stand, which would function as an emergency command center. And finally, Chief Blood stated that he will require that the event organizers and the crowd control individuals meets with the Town public safety officials two weeks prior to develop a communication plan for the event.

Kristina Johnson asked the ITC members if they would like to have the Portuguese Club and the event organizers provide an update at next month's ITC meeting. After some discussion, Jeff Wood agreed that the event organizers should come back to the June ITC meeting and present an update on where they stand with parking and public safety issues. After the June meeting, the event organizers do not need to be in front of the ITC; smaller meetings outside of the ITC forum can take place with appropriate Town officials.

Ms. Melo asked if there were any issues that, if not resolved, would keep the Portuguese Club from holding the event. ITC members are extremely concerned that the event organizers have not provided adequate parking; around 900 spots were estimated to be needed for the event patrons. Chief Burks asked if the event organizers had looked into using the Intel parking lot as a centralized parking option, and provide shuttle buses to the concert venue at the Portuguese Club. Board members all

agreed that providing parking at Intel could be a solution to deterring overflow parking into the neighborhood, and easier for patron to access directly from the highway. Should Intel agree to host the event parking, Eric Ryder suggested that concert promotional materials could indicate the location of the parking directly off of Interstate-290. Event organizers agreed to reach out to Intel to see if this

Chief Burks provided the event organizers with the required number of police personnel. Twenty-five police officers need to be provided for the event. Two police officers will be required at each of the parking lots—one hour prior and one hour after the event, with the remaining officer (s) to be stationed at the event. Event organizers asked if they could use just one police officer combined with the event security; Chief Burks responded no.

Jeff Wood asked if there were any comments from the public. Pam Grimes, a resident of River Street inquired about the hours of the event, which will be held from 1:00-8:00 PM. Music will stop at 8:00 PM, but cleanup/breakdown would occur until 9:00 PM. She asked about the overflow parking into the neighborhoods, to which Eric Ryder stated that all adjacent neighborhood streets would be posted for “resident only” parking. And finally Jeff Wood asked Sam Wong, the Public Health Commissioner if he had any comments. Sam Wong indicated that he was been in communication with the Portuguese Club about public health permits, etc.

**OTHER BUSINESS (not on agenda, but brought up by ITC members or members of the public)**

Excessive Traffic on Brigham Street – Anthony Albertini, 299 Brigham Street

ITC members requested an update on the traffic issue on Brigham Street brought before the ITC board in April. At that meeting, Mr. Albertini expressed concerns about the proliferation of traffic along Brigham Street due to the high volumes generated by the New England Sports Complex and the Solomon Pond mall in Marlborough. He noted that the traffic is particularly problematic during the weekends, and that the sports complex and mall generate significant bus and truck traffic along Brigham Street. He also indicated that speeding and cut through traffic makes it difficult for him to back out of his driveway.

Jack Hunter explained that both him and Ms. Johnson had discussed this issue at length post-ITC meeting in April, and were at a loss as to an appropriate solution. However, Mr. Hunter indicated that the sports complex is undergoing an expansion, and now would be a good time to have a conversation with the City of Marlborough. He explained that he reached out to the City of Marlborough’s attorney—Arthur Vincent to address the issue and discuss the possibility of the sports complex furnishing a speed board sign for Brigham Street.