



**CITY OF MARLBOROUGH
OFFICE OF TRAFFIC COMMISSION
140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752**

Traffic Commission Minutes

The Regular Meeting of the Traffic Commission was held on Tuesday, July 29, 2014 at 10:00 a.m. in the City Council Committee Room, City Hall. Members present: Chairman - Police Chief Mark Leonard, DPW Commissioner John Ghiloni, Fire Chief James Fortin and City Clerk Lisa Thomas. Also present: City Engineer Evan Pilachowski, Assistant City Engineer Tim Collins and Jonathan Tripp, the Environmental, Health, Safety and Security Manager for IEP Technologies. Minutes taken by: Karen Lambert, MPD Records Clerk.

1- Minutes

The minutes of the Traffic Commission meeting of Tuesday, July 29, 2014.

MOTION was made, seconded, duly VOTED:
TO APPROVE

2-New Business

2a) 413-417 South St. blind driveway.

Jon Tripp, Safety Manager for IEP Technologies, was in attendance for this issue. The Mayor's office has received complaints from employees who find it difficult to exit the driveway onto South Street due to sight distance concerns. Mr. Tripp presented a photo of the driveway opening which shows "zero to no warning" of vehicles coming down South Street.

Chief Leonard agreed that this is a very difficult driveway to exit and that there is a constant battle with speed enforcement here. He suggested three things that would hopefully help.

- 1) Blind Driveway Sign
- 2) Trimming back vegetation
- 3) Petition National Grid for a mirror on the pole (Pole #48) at the end of the driveway.

The police department can also try to get the speed board out there to at least highlight that there is a concern.

Tim Collins noted that the driveway has been there for so long with the actual site being vacant and that people are not used to vehicles exiting from this location. Hopefully, over time, the situation will also improve on its own.

The blind driveway sign would be considered an “advisory sign” and does not require any vote or approvals. Engineering can determine the appropriate location for placement. It appears that National Grid would need a letter from the City requesting the mirror. Mr. Pilachowski advised that he just received a copy of a letter from the mayor’s office making this request.

Commissioner Ghiloni said that he actually thinks the situation will get worse. The tenants going in only occupy 1/3 of the space. The population here will soon go over 150. Fire Chief Fortin asked about extending the 2 lanes up further from the light so vehicles could take a right without being in the through lane on South Street. Mr. Pilachowski advised that this is something that Engineering can look into. Tim Collins presented a diagram showing that there is “plenty” of roadway in the layout. There might actually be enough room to re-line it without having to actually widen the road. Commissioner Ghiloni asked who would pay for any widening. This is something that should have been discussed at Site Plan. It was discussed that this site was supposed to be a warehouse without much traffic. The site has been “under construction” for about 12 years.

Chief Leonard said that the site is actually “a ways up from the intersection” and that by adding a second lane we could actually be creating an issue. Left lane traffic out of the driveway would now be crossing two lanes of traffic. He advised that he would really like to address the foliage issue first. The neighboring property owner would be responsible for cutting back the foliage on their property. We may have to involve Pam Wilderman from a Code Enforcement standpoint.

Jon Tripp gave a little overview of the activity at the site. They have about a dozen shipping and receiving trucks entering and exiting. They have 45 to 50 people working an extended shift from 6am to 6pm. He also said that another company, Sunbelt, is scheduled to move in soon and this will entail mostly truck traffic in the early am to job sites.

In summary, Chief Leonard said that we do have to address this issue now as it is a current safety concern. The existing driveway is a blind driveway and should have an advisory sign. He will follow up with the mayor’s office on the foliage issue and involve Pam Wilderman if necessary. Evan Pilachowski will forward a request to the DPW to install the proper signage. The mayor’s office has made the request to National Grid for the mirror on the pole. Jon Tripp advised that he would now follow up with National Grid and the Mayor’s office to help move the process along. Mr. Pilachowski said that he would take a look at the widening of the road and follow up at the next meeting. Mr. Pilachowski and Mr. Tripp exchanged business cards and will work together on the issue.

MOTION was made, seconded, duly VOTED to REFER to engineering on the blind driveway signage and potential widening of the roadway and to Chief Leonard to follow

up with the mayor's office on the foliage issue and speed issues. Engineering will work directly with Jon Tripp, as necessary, to expedite the request for the mirror on the pole.

2b) Extension of parking restriction on Hosmer St. near Memorial Beach.

Parking is currently restricted near Memorial Beach from June 15th to September 15th, this includes Stevens Street and Causeway Street. Parking is restricted on Causeway Street Ext. all the time. The Traffic Commission has been asked to remove the time frame from the restriction so that the parking restrictions are in effect all year. Chief Leonard advised that he thinks this request is appropriate and that he will prepare a new regulation that will repeal the existing regulation and make the restrictions effective year round.

There was also a request from a Hudson resident inquiring about a "no left turn" out of the beach lot onto Causeway Street Ext. Commissioner Ghiloni said that the road loops right back to Causeway and that people may be going up there for pick-up possibly of a handicapped person. He would prefer to leave it the way it is. It does also appear that people are dropping off up there, however, the Commissioner advised that he is not promoting this. Tim Collins said that Causeway Street extension is actually a private road in Hudson, though it is also part of a subdivision in Marlborough. Tim Collins said that this lot falls under Commissioner Ghiloni's control and he does not need to come before the Traffic Commission for approval.

MOTION was made, seconded, duly VOTED to REFER to CHIEF LEONARD to prepare the revised regulation that would make the parking restrictions around Memorial Beach effective year round.

2c) Parking issues on Liberty Street.

This issue has previously been discussed by the Traffic Commission. At the time, it was thought to be more of a neighborhood issue. It has now been brought up by Officer Wicks. He sent an e-mail to Chief Leonard noting continued parking problems here. He advised that the new residents of house #51, appear to have more cars than spaces. Vehicles are often parking on the sidewalk in front of the houses. He has heard complaints from several residents especially now that school busses will be running and sidewalks are blocked by cars. Officer Wicks asked if any parking restrictions are in place here as there are no signs to this effect.

Chief Leonard said that he did go out and look at the area and noted that the parking situation does make the area very tight. It does at least make sense to restrict parking between Ringold and Granger. There are no houses and no driveways on the Ringold side. Every resident on the other side has a driveway. The initial request from a local resident was to have no parking allowed on either side. In reviewing the situation further, Chief Leonard feels it makes sense to restrict parking on one side.

Mr. Pilachowski said that it makes sense to restrict parking on the driveway side as there are actually more available spots on the opposite side. Tim Collins said that he had also previously recommended restricting parking on the side with the houses. Chief Leonard said that this has now become more of a public safety issue and he is not trying to maximize parking. All residents have driveways and there is parking available on the

street. The only parking restriction now is way down by the South Street end. Chief Leonard asked if we could hold off and have Engineering take a look at the whole street and see what makes sense and advise at the next meeting.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to review again and make a recommendation at the next meeting.

2d) Appointing Lisa Thomas as administrator of TC webpages to include creation, design, content & implantation of procedural stages.

Lisa Thomas advised that she has worked with other departments on their webpages and would like the TC webpage to be consistent with the others. She would set it up with a similar format, however, would not be responsible for the content. The webpage could have the agenda for the next meeting with a complete agenda packet included. It could also include the draft of the minutes from the previous meeting. Once the packet is available someone could bring it up to her or Chief Leonard could scan the entire document to here and she would format it properly using the Adobe Edit product. The site could include links to other agenda packets and minutes.

She also asked that Chief Leonard prepare a short Mission Statement for the Traffic Commission that would be put on the page and possibly an e-mail link where residents could e-mail items they would like to see on future agendas. Chief Leonard advised that there is a general mail account for the department in addition to his personal e-mail. He would actually prefer that it came to his personal e-mail. Chief Leonard could then “weed through” the e-mails to see what is appropriate for the agenda. Lisa Thomas would also create a docushare account (an internal account for all members to access information). This would allow someone to do a key word search. If she gets all of the information she can get this set up for the next meeting.

Ms. Thomas also asked if Engineering had anything else they would like to see added to the site to let her know. She also said that advertisements could also be done through this site in one collective area.

MOTION was made, seconded, duly VOTED to appoint Lisa Thomas as administrator of the TC Webpages. (Note: Lisa Thomas abstained from voting.)

MOTION was made, seconded, duly VOTED to REFER to CHIEF Leonard to prepare the mission statement and the agenda packet for the next meeting.

2e) Request for right turn lane at 445 Simarano Dr.

Mr. Pilachowski advised that Engineering received a request form 445 Simarano Dr. for an exclusive right turn lane into their parking lot as part of the Simarano Drive Roadway Improvement Plan. He presented a diagram to the group prepared by Vanasse Hangen Brustlin, Inc. He advised that he tends to agree that this is a good idea. The only driveway access they have is on Simarano and it’s about 1,000 feet from the center of the interchange to their driveway. They are proposing to widen the lane and also include a bike lane. Mr. Pilachowski is now presenting it to the Traffic Commission to see if there are any concerns at this point.

Chief Leonard noted that he would have to put a regulation together under the section for required turns and Lisa Thomas would have to advertise it. It is a private entity but we are talking about a public way.

MOTION was made, seconded, duly VOTED to REFER to CHIEF LEONARD to prepare the regulation for the next meeting.

3-Old Business

3a) Municipal off street parking regulation.

Tim Collins and Chief Leonard have discussed this issue. Tim Collins presented a large diagram of the Downtown Parking Layout with a draft of the proposed regulation for Municipal Off-Street Parking Areas. The first section addresses no parking between 2:00 am and 5:00 am. This restriction is in place due to snowplowing and includes the ability to tow.

It was discussed that there are some spots that have been signed saying they are reserved for certain businesses. If there are no regulations in place for this the signs should be removed. The businesses would need to come before the Traffic Commission and make a formal request.

The proposed regulation also lists lots that are restricted from 2:00 am to 7:00 am and specifically addresses commercial vehicles.

It was also noted that there is no signage in front of City Hall restricting parking. Chief Leonard said that he thought the entire street was 2 hour parking. Commissioner Ghiloni said that the entire street should be consistent with the 2 hour parking. It was also noted that some lots weren't posted as no parking from 2:00 am to 5:00 am that that this would be corrected. There are also areas where parking is allowed all day i.e. for the bus stop to Boston near Chins.

The goal is to make all municipal lots consistent with No Parking from 2:00 am to 5:00 am for snowplowing. Other time limit changes also have to be made very clear. Certain lots have availability for all day parking.

There was also discussion regarding the parking decks. Commission Ghiloni asked if there were any restrictions on the upper floors. Tim Collins advised only with regard to commercial vehicles. Commissioner Ghiloni asked about long term parking as he knows we have had issues with this in the past. There were two vehicles here with car covers on them in the winter. Chief Leonard advised that we could have a local restriction stating no parking for more than 72 hours. He said that the Police Department does also have an abandoned vehicle statute but that also entails having to find the owner and notify them. He also said that what if it was a long weekend and someone parked there for four days without moving their car. It really only appears to be an issue when a snow storm is predicted. A section would have to be created in the regulation for "No Car Storage."

There was also discussion about the lot at Bigelow School and the new senior center. Tim Collins said it was better off not to post this as a municipal lot as it would take spots

away from the senior center. If it is a “Municipal Lot”, however, it can be regulated. Commission Ghiloni asked what does “Municipal Lot” actually mean. Tim Collins advised that it means owned by the city and controlled by the regulations created by the Traffic Commission.

Commissioner Ghiloni really wants to have clear rules established for snowplowing. He wants there to be clear rules as to when vehicles can be towed. Chief Leonard advised that he would have to look up the Tow Regulations. If there are no signs posted the police cannot ticket. There have to be clear violations that they can check off on the ticket. Commissioner Ghiloni explained that his plow drivers get very frustrated when vehicles are not moved for plowing. He mentioned a car on the corner of Washington and Prospect that was buried in snow for four days. He wants to avoid this problem in the upcoming winter. Chief Leonard advised that the Police Department would always need to contact the owner first.

There was also discussion about parking for the elderly, how many spaces housing has and how many vehicles. Also what about handicapped spots and can they be reserved for certain people rather than a straight handicapped spot where you lose space because there needs to be an access area for a wheelchair. Tuesdays and Thursdays the street sweeper is on Main Street and they have had a problem with a specific handicapped parking issue where the person is not moving his car between 2:00am and 5:00am. It was discussed that maybe this individual can be notified of the sweeping schedule and move his car accordingly. More and more issues continue to come up as the municipal lots are discussed.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to go back through the regulations and make sure that actual regulations and signage match. Also to “clean up the regulations” and remove some of the timeframes and make the two hour parking consistent downtown. The hardcopy of the downtown diagram is very large. Tim Collins advised that he could make it available in an electronic file.

3f) Communication from Mayor’s office, re: Feasibility of making entire length of Hayden Street one-way.

Tim Collins passed out a diagram of the area indicating the proposed one way flow with a red arrow. It would cause more traffic to come through Water Street. It was discussed that it seems more appropriate to put a sign for Ward Park at the top of Hayden to direct drivers to the park. People take the wrong turn and then can see the field but are unsure how to get to it.

If the main complaint is that people can’t find the field, the first step should be to put a directional sign in place. At least this way anyone coming from the west would be directed to Orchard Street to get to Ward Park. We can do this first and monitor the situation and see if it gets any better. The entire area will be changing soon anyways with the new senior center.

MOTION was made, seconded, duly VOTED to REFER to the DPW to add directional signage to Ward Park.

3c) Stop signs on Bigelow Street.

Chief Leonard advised that he may have found a potential funding source for the solar powered speed signs discussed previously for Bigelow Street. He asked Engineering if they could again look into the cost. He would need a formal quote to give to the source. The Traffic Commission had discussed purchasing four signs, but at least two with one in each direction. It was discussed that Northboro has a few of these signs and would maybe be able to provide some input. Hopefully, the company they are purchased from would provide also provide the best location for them and installation services.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to obtain formal quotes.

3b) High School parking regulations.

MOTION was made, seconded, duly VOTED:
To TABLE.

3d) Traffic Commission rules and regulations update.

MOTION was made, seconded, duly VOTED:
To TABLE.

3f) Communication from Kraft Tire & Auto regarding Brigham/Maple/Walker St. intersection.

MOTION was made, seconded, duly VOTED:
To TABLE.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 11:57 am.

Respectfully submitted,

Karen L. Lambert
Records Clerk
Marlborough Police Department

List of documents and other exhibits used at the meeting:

- Meeting Agenda for Tuesday, July 29, 2014 (Including City of Marlborough Meeting Posting.
- E-mail chain between the Mayor's office (Trish Bernard) and Chief Leonard, from 6/24/14 to 6/30/14, re: traffic at the driveway for 413-417 South Street.
- E-mail from Officer Wicks to Chief Leonard, dated 6/25/14, re: Liberty Street.
- E-mail from Lisa Thomas to Chief Leonard, dated 7/17/14, re: appointing City Clerk Lisa Thomas as administrator of the TC webpages.
- E-mail from Evan Pilachowski to Chief Leonard, dated 7/21/14, re: 445 Simarano Drive.

Additional Handouts

-Memo from City Clerk Lisa Thomas outlining her responsibilities as administrator of the TC webpage.

-Diagram of South Street.

-Photo of driveway opening at 413-417 South Street.

-Proposed Municipal off-street parking areas.

-Diagram of 445 Simarano Drive, prepared by Vanasse Hangen Brustlin, Inc., illustrating dedicated right turn lane.