



**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, June 24, 2014 at 10:00 a.m. in the City Council Committee Room, City Hall. Members present: Chairman - Police Chief Mark Leonard, Fire Chief James Fortin and City Clerk Lisa Thomas. Also present: City Engineer Evan Pilachowski and Assistant City Engineer Tim Collins and local resident Chrissy Manzi. Minutes taken by: Karen Lambert, MPD Records Clerk.

1- Minutes

The minutes of the Traffic Commission meeting of Tuesday, May 27, 2014.

MOTION was made, seconded, duly VOTED:
TO APPROVE

2-New Business

2a) Communication from Mayor's office, re: Feasibility of making entire length of Hayden Street one-way.

Ms. Manzi was in attendance for this issue as she sent the initial request. Chief Leonard began by explaining that Hayden Street is currently one-way up to Water Street and then becomes a two-way street up to West Main St. Ms. Manzi said in her e-mail that the debate about making Hayden Street one-way for the entire length of the street has gone on for years as has the debate over whether or not there should be a stop sign at the intersection of Hayden and Water Street. With all the construction in the area, Ms. Manzi said, "Undoubtedly, this is the time to make the right decision and put the signs in place." She said that currently cars can enter Hayden from West Main St. and it is confusing to people to see the park but not be able to get to it. Sometimes they decide to drive down the one-way. She said that people would be less likely to turn down a one-way street if they were coming off of Route 20. If the entire street becomes one-way she believes it will be "imperative" that a stop sign be placed at Water and Hayden. She said in her e-mail, "after cars turn that blind corner, they "gun" it up the street until they reach route 20 and will continue to do so if no cars are approaching in the opposite direction".

Her property is located on the one-way section and her main concern is the stop sign issue, however, her preference would be to see Hayden made a one-way street. She also mentioned several other neighbors (on Hayden Street) who were at the neighborhood meeting and are also in favor of the one-way. There were no Water Street residents at the meeting.

Chief Leonard advised that we would need to look at the whole proposal with the lot at Bigelow. Everything will be changing there. He said that Commissioner Ghiloni is very familiar with the plans, however, he could not make today's meeting. Evan Pilachowski said that the plans are not finalized yet but he should have them later this week. It should include additional parking in the lot.

Ms. Manzi said she knows that Commissioner Ghiloni is very aware of the issue. Parking on the side streets is also a concern. Side street parking will also be used for the Senior Center and field use. There is a lease for 30 spots at the school, however, there are more than 30 staff members. She said that her tenant has been getting notices about not parking in certain areas because it "belongs to the school".

Chief Leonard said that we have to try to anticipate what the concerns will be as everything will be "new". There will be a new lease and expanded parking and new traffic issues. We will need to determine what are the "normal, typical every day traffic needs". He noted that Water Street residents may have a concern with all of Hayden Street being designated at one-way. Fire Chief Fortin said he actually thought it was all one-way.

Chief Leonard advised that we will start with a review of the final plan. Evan Pilachowski will bring it to the next meeting. The Senior Center is supposed to be completed in the fall. The park renovation was supposed to start in the fall.

Ms. Maniz asked about the notification process if the street were to be made one-way. Chief Leonard advised that the Traffic Commission would notify all residents. It was unclear if MA DOT approval was necessary for a one-way. There would be no public hearing involved as public input is allowed at the Traffic Commission meetings. He advised that she could contact Commissioner Ghiloni or the Mayor's office as they would know what was going on. He also said she could feel free to contact him directly.

MOTION was made, seconded, duly VOTED to refer to ENGINEERING for review and to keep the item on the Agenda for further discussion at the next meeting.

2b) Request for stop signs on Mildon Ave. & Brimsmead St.

Chief Leonard received an e-mail from a resident of Brimsmead St. requesting the following:

- 1) Stop sign at the intersection of Mildon and Brimsmead on Milton.
- 2) Two additional stop signs on Brimsmead to create a 3 way stop at the intersection of Brimsmead and Mildon.

She has lived in her home since 2008 and is concerned with speed in this area.

A discussion followed explaining that Mildon Ave. would not meet the required Warrants for a stop sign – for example, not the minimum # of vehicles traveling the roadway nor the accident history. Tim Collins brought up basic “rules of the road”, whereby a car is supposed to slow and make sure no one is coming before turning onto Brimsmead. Chief Leonard advised that he would send officers out to this location for enforcement and also have the speed board placed here.

MOTION was made, seconded, duly VOTED to refer to the POLICE DEPARTMENT for enforcement.

2c) Request to look at visibility of stop sign on Bigelow St. at Nashoba Dr.

Chief Leonard received an e-mail from a local resident stating that he has witnessed many drivers not stopping at the stop signs on Bigelow and it is getting very dangerous. He also mentioned a neighbor with a deaf child and was inquiring about a sign to this effect.

Tim Collins advised that he went out to Bigelow to observe the stop signs. He noted that none are obstructed and are visible from both directions. He did note, however, that they are smaller than normal at 24 inches rather than the standard 30 inches and they do not have any reflective material on them. The resident mentioned a sign not being visible because it was obstructed by a pole. Tim Collins noted the stop sign needs to be placed at the actual stop line. Chief Leonard asked that Tim go back and see if the sign is blocked by the pole. Maybe it can be moved “a bit”.

With regard to the “deaf child” sign, the Traffic Commission would need a formal request from the family. Chief Leonard asked the resident to have his neighbor contact him. To date, he has not heard from them.

MOTION was made, seconded, duly VOTED to refer back to ENGINEERING to check on the pole in question.

2d) Request to review right turn on red on Elm St. at Felton St.

The Traffic Commission received a written request to review this light sequence. There appears to be a conflict. It was noted that when those traveling westerly on Elm have a green arrow to turn left onto Felton, those traveling east have the opportunity to take a right on red onto Felton.

Tim Collins again referred to the “rules of the road”. A right on red means to slow down, look and make sure the road is clear. The same situation could happen anywhere there is a right on red. You can’t just come to a right turn and immediately take it. You need to make sure the turn is safe.

Chief Leonard advised that this is nothing the Traffic Commission needs to take action on as the situation exists all over the city.

MOTION was made, seconded, duly VOTED to ACCEPT and PLACE ON FILE.

Chief Leonard requested a Suspension of Rules to discuss three (3) items not listed on the Agenda – informal discussion followed.

1) Process for residents to make a request for a new street light.

Evan Pilachowski asked if there was a formal process for making a request of this type. He was advised that there was no formal process, however, a request for a new light would be handled through the mayor's office. If a light is out, a call should be made directly to National Grid. It was further discussed that this type of information is something that should be included on the City's website. It would be helpful to have an actual traffic page with standard forms available to the public.

A potential traffic webpage will be put on agenda under New Business for the next meeting. What would members like to see on it and how should it be set up? Things like the Traffic Commission meeting schedule for the year could be posted on it.

2) Site distance concerns at 413-417 South Street

This location was vacant for about 6 years and now there is a business located here. Tim Collins said that he thinks people are used to it being vacant and don't expect to see traffic exiting and entering. Chief Leonard commented that there is also a curve in the road and a grade issue. It was noted that vegetation could also be a problem. There is really nothing that can be done about the driveway itself but maybe the brush can be cleaned out a bit. Speed is also part of the concern. Chief Leonard will look at the vegetation and may put the issue on the agenda for next month for further discussion.

3) Handicapped parking restrictions

Chief Leonard asked for the group's opinion on this issue. It was discussed that handicapped parking is not subject to time limits, however, the lot across the street from city hall has a handicapped spot in the area that is restricted from 2am to 5am. Apparently a car was parked there during the restricted hours and was ordered towed. The group discussed that restricted parking is different from time limit parking and that the handicapped spot is included in the restricted area. Chief Leonard thought it would have been nice to give some notice to the vehicle owner, however, it was truly parked in a restricted area and towed because it was in the way of street sweeping.

Tim Collins brought up the area reserved for a taxi in the same lot. He said that it doesn't make sense anymore because you can't hail a taxi in Marlborough any more. It used to be where a taxi would sit to wait for a fair. Marlborough now has a livery service where you call and request a ride. The sign should be taken down. It will be put on the agenda for next month.

3-Old Business

3h) Sight distance concerns – Chestnut St. @ Mechanic St.

Two letters from Pam Wilderman were included in the agenda package along with an e-mail from Pam to the Traffic Commission. One letter was regarding site distance

concerns at Hildreth & Curtis, the other was for sight distance concerns at Mechanic & Chestnut. Both letters were relative to plantings/vegetation that needed to be cut back.

MOTION was made, seconded, duly VOTED to REMOVE from the Agenda as the issue is now in the hands of Code Enforcement.

Update on item removed from Agenda:

Elimination of “Bump Out” on Main St. & Newton St.

Tim Collins advised that he has updated the downtown map to show the removal of the “bump out” and the additional parking spot now available. He presented a diagram to the Traffic Commission.

3a) Municipal off street parking regulation.

Tim Collins passed out a copy of the current regulation for Municipal Off-Street Parking Areas (586-33) which included previously discussed changes marked in red. One area specifically related to metered vs. non-metered spots. Currently, it states you can't park more than two hours in non-metered areas. He also reviewed each municipal lot and noted missing signs and unregulated areas, for example, there are 2 spaces reserved for ReMax customers in the South Bolton Street lot, however, there is no regulation for this.

A discussion followed regarding the fact that all municipal lots need to be clearly posted and signed with specific restrictions. Also, any reference to metered parking needs to be eliminated as there is no longer any metered parking. Chief Leonard would like to see the entire section of this regulation reworded to make it very clear as to what is allowed and not allowed in each lot. It needs to be made simpler. Some lots need to clearly allow more than two hour parking to accommodate employees that need to park all day. The Windsor Street lot appears to have some vehicles parking overnight. There should be no overnight parking allowed here.

Lisa Thomas suggested that the regulation be spilt up into sections clearly indicating Off Street Parking, Lots and the Parking Deck and what is allowed in each and keep it consistent.

It was also determined that some of the lots are actually owned by the Community Development Authority (CDA) such as the lot at the IC School. Tim Collins advised that he would get a list of all of these lots. Chief Leonard said that the Traffic Commission could then get a Grant of Authority to make changes in these lots also. The goal will be to identify all of the lots and reword the section of the regulation that relates to them, for example, all day parking, 2 hour parking, no parking from 2am to 5am etc.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to draft a new Municipal off-street parking regulation that would be clearer and easier to follow. Chief Leonard will then follow up with the CDA on a Grant of Authority.

3g) Request for pedestrian crossing signs on Lincoln St. @ Renaissance Lofts.

Chief Leonard advised that he received an e-mail from Lisa Thomas with a copy of the Special Permit for the Lofts, however, he has not yet had a chance to review it. The question was relative to who was responsible for maintaining the crosswalk. Tim Collins believed that the Lofts were responsible for this. It was also brought up that they have given a “Grant of Authority” on their parking lot to the police department to ticket illegally parked cars.

It appears that the “Parking Lot Enforcement” section has language about maintaining and installing signs. Tim Collins said that if they were required to install the crosswalk, they should also handle all the “amenities” that go with it.

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

3e) Discussion regarding Assabet Valley Rail Trail connection to downtown.

Priscilla Ryder is aware of what is going on with this issue and there is nothing for the Traffic Commission to do at this time.

MOTION was made, seconded, duly VOTED:
To TABLE

3b) High School parking regulations.

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

3c) Stop signs on Bigelow Street.

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.

Commissioner Ghiloni was not able to attend the meeting and no new information is available at this time.

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 11:25 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, June 24, 2014 (Including City of Marlborough Meeting Posting.

-E-mail from Chrissy Manzi to John Ghiloni, dated 5/21/14, re: Ward Park/Hayden Street (forwarded by the Mayor's Office to Chief Leonard).

-E-mail from Shannon Blair to Chief Leonard, dated 5/30/14, re: Speed issue on Brimsmead Street.

-E-mail from Mike Pascal to Chief Leonard, dated 6/2/14, re: No One Stops (stop signs on Bigelow St.)

-E-mail chain from Tim Collins to Chief Leonard, dated 6/16/14, re: Elm Lock Felton Question – Yield or no turn on red sign (including diagram).

Copy of letter from Pam Wilderman to Mr. & Mrs. Cole, dated 6/18/14, re: Site Distance – Hildreth/Curtis.

Copy of letter from Pam Wilderman to Mr. & Mrs. Goltsis, dated 6/18/14, re: Site Distance – Mechanic/Chestnut and corresponding e-mail from Pam Wilderman to Chief Leonard re: same.

Additional Handouts

-Copy of regulation for Municipal off-street parking areas – including potential changes indicated in red.