



## MEMORANDUM

To: Lawrence S. Holmes, Interim Town Manager

From: Traffic Safety Advisory Committee (TSAC)

Date: 2 March 2009

Subject: **TSAC Minutes from Wednesday, 19 November 2008**

### **Meeting called to order 8:05AM.**

Chief David B. Goldstein explained the advisory role of the committee and the normal practices of the committee to the public in attendance. An attendance sheet was circulated.

### **Members Present:**

- Chief David B. Goldstein, Police Department - Chair
- Michele Karas, Parking Clerk & Director of Information Technology
- Ed Cox – Member Representative
- David Hickey – Director of Public Works
- David Hickey, proxy for Chief Flanagan, Fire Department

The TSAC met on Wednesday, 19 November 2008 at 8:00 AM in the Joseph Harvey Hearing Room of the town hall to discuss the following issues:

### **Request:**

FedEx – Boston Dispatch has requested discussing the possibility of installing a permanent obstruction for exterior drop box for a FedEx Drop Box beside the U.S. Post Office mailbox in front of Nick's Place at 1 Pauline Street.

### **Discussion:**

Frannie Phelan, Dispatch Manager for the Boston District of FedEx was present. She gave an overview regarding FedEx's research of different areas within Winthrop and this was the best area for the FedEx drop box. Criteria looked in regards to locations, was as follows:

- Physical stand point of the drop box met minimum safety criteria;
- Location was on a corner via bus and main downtown area to meet population demands for both citizens and business;
- Sidewalk width met with town application; and

- Does Winthrop currently have a FedEx drop box?

The question was proposed to Ms. Phelan, if FedEx considered the area of 17 Walden Street, next to the UPS drop box. Yes that was an option, but the research showed the Pauline Street location as the location that would best-fit Winthrop's current FedEx customer demand. In addition, Winthrop does not have a FedEx drop box.

Ms. Phelan stated Memphis has signed the permit and application to move forward with Winthrop as long as the town adopts the requested location.

David Hickey asked Ms. Phelan to explain how FedEx is going to upkeep the area and explain their schedule pickups, times, etc.

Ms. Phelan explained that FedEx has an employee from the South Boston office that his primary job is to clean, stock, and keep up the appearances of FedEx drop boxes once every two weeks. If there is a report of graffiti, he responds that day. FedEx drivers pickup letters and overnight packages from the drop box once a day after 6PM.

Ms. Phelan stressed that DHL has collapsed and this FedEx box would provide the ability for persons who in the past used DHL to be able to have the option to continue their business with FedEx.

Ms. Phelan also added that the town should have a copy of the certificate of insurance and the fee to cover the application process.

David Hickey stated that he has reviewed the application and it is solid. The sidewalk is of adequate size to allow the FedEx drop box to be installed in the area requested, of 1 Pauline Street. This if approved would permit a permanent sidewalk obstruction.

Mr. Paul R. Struzziero of 843 Shirley Street was present and spoke in regards to the FedEx box placement and he hopes that of the two choices, the safest spot for the drop box and the location that would attract the greatest activity would be location chosen.

It is expected that the FedEx drop box would be installed by Spring 2009.

Appendix 1: *Drop Box specifications*

Appendix 2: *TSAC Attendance Sign-in Sheet*

Appendix 3: *Frannie Phelan's business card*

### **Recommendations:**

The TSAC members voted unanimously FOR approving the application [permanent sidewalk obstruction permit] submitted by FedEx to the Department of public works, for installation of an exterior drop box in the location of 1 Pauline Street.

**Meeting adjourned at 8:25AM**



Employee Lookup   ? Intranet Search   ? ZIP Web   ? Keyword   ?

Log In

Drop Box

Planning

Point of Sale

Service Agents

FedEx Office

What's New

Forms

Helpful Links

Reports

Retail Leadership

## Drop Box Specifications

### Exterior Drop Box

#### Dimensions:

- Height: 52 in/132 cm
- Width: 26 7/16 in/67 cm
- Depth: 26 1/2 in/67 cm
- Weight: 525 lbs/238 kg

#### Concrete Soil Pad:

- Width: 26 in/66 cm
- Depth: 31 in/79 cm
- Height: 3 in/8 cm
- Weight: 225 lbs/102 kg

#### Features:

- Maximum parcel acceptance: 9 in.x12 in.x20 in.
- Pickup time status indicator for customer
- Courier super tracker interface for automatic package cross

#### Colors:

##### Colors Shown in Photo:

- FedEx Purple, White & Metallic Grey

##### Current Production Colors:

- FedEx White
- FedEx Orange

#### Capacity:

- Storage Volume: 8 ft./23m

#### Interior Drop Box



## Drop Box

Audits

Checklist Database

Competitive Pick Up

Design Suggestions

DropNet

Drop Box Forms

Parts List

Procedures

SONAR

Specifications

Staff



FedEx RESPONSIBLE FOR  
MAINTENANCE INCLUDING  
GARAGE & SNOW.  
PICKUP BETWEEN 6:30/7, WEEKDAYS  
FED EX WILL INSTALL CONC SLABS  
& WILL MOVE <sup>EXISTING</sup> ~~BARREL~~  
4-6 PACKAGES PER DAY

APPENDIX 1

# TRAFFIC SAFETY ADVISORY COMMITTEE



## SIGN-IN SHEET

|     | NAME               | ADDRESS                    | PHONE NO.     |
|-----|--------------------|----------------------------|---------------|
| 1.  | Ferrante Phelan    | Fed Ex 10 Cabot Rd Medford | 02155 781 306 |
| 2.  | FPhelan@fedex.com  |                            | 7070          |
| 3.  | Karen La Hams      | Fed Ex 10 Cabot Rd         | 02155         |
| 4.  | Paul R Stuzzino Sr | PAUL 2968 @ Comcast.net    | 617-846-4711  |
| 5.  |                    |                            |               |
| 6.  |                    |                            |               |
| 7.  |                    |                            |               |
| 8.  |                    |                            |               |
| 9.  |                    |                            |               |
| 10. |                    |                            |               |
| 11. |                    |                            |               |
| 12. |                    |                            |               |
| 13. |                    |                            |               |
| 14. |                    |                            |               |
| 15. |                    |                            |               |
| 16. |                    |                            |               |
| 17. |                    |                            |               |

APPENDIX 2



**Frannie Phelan**

*Dispatch Manager  
Bostonian District  
EDSAC Team*

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Medford, Ma 02155  
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