

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Traffic Commission

Date: November 27, 2019

Time: 10:00 am

Location: 3<sup>rd</sup> Floor City Hall – Memorial Hall

Agenda Items to be addressed:

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2019 NOV 22 P 4: 05

**1) MINUTES OF LAST MEETING**

- a) Review draft from 10-30-19

**2) NEW BUSINESS**

- a) Parking Issues at Bethel Presbyterian Church, 373 Lincoln St.

**3) OLD BUSINESS**

- a) Parking issues on John Street around the playground area.
- b) Request for a Truck Exclusion on Stevens Street.
- c) Hillside School – Dangers on Robin Hill Street.
- d) Request for No Parking – Mechanic Street.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.



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

# DRAFT

## Traffic Commission Minutes

The Regular Meeting of the Traffic Commission was held on Wednesday, October 30, 2019 at 10:00 am in Memorial Hall, 3<sup>rd</sup> Floor, City Hall. Members present: Chairman - Police Chief David Giorgi, DPW Commissioner John Ghiloni, Fire Chief Kevin Breen and City Clerk Steve Kerrigan. Also present: City Engineer Tom DiPersio, Assistant City Engineer Tim Collins, Officer Andy Larose - MPD Traffic Services Unit, City Councilor Katie Robey and Monica Lucey, Dean of Faculty & Academics for Hillside School. Minutes taken by Karen Lambert, MPD Records Clerk.

### 1- Minutes

The minutes of the Traffic Commission meeting of Wednesday, September 25, 2019.

MOTION was made, seconded, duly VOTED:

TO APPROVE – All in Favor - Accept and Place on File.

### 2 - New Business

#### **2a) E on Main Street – Review of Traffic Management Plan.**

Tim Collins sent an email to Chief Giorgi advising that building demolition and utility removal/installation would begin on Main Street on November 12<sup>th</sup>. He also provided specifics on the closing of the sidewalk and parking spaces in front of the site. They would also need to close specific parking spaces on the opposite side of the street while working on the utilities. Traffic would need to work around the project. He also included a diagram of the area for clarification.

The discussion involved just the demolition phase at this point. They will be using a claw to knock down the building and everything that comes down will be contained on the lot. No explosives are to be used.

Mr. Collins advised that the developers wanted to start sooner, however, they were unable to because of the Horribles Parade and the Veterans' Day Parade.

MOTION was made, seconded, duly VOTED to APPROVE the Traffic Management Plan as outlined by Mr. Collins. ALL IN FAVOR.

**2b) Hillside School – Dangers on Robin Hill Street.**

Several representatives from Hillside School have expressed concern regarding this issue. Monica Lucey, Dean of Faculty & Academics, was in attendance. She said that students have to cross Robin Hill Street to access buildings on the opposite side. A big concern is between 8 and 9 pm when students are crossing to go back to their dorms. It is very dark and cars fly down the street. There is an existing crosswalk, however, they would like to see another one further down the road closer to the dorms. Tim Collins brought up an aerial photo of the school along with photos of the current crosswalk from both the eastbound and westbound approach. Mr. Collins advised that the tough part is that there are no sidewalks here.

Ms. Lucey agreed that there is no sidewalk and that students cut through a path in the grass to get to the two dorm locations. She explained that the classroom side is currently under construction as they are building a new dorm. The project will last about 1 ½ years. When the project is complete, students will no longer be housed in the dorms across the street.

Speed is also a major concern. Ms. Lucey said that they would like to see a School Zone established here with a reduced speed limit. Currently, there is nothing denoting that this is a school zone and there are also no speed limit signs. Officer Larose advised that he did a speed study here using the portable speed signs. The speed limit is 30 mph. The study showed that the 85<sup>th</sup> percentile on the westbound side was traveling at 27.4 mph. The average volume was 554 cars, which is actually lower than he was anticipating. The highest speed was 45 mph. The highest volume was at 7:00 am and 7:00 pm. Officer Larose found that vehicles on the eastbound side (heading from Northboro toward Bigelow Street and the mall) were traveling slightly faster on average. The 85<sup>th</sup> percentile was 31.2 mph with a maximum speed of 47 mph and an average volume of 617 cars per day. The green area on the graph shows those traveling at the speed limit or less. Chief Giorgi asked if the volume goes down as the day progresses. Officer Larose found the highest volume to be between 3:00 – 5:00 pm.

Tim Collins advised that the State has to approve a School Zone. One of the requirements in the warrants is that there is a crosswalk where children can safely cross, however, to safely cross there must also be sidewalks. He pulled up a copy of Chapter 7E – Official Standards for School Zones, which outlines the required warrants and speed limit signs. It also states that the speed limit in a school zone is 20 mph and must contain the specific hours the speed limit is in effect or “when children are present”. The state may require that a sidewalk be installed before adding a new crosswalk and approving a School Zone.

Chief Giorgi also asked about signage that would at least indicate that a school is ahead. Dean Lucey advised that there is a sign on each side that states "Entering Hillside School – Please Drive Slowly". John Ghiloni said that the City should make a request to the State now to create a School Zone in the area and see what they say. Tim Collins advised that he does not see any problem with adding a crosswalk and appropriate signage since this is all a temporary situation. The students will no longer need to cross the street to get to their dorms once the dorms are constructed.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to install the crosswalk and appropriate signage and make a formal request to the State for the creation of a School Zone in the area of Hillside School.

**2c) Request to review "error default" mode on lights at Granger/Main/W. Main.**

This request came from a local resident who was involved in an MVA at this intersection when the lights were not operating properly. The current default mode is for flashing yellow for Main St. and flashing red for Granger and Mechanic. She is requesting that it be set to flashing red in all directions due to the limited visibility from Granger looking to the right onto Main St.

Tim Collins advised that this situation with the lights only occurs when the power goes out. Normally, red means stop and yellow means stop and proceed with caution. He advised that not everyone seems to know the "rules of the rode" and they don't know what to do when they come to this situation. He pulled up a page from a manual explaining what to do at a four-way stop. Specifically highlighted on the page was "at a four-way stop, vehicles must go in the order they were stopped. The first to stop is the next to go. If in doubt, give the right-of-way to the driver on your right." If the lights were flashing red in all directions he thinks it would be too confusing as to who is supposed to proceed first.

MOTION was made, seconded, duly VOTED to REFER to Sgt. Attaway to get back to the resident and advise as to the discussion. ACCEPT and PLACE ON FILE.

**2d) Request for No Parking signs near Intersection of Pleasant & Elm.**

Chief Giorgi received this request in an email from Councilor Juare. Tim Collins reviewed that this same request has already been discussed and approved. The regulation is in place but the signs were never installed due to a backlog in the sign department. He advised that the No Parking signs are now in place. Councilor Robey said she drove by there this morning and saw cars clearly parked in front of the No Parking signs.

Chief Giorgi said that this could possibly be because the signs are so new. Officer Larose said that he can talk to the management at the apartment complex on the corner and leave notices in the window or near the mailboxes so that people will know about the change. Notices can't be placed inside the mailboxes because they are locked.

MOTION was made, seconded, duly VOTED to REFER to the POLICE DEPARTMENT for ENFORCEMENT.

**2e) Follow up on Parking Ban exception for Monument Ave.**

Chief Giorgi received an email requesting an update on this issue since the winter parking ban will be starting soon. The issue was previously removed from the agenda until the issue regarding the License to Encroach was dealt with for 26 Monument Ave. In her email, the resident said she was aware that the License to Encroach was revoked and that this was done in an effort to provide parking for both 24 and 26 Monument Ave. However, there is still not enough parking for everyone living on the street. She said there are a total of 5 multi-family homes here and only one has enough parking available for the residents to be able to park off the street during the winter parking ban. She is again asking if they can use the cul-de-sac at the top of the street for parking during the winter.

Tim Collins pulled up a copy of the original letter requesting the exception. He also explained again that the City Council has revoked the License to Encroach. He also pulled up a photo of the area for reference. Commissioner Ghiloni said that he "is struggling with the exception". There are many areas of the city where there are not enough driveways for all vehicles. During a snow emergency, when the parking ban is in effect, the plows would not be able to clear the cul-de-sac if cars were parked all along the edge. On a street like High Street, the plow can go straight down the road and push the snow to the end and then the residents come out to dig out from the plows. If there were cars parked in the cul-de-sac he questioned where the city was supposed to put all the snow which would normally be pushed up onto the lawn.

Steve Kerrigan said that a lot of people use the lot for the Senior Center to park. Mr. Collins added that there is no overnight parking allowed here though. Many residents have to move their cars to the parking deck for overnight parking during the parking ban. Commissioner Ghiloni said that when people don't move their cars for plowing, it creates problems for hours and hours later. For the most part, the parking ban is not an issue, however, in a snow emergency it is a big issue for snow removal when cars are not moved.

MOTION was made, seconded, duly VOTED to REFER to Chief Giorgi to respond back to the resident regarding the discussion. Residents have to take the appropriate measures when the weather dictates. ACCEPT and PLACE on FILE.

**2f) Request for left run arrow at Landry onto Ret. 20.**

The Traffic Commission received a letter from a local resident describing how dangerous it is to try to proceed across Rt. 20 from Glenn Street when "9 out of 10 cars will come out of Landry Street onto Rte. 20" without yielding the "right of way" to those going straight. Tim Collins pulled up a diagram of the intersection for reference. He reviewed that the "rule of the road" is that if you are turning left you need to wait and yield to those going straight across. He explained that Rte. 20 is a state-owned road and that the City does not have control over this roadway. He also said that if any change is made to the light, the entire intersection would need to be upgraded to current day standards at the same time. It is not as simple as just changing a bulb and program. It would be a very expensive project for many reasons. It was also discussed that at the intersection of

Stevens St. and Lincoln Street there is a sign that says, "Yield to Green on Arrow". This sign had to be installed by the State.

MOTION was made, seconded, duly VOTED to REFER to Sgt. Attaway to get back to the resident and explain what was discussed.

### **3-Old Business**

#### **3a) Parking Issues on John Street around the playground area.**

**Update:** Tim Collins pulled up a diagram of the area with the proposed No Parking signs and Caution Playground Ahead signs. They are still not clear as to exactly where the new crosswalk will be located.

MOTION was made, seconded, duly VOTED to TABLE until the St. Mary's Plan is finalized.

#### **3b) Crosswalk Concerns on Stevens Street near Lodi Road.**

**Update:** Tim Collins advised that the proper signage is now in place.

MOTION was made, seconded, duly VOTED to REMOVE from the AGENDA.

#### **3c) Request for a Truck Exclusion on Stevens Street.**

**Update:** Tim Collins is still trying to work on the truck count but has been having problems with the counters. He is working with the counter company and our IT Department to get them working properly.

MOTION was made, seconded, duly VOTED to TABLE until the truck count is completed.

#### **3d) Crosswalk request / parking issues on Diconzo Blvd.**

**Update:** Chief Giorgi created the regulation for the two new crosswalk locations on Diconzo Blvd. at Lilac Circle and Target/Home Depot and presented it for a vote. Tim Collins also advised that the edge lines will be painted but the City needs to hire a contractor to do it because it is a long area and the DPW only has a push machine. He thinks the crosswalks should be able to be installed before the winter.

MOTION was made, seconded, duly VOTED to APPROVE the regulation for the two new crosswalk locations. Steve Kerrigan will advertise the regulation. ACCEPT and PLACE ON FILE.

#### **3e) Issues concerning the Commercial Motor Vehicle Restriction on various roads.**

**Update:** Tim Collins advised that the new signs have been installed as well as completion of the other action items on the list from the last meeting, such as moving

signs to better locations. He passed out a diagram indicating where signs were placed and the specific wording used on the signs.

MOTION was made, seconded, duly VOTED to REMOVE from the AGENDA.

*Chief Giorgi asked to suspend the rules to discuss an item not on the Agenda.*

**Request for No Parking – Mechanic Street.**

Chief Giorgi advised that he received an email from Officer Connors on this issue. He is requesting if it would be possible to have the east side of Mechanic Street posted as No Parking from Lincoln St. to Witherbee St. during the evening commute. He has seen the area become “impassible for periods, including pockets of gridlock”.

Tim Collins brought up a photo of the area for reference. There is a citywide ordinance in place which states there is no parking allowed within 20 feet of in intersection. There are also signs there indicating time limit parking, however, they are partially hidden under the canopies of the building. There is also a market there where trucks park in the road to make deliveries. They are possibly staying here longer than necessary.

Chief Giorgi asked if it would be possible to move the signs away from the building and place them closer to the street so they will be more visible. Tim Collins said that the signs were set back closer to the building so they would not interfere with the sidewalk plow used in the winter. Commissioner Ghiloni agreed that the signs do need to be moved closer to the curb in order for the parking restriction to be enforced. All agreed. Steve Kerrigan asked if it would be possible to add wording to the sign that would indicate No Parking from 4-6 pm to help alleviate congestion.

Officer Larose said that this must be more of an issue in the evening as he has not had a problem with this area during the day.

Commissioner Ghiloni asked if the group could monitor the area more closely over the next month and report back at the next meeting. Chief Giorgi advised that for now he would like to see the existing signs moved closer to the curb so that the restriction can be enforced.

MOTION was made, seconded, duly VOTED to REFER to the DPW to move the existing signs closer to the curb and to the POLICE DEPARTMENT for ENFORCEMENT.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 10:57 am.

Respectfully submitted,

Karen L. Lambert  
Records Clerk  
Marlborough Police Department

**List of documents and other exhibits used at the meeting:**

- City of Marlborough Meeting Posting for Traffic Commission Meeting on Wednesday, October 30, 2019 including meeting agenda.
- Draft of Traffic Commission Minutes from Wednesday, September 25, 2019.
- Email from Tim Collins to Chief Giorgi, dated 10/24/19, Re: E on Main Street – Traffic Management Plan (including diagram).
- Email from Jennifer Lagor, Associate Director of Administration at Hillside School to Chief Giorgi, dated 10/17/19, Re: Hillside School – Dangers on Robin Hill Street.
- Email from Sgt. Attaway to the Traffic Commission (forwarded by Karen Lambert), dated 10/17/19, Re: Hillside School.
- Email from Sgt. Attaway to the Traffic Commission (forwarded by Karen Lambert), dated 9/18/19, Re: Agenda Item for October Meeting (“error default” on lights at Granger/Main/W. Main.
- Email from Councilor Juairé to Chief Giorgi, dated 10/15/19, Re: Pleasant and Elm Street Intersection.
- Email from Sam Slattery to Chief Giorgi, dated 10/16/19, Re: Parking Ban.
- Copy of a letter from Pat McClay to the Traffic Commission, dated 9/29/19, Re: Request for left run arrow at Landry onto Rte. 20.
- Copy of Regulation to add two new crosswalk locations on DiCenzo Blvd. (1 at Lilac Circle and 1 at Target/Home Depot).

**Additional Handouts:**

- Aerial photo of Hillside School Area.
- Photos of Westbound and Eastbound approaches to school crosswalk, including Advance Warning Signs and Crosswalk Signs.
- Copy of MA DOT Highway Division information on Chapter 7E – Official Standards for School Zones with Section 7E-s School Zone Speed Limit Signs highlighted in yellow.
- Copy of Section 4D.30 Flashing Operation – Signal Indications During Flashing Mode.
- Copy of requirements regarding Four-Way Stops – who has the right of way?
- Diagram of John Street around the playground with proposed No Parking Signs and Advance Warning Signs for the playground.
- Engineering Diagram of project at South Bolton Street and John Street.
- Diagram of Truck Exclusion Warning on Farm Road.
- Diagram of Truck Exclusion Warning on Boston Post Road East.
- Wording for Truck Exclusion signs with specific description of placement.

## Karen Lambert

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**From:** Kevin Breen  
**Sent:** Thursday, November 14, 2019 5:13 PM  
**To:** David Giorgi; Karen Lambert  
**Cc:** David D'Amico  
**Subject:** FW: BETHEL PRESBYTERIAN CHURCH 373 Lincoln street

Good Afternoon:

Can we add this subject matter on the agenda to discuss at an upcoming traffic commission meeting?

Thank you,

KJB

**KEVIN J. BREEN, FIRE CHIEF  
MARLBOROUGH FIRE DEPARTMENT  
215 MAPLE STREET  
MARLBOROUGH, MA 01752  
(508) 624-6986**

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**From:** Kevin Breen  
**Sent:** Sunday, November 10, 2019 5:53 PM  
**To:** David D'Amico <ddamico@marlborough-ma.gov>  
**Subject:** Re: BETHEL PRESBYTERIAN CHURCH 373 Lincoln street

Thank you chief D'Amico. Yes, this is probably best handled through PD and traffic commission. If our guys notice access issues, we should report it to MPD for follow up.

Thank you,

KJB

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** David D'Amico <ddamico@marlborough-ma.gov>  
**Date:** 11/10/19 5:45 PM (GMT-05:00)  
**To:** Kevin Breen <kbreen@marlborough-ma.gov>  
**Subject:** BETHEL PRESBYTERIAN CHURCH 373 Lincoln street

Hello Chief,

Today I received a call from a resident that resides at 25 Hastings street (Jamie O'Brien). Mr. O'Brien told me that he has voiced his concerns over time about the parking issues on his street during church services. He felt that we could help with the parking issues. I told him that this was a police matter unless we are unable to access the roadways around parked cars. I told him I would be right up to assess the issue and he told me that most of the parishioners had left. I did mention to him that he should have addressed the issue during the services so we could have seen the parking issues. Also I told him that they could possibly be exceeding their occupancy load for the church. I asked him if he had approached the pastor regarding the parking issue and he had not. I told him that sometimes the easy fix is just to talk to the other party. He would like for us to go out there next Sunday during the services to check out the situation( apparatus mobility, occupancy). I told him that I will not be on duty but we could have the on duty shift check it out. Shift 3 will be on duty. I only bring this to your attention so that it may be brought up at your next traffic commission meeting. Are you okay with me communicating the issue to B/C Macewen so he can check it out? Let me know as I would like to respond back to Mr. O'Brien about where we are at regarding the parking.

Thanks and have a great day!

B/C  
D'Amico

Jamie O'Brien  
25 Hastings St.  
Marlborough Mass.  
508-380-3180

[J.OBRIENCONSTRUCTION11@GMAIL.COM](mailto:J.OBRIENCONSTRUCTION11@GMAIL.COM)