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**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 Wednesday, November 27, 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, Sgt. Zac Attaway - MPD Traffic Services Unit. Minutes taken by Karen Lambert, MPD Records Clerk.

**1- Minutes**

The minutes of the Traffic Commission meeting of Wednesday, October 30, 2019.

MOTION was made, seconded, duly VOTED:

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

**2 - New Business**

**2a) Parking Issues at Bethel Presbyterian Church, 373 Lincoln St.**

Chief D'Amico from the Fire Department received a call from a resident of Hastings Street expressing his concern about parking issues on Hastings during church services. Fire Chief Breen felt it was more of an enforcement issue for the Police Department and forwarded the concern to the Traffic Commission.

Tim Collins pulled up an aerial photo of the area around the church which included notations on the pavement widths on Hastings Street, curb to curb is 31.5 feet, between parked cars is 18 feet and curb to building is 38.5 feet. It also included the layout of the parking lot with the number of spaces indicated and the private way through the center of the lot. He noted that the parking spaces are still marked the same as when the building used to be a grocery store. There are a total of 75 marked parking spots. He does not feel that the parking lot is being utilized to the most efficient use. The overflow during

church services then continues onto Hastings Street. They could redesign the parking lot to make a much better layout for parking. Mr. Collins also provided a copy of the land survey with the specific description of the parcel that was done in 1980.

Chief Giorgi asked if the church owns the property and Mr. Collins confirmed that they do. Chief Giorgi advised that he and Sgt. Attaway could go out and talk to the pastor in person about redesigning the lot. The Chief said he would show them copies of the diagrams and parcel information provided by Mr. Collins.

MOTION was made, seconded, duly VOTED to REFER to CHIEF GIORGI to discuss the issue with the church pastor.

### **3-Old Business**

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

**Update:** Tim Collins advised that he finally received the plan from St. Mary's and pulled up a copy on the screen for reference. The sidewalk on John Street will be extended and modified for handicapped access. The crosswalk will be basically in the same location. Mr. Collins also prepared the wording for the specific Time Limit Parking area. The time limit is defined as "Dawn to Dusk". He noted that this is the official opening time for all recreational parks in the City. He also had an aerial photo with the specific area highlighted in yellow. He advised that the Playground signs have already been installed.

Chief Giorgi will prepare the regulation for the next meeting as per the wording provided by Mr. Collins.

MOTION was made, seconded, duly VOTED to APPROVE the wording for the Time Limit Parking as proposed by Mr. Collins and to REFER to Chief Giorgi to prepare the corresponding regulation for a vote at the next meeting.

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

**Update:** Tim Collins reviewed the fact that this same request was made back in 2006 but it was denied by the State because Stevens Street did not meet the Warrant for truck volume. The State also did not accept the alternate route that was suggested. Mr. Collins passed out a copy of the response letter from the state along with two diagrams outlining the proposed exclusion and alternate route.

He was also finally able to complete the truck count over a 24-hour period from 11/25/19 to 11/26/19 in both the northbound and southbound directions. See attached "Commercial Vehicle – Percentage Count" for detailed specifics. In summary, non-commercial vehicles = 5,553 and commercial vehicles = 162, for a total vehicle count of 5,715. Total percentile of Commercial Traffic = 2.83%. The Warrant specifies that the minimum percentage volume of heavy commercial vehicles falls in the range of 5 to 8%. As such, Stevens Street still does not meet the Volume Warrant at this time.

MOTION was made, seconded, duly VOTED to REFER to CHIEF GIORGI to discuss the findings with Councilor Clancy.

**3c) Hillside School – Dangers on Robin Hill Street.**

**Update:** Tim Collins advised that we don't need the State's permission to designate a School Zone. He had a copy of an email from 2011 from MA Highway indicating this was the case when the School Zones were established for the Middle School and High School. He also pulled up a copy of the Warrants required to create a School Zone. The issue is that there are currently no sidewalks in the area. Also, a School Zone normally has specific posted hours.

Mr. Collins also suggested the creation of a Safety Zone rather than a School Zone. A Safety Zone also has a 20-mph speed limit and would be in effect 24 hours a day. This might be better here because students are crossing the street at all different hours to get to and from the dorms.

Chief Giorgi said that they talked about the sidewalks at Site Plan. Fire Chief Breen said that one of the conditions of Site Plan was that they have to designate a crosswalk while using the temporary housing across the street during construction of the new dorms. Once the new dorms are complete they won't be using the old dorms across the street.

There is one existing crosswalk near the chapel but the School wants another one further down the street closer to the dorms. Mr. Collins had photos of the existing crosswalk and the area for the proposed crosswalk.

Steve Kerrigan asked about the length/distance of the proposed Safety Zone. Mr. Collins said it would be for 500 feet on each side of the school property with an area of an additional 600 feet in the middle. He passed out aerial photos showing the crosswalk and walking route to the dorms and the proposed school zone/safety zone and a diagram of the school property.

If a Safety Zone is created here it will be the first Safety Zone the City has created. Chief Giorgi said that the school is only getting bigger and it certainly makes sense to do it. All were in agreement. Mr. Collins advised that a regulation would be required and he will check on the wording and signage to create a Safety Zone with a 20mph speed limit and get it to Chief Giorgi so that he can create the regulation for the next meeting.

MOTION was made, seconded, duly VOTED to REFER to Engineering and Chief Giorgi to create the regulation for the Safety Zone in the area of Hillside School.

**3d) Request for No Parking – Mechanic Street.**

**Update:** Tim Collins advised that the signs have not been moved yet. As discussed at the last meeting, the two signs for the parking restrictions are currently close to the building and partially covered by the awnings. They are on the schedule to be moved closer to the curb line so they will be more visible. He passed out a photo with arrows indicating the new location for the signs and sign wording.

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

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 10:23 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, November 27, 2019 including meeting agenda.
- Draft of Traffic Commission Minutes from Wednesday, October 30, 2019.
- Email forwarded by Fire Chief Breen to Chief Giorgi, dated 11/14/19, re: Bethel Presbyterian Church, 373 Lincoln Street.

**Additional Handouts:**

- Summary of Commercial Vehicle – Percentage Count for Stevens Street
- Diagram of Proposed Commercial Vehicle Exclusion for a portion of Stevens St. between East Main St. and Union St. from 7/9/10.
- Recent Diagram of same from 11/27/19
- Copy of a letter from MA Highway to City of Marlborough Engineer., dated 3/15/06, explaining why the Heavy Commercial Vehicle Exclusion on a section of Stevens St. and Union St. was denied.
- Aerial photo of area around Bethel Presbyterian Church with Hasting Street pavement widths and number of parking spaces indicated.
- Plan of Land Diagram with all plot measurements indicated and attached description of the parcel.
- Copy of 2009 email from Tim Collins to MA Highway outlining the warrants for a school zone on Stevens Street (for the Middle School and High School).
- Info. on Massachusetts School Zone Warrants and Designated Safety Zone.
- 2 Aerial Photos of Hillside School Area. – one showing the School Zone Crosswalk and one showing the area for a designated School Zone.
- Photos of existing crosswalk and area of proposed crosswalk.
- Diagram of entire area of Hillside school Properties.
- Aerial phot of Jon Street Playground Area with proposed no parking area indicated.
- Engineering diagram of St. Mary's Credit Union plan included John Street with no parking area highlighted.
- Proposed wording to add the specific area of John Street to the Schedule of Time Limit Parking in the Rules & Regulations Manual.
- Photo of the storefront on Mechanic Street showing the area with the parking restriction and the existing signs that are obstructed by the awnings.