



CITY OF GARDNER POLICE DEPARTMENT

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January 19th, 2021

MEMORANDUM

From: James Trifiro, Deputy Chief of Police

To: Craig Cormier – Public Safety Chairman
Chris Coughlin – City Engineer
Dane Arnold – Director of Public Works
Trevor Beauregard – Director of Community Development and Planning
Joshua Cormier – Civil Enforcement Director

Subject: Traffic Commission Meeting Minutes from January 8th, 2021

1. Members in attendance:
 1. James Trifiro
 2. Chris Coughlin
 3. Dane Arnold
 4. Trevor Beauregard
 5. Joshua Cormier
2. Traffic Commission Meeting called to order at 9:10AM
3. Opening Announcements/Remarks:
 - a. Roll call conducted.
 - b. Announcement of open meeting recording pursuant to Governor Baker's March 12th, 2020 order suspending certain provisions of the Open Meeting Law, Massachusetts General Law Chapter 30A Section 20.
 - c. Announcement pursuant to Governor Baker's March 15th, 2020 order imposing certain restrictions on the limitations for which the number of people may gather in one place:
 - i. Declaration provided that the Meeting of City of Gardner Traffic Commission will be conducted via remote participation and broadcast live via the City of Gardner YouTube Channel.
 - ii. Declaration provided that the audio and video recording transcript or other comprehensive records of proceeding will be posted on the City of Gardner's Webpage as soon as possible, then supported in the form of the meeting minutes as accepted and passed by the members of the Traffic Commission.
 - iii. Declaration provided on voting procedures (individual recognition) for all motions delivered on the floor and established ground rules for meeting discussions.

4. Traffic Commission Meeting Minutes for July 17th, 2020:
 - a. On July 21st, 2020 the minutes for the July 17th, 2020 Traffic Commission Meeting were distributed to all members of the commission.
 - b. On November 17th, 2020 these minutes were again re-distributed to the above listed members in attendance for today's meeting for final review.
5. At 9:15AM a motion to accept the Traffic Commission Meeting Minutes for July 17th, 2020 was made by Dane Arnold, seconded by Chris Coughlin, an individual roll call was conducted and all members in attendance were in unanimous favor.
6. Old Business:
 - a. Nutting Street Parking Complaint:
 - i. City Code Amendment/Letter to City Council dated March 10th, 2020 which had been returned to the commission for further review has been re-submitted (with no change to original recommendation to ban parking on both sides entire length of roadway) to the City Clerk's Office.
 - b. Gardner Public Roadways/Commercial Motor Vehicle Restrictions:
 - i. During the Traffic Commission Meeting in September 2019 a conversation was initiated to conduct a detailed review and/or update on the legality of Commercial Motor Vehicle restrictions on the City of Gardner Roadways. In discussion with Dane Arnold and Chris Coughlin the target area of concern(s) were potential weight limitations of Commercial Motor Vehicles traveling on particular roadways within the city (City Code 614/Vehicle Weight Limits). A meeting will be scheduled between Dane Arnold, Chris Coughlin and Deputy Chief Trifiro to discuss the particulars of City Code 614, report any inaccurate, misconfigured or miscalculated information to the members of the traffic commission with a goal to report any alibis in code to the City Solicitor for discussion and review.
 - c. Lake Street – Request for Speed Limit Signs:
 - i. During the Traffic Commission Meeting in July 2020 a conversation was initiated to use a portion of Lake Street (multi-use lane) to make a bike trail connection near the Greenwood Pool area for access to the area of Downtown Gardner. This would involve changing Lake Street to a one-way traffic pattern to accommodate safety parameters for motor vehicles and bicycles. This topic was met with opposition from members of the Traffic Commission with concerns on traffic congestion (as viewed during recent downtown road construction) in the area. In addition, there was also the fact that one-way roads have the potential to impact public safety response as emergency vehicles would have adhere to the established road pattern concerns in order to avoid roadway operator motor vehicle confusion and/or collisions. The suggestion was made of line painting to designate traffic/bicycle control but after further review the dynamics for a ten foot wide bicycle lane appeared to be a difficult feat/challenging endeavor for the dimensions of the roadway and it was decided to disregard any further discussion on a change in any traffic pattern.

- d. Marquette Street – Request for Advisory (Suggested) Speed Limit Signs:
 - i. During the Traffic Commission Meeting in July 2020 a request was received to post Advisory (Suggested) Speed Limit Signs along the travel route of Marquette Street. Deputy Chief Trifiro informed the members of the Traffic Commission that Advisory Signs are used to inform motorists of change in road alignments (curves, bends, humps, dips) with a suggested appropriate speed (non-enforceable) to comfortably negotiate these road features. Deputy Chief Trifiro related that Marquette Street has a straight away road pattern with none of these features but does contain a slight hill where speed could be an issue. Dane Arnold related that he was opposed to just posting signs with little to no data support, but could hang regulatory (enforceable) signs in the area as the neighborhood was Thickly Settled dictating by statute a 30MPH Zone which the members of the Traffic Commission agreed this would be the best approach. These regulatory signs have been confirmed to have been posted along the roadway.
- e. Acadia Road @ West Street – Fences Complaint (Zoning Ordinance #675-1050):
 - i. Prior to the previous Traffic Commission Meeting in July 2020, a complaint was received regarding a fence located at 483 West Street that was reported to impede the vision of westbound traffic approaching the intersection of Acadia Road. This area was inspected and the fence was deemed to have been permitted and in compliance with the zoning ordinance. The intersection located at West Street and Acadia Road had been topic of limited visibility during a previous police accident response in the area and Dane Arnold agreed to post a convex mirror in the area to aid in tracking motor vehicles approaching the intersection traveling westbound. This convex mirror has been confirmed to have been posted and there have been no further complaints, nor reportable accidents received in this area over the previous six months.
- f. Lovewell Street @ Adams Street – Request for Posted Stop Sign:
 - i. During the Traffic Commission Meeting in July 2020 a request was received to post a Stop Sign to face northbound at the intersection of Lovewell and Adams Street. Currently a Stop Sign is located at this intersection facing eastbound. A discussion was engaged by the Traffic Commission members on this topic and accident traffic statistics for this area (01/01/15-07/13/20) displayed no reportable accidents in this location. With this information combined with an synopsis of preliminary overview conditions in that there were no recent change in local road patterns, new housing developments, industrial/business or rapid population growth in the area, the members of the Traffic Commission agreed to disregard this request due to lack of engineering justification and back up data.
- g. Designated City Parking Lots – Public and Overnight Parking Areas/Online Diagrams:
 - i. During the Traffic Commission Meeting in February 2020, Joshua Cormier related that he had received concerns/complaints in reference to confusion on the location and/or appropriate parking areas (e.g. governed overnight parking spots) for the City’s Designated Parking Lots. Joshua Cormier related he is currently working with the City’s newly hired Geographic Information System Coordinator to geographically map out and illustrate the logistics of the City’s Designated Parking Lots and this project (after review with the Traffic Commission Members) should be complete and information posted on

the City of Gardner Website. A rough draft of these diagrams has been completed on this project.

h. George Sweeney Park – Temporary Closing for Outdoor Seating:

i. During the Traffic Commission Meeting in July 2020 Trevor Beauregard informed the members of the Traffic Commission of a state grant called the Shared Streets and Sidewalk Grant which would repurpose areas in downtown districts to assist with local restaurants and their reopening. As per City Code 600-5, authorization had been granted by the Chief of Police to prohibit parking in George Sweeney Park in order to stage an area designed to set up an outdoor sitting area geared toward dining use. Due to weather restrictions this project had been placed on hold and is scheduled for assembly in the spring of 2021.

i. Summer Street – Parking Complaint (Narrow Roadway):

i. During the Traffic Commission Meeting in July 2020, a complaint was received regarding parking concerns on Summer Street. City Code currently permits roadside parking on the east side of the roadway. A survey of the area had been conducted by Deputy Chief Trifiro and Dane Arnold prior to today’s meeting which resulted in the majority of the roadway measuring in the range of 24-25 feet, with a minor section (vicinity of house #203 to Olney Street) measuring 28 feet. Currently Summer Street was sanctioned to allow roadside parking (1 side/east side).

1. According to Gardner City Code(s) 567-8/Specifications, in combination with 600-21/General Prohibitions, roadways shall have a width of not less than 28 feet and parking of a motor vehicle should leave a clear and unobstructed lane at least 10 feet wide for passing traffic. Given that the configuration of Summer Street has a two way traffic pattern, and designated parking spots are required to be 8 feet wide it would be most relevant to have 28 feet in roadway width to meet the Gardner City Code(s) specifications and sanction roadway (one side) parking.
2. This information was supplied to the members of the Traffic Commission and a motion was made by Dane Arnold to submit a letter to the Gardner City Council prohibiting roadside parking the entire length of Summer Street. This motion was seconded by Chris Coughlin, an individual roll call was conducted and all members in attendance were in unanimous favor.
3. During validation of Summer Street road width dimensions, in conjunction of final review of City Code 600-24/Parking Prohibited on Certain Street, a potential short span on the West Side of Summer Street was measured which appeared to meet acceptable roadside parking specifications. This topic had been scheduled for discussion (amendment) during New Business discussion.

7. At 9:25AM a motion to accept Old Business was made by Dane Arnold, seconded by Joshua Cormier, an individual roll call was conducted and all members in attendance were in unanimous favor.

8. New Business:

a. Summer Street – Parking Compliant (Narrow Roadway):

- i. As referred to in Old Business sub-category i:
 1. During validation of Summer Street road width dimensions, in conjunction of final review of City Code 600-24/Parking Prohibited on Certain Street, a potential short span on the West Side of Summer Street was measured which appeared to meet acceptable roadside parking specifications.
 2. Over-all measurements had been obtained of Summer Street, which were under acceptable City Code specifications (< 28 feet/one side parking) to allow roadside parking, with the width of the road flaring to a larger parameter in the vicinity of the southern property line of #29 Summer Street. The remaining section of Summer Street while traveling in a southerly direction was established in commercial parking lot aprons which would prohibit any roadside parking.
 3. Currently parking restrictions by City Code were already in place on the west side of Summer Street beginning at the southerly line of Olney Street, southerly for a distance of 1,660 feet. This dimensional ending point was approximately 240 feet from the intersection of Chelsea Street and this data combined with the restrictions for motor vehicles not being permitted to park within 20 feet of an intersection appeared to sanction approximately 220 feet of roadside parking on the west side of the roadway.
 4. This information was supplied to the members of the Traffic Commission and Deputy Chief Trifiro recommended to modify the original (pending submission) recommendation letter to City Council from prohibiting parking in its entirety on both sides of Summer Street, to prohibit parking on the east side of Summer Street at the southerly line of Olney Street, southerly to Chelsea Street. This recommendation would keep the City Code prohibiting roadside parking on the West Side of Summer Street intact, and sustain the ability for approximately 220 feet of roadside parking. After discussion the members of the Traffic Commission agreed to move forward on modifications to the original change in City Code recommendation.
- b. Roadside Parking – Paramount Cafe:
 - i. Dane Arnold related to the members of the Traffic Commission that when downtown renovations/upgrades were conducted, a crosswalk bump out was inserted in the area and an inquiry was made on the setup of roadside parking spaces in the immediate vicinity. Prior to this meeting Dane Arnold and Deputy Chief Trifiro surveyed the area and the parking spaces near the crosswalk bump out appeared to have been setup in order, properly marked and Dane Arnold related that no adjustments need to be made for the area.
- c. Handicapped Parking Request – Connors Street in front of Chair City Pharmacy:
 - i. A request from the Mayor’s Office was received requesting designation of a Handicapped Parking Spot on Connors Street adjacent to the Chair City Pharmacy. Deputy Chief Trifiro and Dane Arnold surveyed the area and although the area was posted as already having designated Handicapped Parking Spot, a check of City Code revealed that this appeared to have been posted in error. Deputy Chief Trifiro informed the members of the

Traffic Commission that by statute anyone with a Handicapped Placard or License Plate may park at any metered spot without paying the meter. Dane Arnold related that several years ago Handicapped Parking Spots were reevaluated in the downtown district in which some of the spots were removed. Dane Arnold further related that he didn't recommend placing Handicapped Parking Spots in the roadway when there are other potential safer areas to designate this type of parking. Information received from Trevor Beauregard related that the Gardner Redevelopment Authority were soon to be turning over the deed to the Connors Street Lot to the City which was located next to the Chair City Pharmacy. Dane Arnold stated that posting a Handicapped Parking Spot in the Connors Street Lot was a safer location and could be set in place via close proximity to the Chair City Pharmacy. A motion was then made by Trevor Beauregard to designate a Handicapped Parking Spot in the Connors Street Lot, this motion was seconded by Chris Coughlin and all members in attendance were in unanimous favor.

d. Pleasant @ Willow Street Intersection – Request for Speed Bumps:

- i. A complaint from a citizen was reported to Councillor Cormier regarding traffic traveling from Willow Street west to Pleasant Street due to a lack of a Stop Sign at the intersection. Currently this area is posted as a three way stop and a request was made to have a speed bump placed in the roadway assumingly to control the speed of traffic. Dane Arnold did not recommend (highly) placing any obstacle in any travel lane in a public roadway. Dane Arnold related that any obstacle would impact snow plowing in area, effect the response of emergency motor vehicles and that nowhere in the city has there ever been speed bumps established in a public roadway as a traffic control device. This intersection had been surveyed the previous day by Deputy Chief Trifiro and Dane Arnold, appeared to be well marked (3 Stop Signs @ intersection in plain view). At this time there were no further comments from the members in attendance from the Traffic Commission and it was decided that there would be no action taken on this request.

- e. At 9:35AM a motion to accept New Business was made by Dane Arnold, seconded by Chris Coughlin, an individual roll call was conducted and all members in attendance were in unanimous favor.

9. Intersection Concerns/Updates:

- a. None reported during time span from the previous Traffic Commission held in July 2020 up until this date.

10. Target Areas of Concern/Updates:

- a. Pearl Street
- b. Clark Street
- c. Betty Spring Road
- d. Lovewell Street
- e. Greenwood Street
 - i. General speeding complaints have been received for these roadways. Multiple surveys have been conducted of the area by both Deputy Chief Trifiro and Dane Arnold and the roadway appears to be clearly marked with ample MPH signs notifying motor vehicles

traveling in the area of the proper speed limit. These roadways will remain a continuous target for police patrols as operations permit, along with varying stationary radar placement in an attempt to constantly notify traffic of their current speed.

11. Roadway Concerns/Updates (Projected City Projects):

- a. None reported during time span from the previous Traffic Commission held in July 2020 up until this date.
- b. Projected (tentative) City Projects:
 - i. Water main section(s)/designated areas:
 1. Robillard Street
 2. Pond Street
 3. Wickman Drive
 4. Parker Street (@ Main Street toward Jean Street/Regan Street)
 5. West Lynde Street
 6. Central Street (@ Maple Street to Central Street Rotary)
 7. Pearl Street (vicinity of Central Street Rotary)
 8. Elm Street (vicinity of Central Street Rotary)
 9. Woodland Avenue
 10. Pearl Street (@ Smith Street to Pearly Lane)
 11. Warwick Road

12. Conclusion:

- a. At 9:45AM Joshua Cormier made a motion to adjourn meeting, seconded by Dane Arnold, an individual roll call was conducted and all members in attendance were in unanimous favor.
- b. Next Traffic Committee Meeting Schedule: TBD