



# CITY OF GARDNER POLICE DEPARTMENT

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February 24<sup>th</sup>, 2020

## MEMORANDUM

From: James Trifiro, Deputy Chief of Police

To: Elizabeth Kazinskas – Public Safety Committee  
Chris Coughlin – City Engineer  
Dane Arnold – Public Works Director  
Joshua Cormier – Civil Enforcement  
Trevor Beauregard – Community Development Director

Subject: Traffic Commission Meeting Minutes from February 14<sup>th</sup>, 2020

1. Members in attendance:

1. James Trifiro
2. Elizabeth Kazinskas
3. Chris Coughlin
4. Dane Arnold
5. Joshua Cormier
6. Trevor Beauregard

2. Traffic Commission Meeting called to order at 9:15AM

3. Traffic Commission Meeting Minutes for September 6<sup>th</sup>, 2019:

- a. On September 16<sup>th</sup>, 2019 the minutes for the September 6<sup>th</sup>, 2019 Traffic Commission was distributed to all members of the commission and posted on the City of Gardner Website for public view.
- b. In January 2020 these minutes were again re-distributed to the above listed members in attendance for today's meeting for final review.

4. At 9:17AM a motion to accept the Traffic Commission Meeting Minutes for September 6<sup>th</sup>, 2019 was made by Dane Arnold, seconded by Chris Coughlin and all members in attendance were in unanimous favor.

5. Old Business:

- a. Ash Street Parking Complaint:
  - i. City Code Amendment/Letter to City Council dated October 5<sup>th</sup> 2019 has been generated and submitted to City Clerk's Office.
- b. Knowlton Street Parking:

- i. City Code Amendment/Letter to City Council dated October 5<sup>th</sup> 2019 has been generated and submitted to City Clerk's Office.
- c. Knowlton Street Parking Meters:
  - i. City Code Amendment/Letter to City Council dated October 5<sup>th</sup> 2019 has been generated and submitted to City Clerk's Office.
- d. Connors Street Parking Meters:
  - i. City Code Amendment/Letter to City Council dated October 5<sup>th</sup> 2019 has been generated and submitted to City Clerk's Office.
- e. Connors Street (Old Theater) Lot:
  - i. City Code Amendment/Letter to City Council dated October 5<sup>th</sup> 2019 has been generated and submitted to City Clerk's Office.
  - ii. During conversation on this topic Trevor Beauregard brought it to the attention of the Traffic Commission that the city has not officially taken possession of the Connors Street Lot and therefore still does not have governed control of the area.
  - iii. As a result of the conversation Deputy Chief Trifiro will be contacting the City Clerk's Office and requesting the Letter to City Council dated October 5<sup>th</sup> 2019 put placed on hold until the city officially taken possession of the Connors Street Lot.
  - iv. An email has been submitted to the City Clerk dated February 18<sup>th</sup>, 2020 requesting to hold on to this City Code Amendment recommendation until the city officially takes possession of the Connors Street lot.
- f. City Code (600-29B) Police Parking on City Hall Avenue:
  - i. City Code Amendment/Letter to City Council dated October 5<sup>th</sup> 2019 has been generated and submitted to City Clerk's Office.
- g. Nutting Street – Parking Concerns (discussion generated during Traffic Commission Meeting in June 2019):
  - i. A roadway survey had already been conducted by Deputy Chief Trifiro and Dane Arnold which revealed Nutting Street to range in width from approximately 23 feet (Prospect Street Area Side) to a small portion of approximately 29 feet (Union Street Side <80 feet available).
  - ii. 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 the configuration that Nutting 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 City Code(s) specifications and sanction one side for roadway parking. The our analysis showed that Nutting Street did not appear to have the approved conditions permissible for roadside parking and the majority of the area was under width with ranges starting at (approximately) 5 feet.
  - iii. During the Traffic Commission Meeting in September 2019 a motion was made by Dane Arnold to recommend banning parking on Nutting Street both sides between Union and Prospect Street's. This motion was seconded by Deputy Chief Trifiro and a vote was taken which carried an affirmative to recommend to the Public Safety Committee the following City Code amendment:

1. 600-24/ Parking prohibited on certain street – Nutting Street/along both sides the full length between Union and Prospect Street’s.
  - iv. Due a volume of already pending recommendations on City Code amendments and potential change in Gardner/City Government Personnel, it was determined to table this recommendation until this first Traffic Commission Meeting in 2020.
  - v. With no further added discussion and/or concerns from the Traffic Commission Members during this meeting (February 2020) it was determined to go forward on the Nutting Street topic and recommendation for the City Code Amendment:
    1. Recommendation for action via letter to be generated by Deputy Chief Trifiro.
  - h. 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. A motion was made and carried an affirmative vote to investigate this topic. Due to potential statue interpretations on procedures, guidelines, regulations and etc. members of the Traffic Commission thought it would be beneficial to include the City Solicitor on this project. Deputy Chief Trifiro has been in contact with the City Solicitor and in discussion for pending future action.
  - i. Traffic Control Devices – Speed Humps:
    - i. During the Traffic Commission Meeting in September 2019 a conversation was initiated regarding the use of “Speed Humps” for traffic speed control devices on City of Gardner roadways. Several questions were posed by commission members ranging from costs, maintenance issues, possible breaches in roadway integrity, obstacles in snow removal/damage to humps vs. damage to plow equipment, additional hazards created if motor vehicles attempted to drive around them (head on collision factor), target areas of concern and etc. As of this meeting (February 14<sup>th</sup>, 2020) no additional information has been supplied to the Traffic Commission and with no additional requests to further look into “Speed Humps” for traffic speed control devices it was determined by those members in attendance to take no action in regard to this topic.
6. At 9:30AM a motion to accept Old Business was made by Joshua Cormier, seconded by Trevor Beauregard and all members in attendance were in unanimous favor.
7. New Business:
- a. A citizen complaint was received in regard to motor vehicles traveling in excessive speeds in the area of Stone Street. In addition to this information a request was made to post signs notifying travelers on the roadway:
    - i. An extensive survey of the area had been conducted by Deputy Chief Trifiro and Dane Arnold prior to today’s meeting. During this survey multiple distance measurements where conducted and according Massachusetts Statue it was determined that the area of Stone Street appeared to be governed for a travel speed of 40 Mile Per Hour (MPH). The Traffic Commission Members were all in agreement that given the existing road conditions on Stone Street posting 40 MPH Signs could increase the chance of elevated

speed of motor vehicles in this area and create additional hazards. It was agreed upon by all members not to post 40 MPH Signs and for the police to target this area for extra patrols as operations allow.

- b. A citizen request was received to increase the warning signs in the area of Green and the Central Street Rotary notifying motor vehicles of the crosswalk established in the area:
  - i. A survey of the area had been conducted by Deputy Chief Trifiro and Dane Arnold prior to today's meeting and this area appeared to be well marked providing motor vehicles in the area with ample notice. Dane Arnold related that the painted lines in the roadway for the crosswalk displayed some fade due to the weather conditions but this would be addressed in the Spring. In addition, Deputy Chief Trifiro related that this area was already a target for extra patrols and that on a regular basis a police cruiser has been posted in the area. This information was supplied to the members of the Traffic Commission and all were in favor that no additional resources or action was required at this time.
    - a. A Public Design Hearing with the Massachusetts Department of Transportation has been scheduled to take place at the Gardner Police Department on March 19<sup>th</sup>, 2020 at 7PM to discuss future construction on the Central Street Rotary.
- c. A citizen request was received for no roadside parking signs in the vicinity of 222 Summer Street (dead end location):
  - i. An inspection of the area had been conducted by Deputy Chief Trifiro and Dane Arnold prior to today's meeting observing three residents situated in this location which would reasonably indicate a low volume of motor vehicle traffic in the vicinity.
    - 1. A review of City Ordinance #600-24 (Parking Prohibited on Certain Streets) was also conducted which revealed no parking beginning at the southerly line of Olney Street for a distance 1,660 feet. These measurements did not include the dead end section of Summer Street and by City Code it was apparent there were no parking restrictions governed for the area.
  - ii. This information was supplied to the members of the Traffic Commission and all were in favor that due to the secluded area in combination with low volume of traffic no additional resources or action would be taken at this time.
- d. Designated City Parking Lots:
  - i. 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 Cities Designated Parking Lots. Elizabeth Kazinskas also related that she has received multiple questions from citizens in the downtown area on where Cities Designated Parking Lots are located.
  - ii. Joshua Cormier brought the concept to the members of the Traffic Commission that in order to enhance information transparency a solid business plan would be to have the Cities Designated Parking Lots (locations/diagramed logistics) geographically mapped out and illustrated/posted on the City of Gardner Website.

- iii. Joshua Cormier related that he would work with Rachael Catlow, the City's Geographic Information System Coordinator to engage this project.
- e. At 9:45AM a motion was made by accept New Business by Elizabeth Kazinskas, seconded by Dane Arnold and all members in attendance were in unanimous favor.

8. Intersection Concerns/Updates:

a. Laitinen Drive @ Sand Street Intersection:

- i. A citizen's complaint was received regarding speeding motor vehicles, parking and traffic pattern concerns in the zone of the Laitinen Drive @ the Sand Street intersection. A survey of the area had been conducted by Deputy Chief Trifiro and Dane Arnold prior to today's meeting which indicated the area was properly marked with speed control signs (30MPH) and there was documentation of traffic enforcement efforts in the area as the police database showed Massachusetts Uniform Citations had recently been issued in the vicinity. In addition, throughout discussion with uniformed officers who patrol this sector it was reported that when traveling the area there were negative observations and/or concerns with parking issues. Dane Arnold went on to say that a "T" pattern road sign could be posted in the area to put local traffic on notice for the intersection in the area. This information was communicated to the members of the Traffic Commission and all were in favor of this plan to address the complaint.

b. Regan Street @ Moran Street Intersection:

- i. During the Traffic Commission Meeting held in September 2019, a complaint was received regarding bottlenecked traffic, parking complaints/issues, general motor vehicle traveling concerns and etc. on Regan Street primarily (but not limited to) during Holy Rosary school drop off and pick up hours.
- ii. On September 19<sup>th</sup>, 2019 an email was distributed by Deputy Chief Trifiro directing patrol operations to target this area for traffic enforcement and to report back any violations issued or concerns observed in the area. A follow-up meeting was conducted by Deputy Chief Trifiro and the patrol force supervisors and as of this date (February 14<sup>th</sup> 2020) there were no concerns or data to report. Deputy Chief Trifiro related to the members of the Traffic Commission that this direction for would be again distributed to patrol operations to target this area for traffic enforcement and to report back any violations issued or concerns observed in the area.
- iii. On February 16<sup>th</sup> 2020 another email was distributed by Deputy Chief Trifiro directing patrol operations to target this area for frequent patrols especially during school hour drop off and pick up times and report back any concerns, violations and etc.

c. Timpany Boulevard @ Dyer Street (behind Auto Zone):

- i. A citizen's complaint was received regarding motor vehicles conducting left hand and U-turns when exiting the 99 Restaurant parking lot onto Timpany Boulevard. A survey of the area had been conducted by Deputy Chief Trifiro and Dane Arnold prior to today's meeting which indicated the area was properly marked and channeled to indicate that only a right turn could be conducted when exiting the parking lot. While examining the area it was noted that Dyer Street was just south of the parking lot exit with a break in double yellow lines adjacent to Timpany Boulevard @ Dyer Street intersection . This

would indicate left turns were permitted in this location and given the limited distance between the restaurant exit and Dyer Street it could create the appearance of improper turns in the area. This information was supplied to the members of the Traffic Commission and all were in favor that no additional resources or action was required at this time.

- d. Logan @ Sherman Street's:
  - i. A citizen's complaint was received in regard to motor vehicles failing to yield to pedestrians in the local crosswalk. On previous occasions portable crosswalk notification signs had been posted in the area but were subject to theft and/or were removed from the area due to foul weather, and there was documentation of traffic enforcement efforts in the area as the police database showed Massachusetts Uniform Citations had recently been issued in the vicinity. Dane Arnold related that permeant crosswalk notification signs could be posted in the area to increase notice to motor vehicles in the area for the crosswalk in this location. As a result of this information the members of the Traffic Commission agreed that this would be the appropriate course of action to address this citizen's complaint at this time.

#### 9. Target Areas of Concern/Updates:

- a. Pearl Street
- b. Clark Street
- c. Betty Spring Road
  - 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 have observed the roadway 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.
- d. Timpany Boulevard @ West Broadway Traffic Lights Upgrade/Replacement:
  - i. Trevor Beauregard and Chris Coughlin notified the members of the Traffic Commission that the grant funding that was applied for to assist in paying for this upgrade the city had not been able to secure. At this time the project has only been put on hold while research is being conducted to locate other grants/funding to pay for this project.

#### 10. Roadway Concerns/Update:

- a. Downtown Water Main Project:
  - i. Water main upgrade and replacement has currently placed on hold due to foul weather. Dane Arnold related that construction will tentatively resume sometime in March weather permitted. Plans are in the works to ensure local businesses are notified well in advance before construction recommences and the police department will be assisting in the design plan for traffic control in the immediate area.
- b. Reconfiguration Designs:
  - i. Pearl at Smith Street's intersection.
  - ii. Smith at Chapel Street's intersection
  - iii. Pearl at Chapel Street's intersection.

- a. Dane Arnold related to the members of the Traffic Commission that all three intersection design plans have been completed with positive feedback in that project(s) have appeared to regulate a smoother flow of traffic in the area and increased visibility for motor vehicles entering main travel ways.
- c. Henry Heywood Memorial Hospital/Woodland Avenue Conduit Run:
  - i. Dane Arnold informed the members of the Traffic Commission that a proposed project for a conduit run via Woodland Avenue to Henry Heywood Memorial Hospital has been received and is under review. This project is tentatively scheduled for the Spring of 2020 and has the potential to impact motor vehicle traffic in the vicinity of Central, Chestnut and Green Street's, along with Woodland Avenue during the construction phase. The Department of Public Works along with the Police Department will be working with the project contractor to firm up a traffic control plan prior to the start of construction.

11. Conclusion:

- a. At 10:30AM Dane Arnold made a motion to adjourn meeting, seconded by Joshua Cormier and all members in attendance were in unanimous favor.
- b. Next Traffic Committee Meeting Schedule: TBD