**City of Salem**

**Traffic and Parking Commission**

**Meeting Minutes**

**Thursday, August 22, 2019**

A meeting of the Salem Traffic and Parking Commission was held on Thursday, August 22, 2019 at 6:30pm at 98 Washington Street, Salem. **Present:** Commission Chair Tanya Stepasiuk, Commission Vice-Chair Eric Papetti, Commissioner Robin Seidel, Commissioner Todd Waller, Director of Traffic and Parking David Kucharsky, City Engineer David Knowlton, Roadway Project Manager Jay Carroll and Mobility Coordinator Russell Findley.

**CALL OF MEETING**

The meeting was called to order at 6:32pm.

**PUBLIC COMMENTS**

*Margaret Nickerson – 74 Essex* expressed a need for resident parking on a section of Essex Street between 70 and 76 Essex. In this section there is no regulated parking, majority of other houses on Essex have driveways. 73 Essex is an Air B&B, so the people staying there use the parking around their house. People working in Pickering Wharf and National Park rangers use the spaces as well. She is looking for year round residential parking. Essex was repaved and the crosswalk into the national park was not repainted. No speed limit signs and cars move too fast down Essex. She recommends a 3 way stop at Essex and N Washington Square with crosswalks.

**TRAFFIC AND PARKING DIRECTOR UPDATE**

* Local Transportation Improvement Plan (LTIP)

Chair Stepasiuk asked Director Kucharsky to give an update on all current projects.

**ADA Transition Plan** – Consultants are finishing up the reports on open spaces and buildings, which have been sent to the various departments for review. Once the internal comments are received, a public meeting with the Disability Commission will be planned to take feedback to finalize the plan. Commission Vice-Chair Papetti asked for more information on how would you develop a tool for prioritizing and planning and will there be a financial plan included in the final report?

**Bates Elementary School SRTS** – The state plans on implementing responses proposed by the city, with the exception of continuing the work to North Street. Bidding should go out early next year, with work starting before the school year.

**Downtown Bike Upgrades –** David Knowlton indicated he has been speaking with MassDOT on scheduling the striping plans developed by Toole Design. Thermoplastic will be used to stripe bike lanes as well as the roundabout at Summer Norman and Chestnut. Work should be completed by end of September.

Commission Vice-Chair Papetti stated that pavement has deteriorated in areas since the initial design. Is there an opportunity to patch areas before the striping is done? The bridge is especially an area that needs to be looked at. Mr. Knowlton said he will look into whether patching can be done in certain areas before the striping is done.

He also asked if there is an update on Phase 2 of the Canal Street work? Mr. Knowlton said a contractor is in place, initially mobilizing in October. They have 22 months to finish the work. He indicated he recently met with MassDOT, the MBTA and Keolis to make sure there is a conversation of what needs to occur. Work on the MBTA property will not happen until next spring.

**Boston Street Design** – Director Kucharsky indicated VHB is developing a 25% design and will be looking to have a stakeholder meeting this fall. Jay Carroll noted a segment from Bridge to Nichols Street will get a mill and overlay, most likely the Thursday before Labor Day.

**Bridge Street Complete Streets** – David Knowlton noted that DEP requires compensatory storage for water. There is not a lot of area to do this in the street. The design was modified, sidewalks are no longer raised. They are looking at a separate project in Leslies Retreat to widen the North River to get the compensatory storage. The hope is to go out to bid by winter with construction beginning in spring.

Vice-Chair Papetti recommended looking at street level bike lanes with beveled curbs and pervious pavement similar to what has been done at Christopher Columbus Park in the North End. Commissioner Seidel asked if the requirement for compensatory storage be filled by using pervious pavement. David Knowlton said that if you fill at a certain elevation, you have to excavate at the same elevation. The best place to do it is Leslie’s Retreat Park. Director Kucharsky added that VHB is coming Sep 19th to present their evaluation of Pope and Proctor reversing the one ways.

**Derby Street Complete Streets** – Director Kucharsky noted there is a preliminary design for the entire corridor, which will be broken into phases for more detailed design and construction. The first phase being from Kosciusko to Blaney. Design should happen this fall, advertise this winter, and work starts in the spring.

**Lafayette/Loring/West Complete Streets** – Striping is done.

**Museum Place Parking Garage** – Work is completed and state has inspected and approved both elevators. Beginning process to have some cosmetic work done on the interior and lighting of the elevators. A task order was executed with an on-call engineer to do an assessment of the first level of the garage to look at the ongoing drainage issues impacting the mall tenants. The goal is to have the work done by next spring. Inventory is being done on crumbled parking stops. Cleaning is difficult without power washing. Vice-Chair Papetti asked if there are alternatives to power washing? Commissioner Seidel recommended using aqua damns to pump the water out when you power wash. Director Kucharsky said they are having an internal discussion with different stakeholders on the future of the garage and how it relates to the Church Street lot. Commission Chair Stepasiuk recommended putting an update of the future of the garage on the agenda in two months.

**New Liberty** **St @ Brown St** – Jay Carrol indicated that construction began on Aug 21st to improve ADA access at the corner of New Liberty and Brown. A cut thru was created in the cobblestone island into a crosswalk on New Liberty and a perpendicular crosswalk at Brown St. Commissioner Seidel stated she was concerned for pedestrians because people fly around the corner entering the garage. Additional signage and striping still needs to be installed.

**North Street Bridge** – Vice-Chair Papetti stated that MassDOT has closed off both sides of the bridge for pedestrians, replacing an accessible route with an inaccessible one. Mr. Knowlton will look into this.

**South Harbor Garage** – DAI has been hired to do an evaluation and draft a report on the condition of the garage which includes a maintenance program.

**Route 107** – David Knowlton indicated the design is being done completely with MassDOT funding. The process is moving forward, looking at selecting an engineer to get to 25% design. Lynn has taken a section out to design it themselves.

**Swampscott Road and First Street Roundabout** – Jay Carroll noted the roundabout is about 98% done. Lighting contract is going out that week and some signage and tree cutting are occurring for a blind spot by the gym. Overall the reaction has been pretty positive.

**Church Street Lot** – A discussion is being done with planning on new striping. The lot is under SRA control. There is a question on what investments should we be made. Vice-Chair Papetti articulated that $400,000 from the CIP is not being spent.

* General Departmental Updates

***Pop Up Bike Lanes*** – The following weekend was the last for the pop-up lanes. The prior weekend Toole Design and volunteers did intercept surveys. Toole also did parking counts. David Kucharsky reached out to Zagster to see if they have any utilization data for those dates.

***Parklets*** – Went in on the 22nd. Mayor reached out to Jaho to do a third location. They will be out until the end of September. Commission Chair Stepasiuk expressed concern with the visibility of the crosswalk at Melt.

Commissioner Seidel questioned the sudden crosswalk repainting of crosswalks that are not ADA compliant, particularly around the common asking should we be repainting crosswalks that are not safe. Director Kucharsky it is an issue and challenge that staff are trying to address as there are a number of locations like this.

***Scooters*** – Currently on a hiatus in order to address issues with geofencing and parking as well as work to address instances of unsafe riders (e.g. sidewalks, wrong direction on roadways) and under aged users. Staff will be working with Zagster to try and improve messaging and education in addition the overall speed of devices will be lowered from 15 to 12 mph.

***Staff Changes*** – An offer has been made for the night time weekend supervisor. Still having issues finding part time enforcement. Commission Chair Stepasiuk asked if there is a way to increase the salary for enforcement officers? Looking into that currently.

**NEW/OLD BUSINESS.**

* Pavement Management Program Presentation

Jay Carroll went through a number of slides reviewing the city’s pavement management program highlighting the following:

* Benefits will lead to a more proactive approach by being able to have better updated data.
* Goal is to integrate the RSMS (Roadway Surface Management System) into a Microsoft access program to create reports for future capital planning investments.
* Create a multi-year prioritized plan
* Each road is rated on a 1-100 scale, 1 being in the worst condition.
* Create customized maps for the public to better understand when their road will have work done.
* Report shows that there is a $9.6 million back log, down from $16 million when this process began 10 years ago.

Vice-Chair Papetti asked why sort it by Ward? Can we get the data to a point that we do not have to go to Ward Councillors? Mr. Carroll noted the streets are broken down by segments and are given a dollar value to better understand which areas need to be prioritized. The roadways are driven every 3-4 years and photos are taken every 10 feet to help categorize their condition. They go back and review the photos and plug the data into the system. Commissioner Seidel asked if the city has a hydraulic model to compare with the findings?

Dave Knowlton noted that developing this multi-year plan will be helpful to have work planned out 3-4 years in advanced so residents can know when there street is being worked on so they can tie in work on their property, such as hooking up to gas or water service, removing trees, adding driveways, etc. It could help decrease costs for the homeowner.

Vice-Chair Papetti asked how do the photos account for areas behind park cars? Jay Carroll noted they could reach out to the consultant on certain streets and have them go back out. Vice-Chair Papetti mentioned that Des Moines has an ebike that has a sensor on the back that records paving conditions.

Director Kucharsky indicated the City also had a sign inventory completed a few years ago which is now a static list developed by WorldTech and completed by the Beta Group. At some point, ideally the inventory will be updated in the field. The data can help us reconcile what the traffic ordinance says and the signage on the roadways.

A curb ramp inventory has also been completed evaluating every single ramp to determine what is ADA compliant. A sidewalk inventory has only been done for the Downtown area, Salem State and the Point. Vice-Chair Papetti asked how do we look to get full sidewalk data included in the ADA transition plan? Can the plan clarify how curb ramps are done before the paving? Director Kucharsky indicated that the ADA Transition Plan will not go into details about every sidewalk and pedestrian ramp as initially thought. The plan will identify the walkways and ramps that lead into city owned facilities, parks and open spaces. Director Kucharsky will look to see if the plan will identify what steps should be taken to continue the assessment of all sidewalks in order to develop a plan to address the accessibility issues.

Mr. Carroll noted that there is a potential of creating a shared street, using primarily paint on Howard Street. Vice-Chair Papetti recommended looking at Dutch styles which continues the sidewalk at the entrance, basically a raised crosswalk that looks like a sidewalk. Drainage might be an issue.

Street Trees were also discussed which can be an issue when doing sidewalk repairs. Engineering works with Bob LeBlanc, Tree Warden, to evaluate the trees to see what needs to happen. There is an inventory of all the tree pits in the city.

Commissioner Seidel asked what dictates the materials for a sidewalk. Concrete is more walkable, easier to replace. The city’s preference is to replace with concrete noting that brick sidewalks are 3 times as expensive and more labor intensive, reducing the amount of time and funds to address other sidewalks. There is a brick replacement program where the city will supply bricks and the resident would pay a contractor. Commission Chair Stepasiuk stated that it is wrong to base choice of material based on wealth and complaints. If there is a policy for historical neighborhoods then it might be more acceptable. A policy would go a long way to ensure its fair.

**UPCOMING MEETINGS SCHEDULE**

The next meeting scheduled is for September 5th to discuss short term resident permit parking recommendations as well as a traffic calming request for Buffum Street.

**MEETING MINUTES APPROVAL**

On a motion duly made by Commissioner Waller and seconded by Commissioner Seidel, the Commission voted to approve the minutes from the July 25th, 2019 Traffic and Parking Commission meeting.

**ADJOURNMENT**

On a motion duly made by Commission Chair Stepasiuk and seconded by Vice Chair Papetti, the Traffic and Parking Commission meeting was adjourned at 8:38 PM.

The following documents were used at the meeting and can be viewed by making a request to the Traffic & Parking Department:

* Local Transportation Improvement Plan Spreadsheet
* City of Salem, Pavement Management Program Presentation