



City of Westfield, Massachusetts

OFF STREET PARKING COMMISSION

Elli Meyer
John Regan
William Tatro
Gail Yarmesky
Matt Emmershly/Council Liaison



CITY HALL
59 COURT STREET
WESTFIELD, MA 01085
Phone 572-6246

OFF-STREET PARKING COMMISSION MONTHLY MEETING Wednesday, January 16, 2019 meeting, 6:00 P.M., 59 Court Street, City Hall, Room 201, Westfield, MA

MINUTES

Meeting was called to order at 6:21 pm.

Present was: Chairperson Elli Meyer, Commissioner Gail Yarmesky, Commissioner William Tatro, Commissioner John Regan Commissioner/Council Liaison Matt Emmershly, Community Development Director Peter Miller
Absent was: None

A MOTION was made by Commissioner Yarmesky, seconded by Commissioner Tatro and VOTED to approve the minutes of the December 19, 2018 meeting as presented. Commissioner/Liaison Emmershly abstained citing that he was not a member of the Commission at that meeting.

The next meeting was confirmed for Wednesday, February 20, 2019 at 6:00 pm.

Public Participation: NONE

Regular Business:

1. Update from Community Development Director Peter Miller regarding the following:
 - a. Off Street Municipal Parking Lots Report

Mr. Miller reported that he responded to one (1) complaint/concern filed through the City's SeeClickFix work order system. Mr. Miller told the Commission he installed red reflective markers on wooden barriers that were installed in the Elm Street Gravel Lot, as a resident shared the barriers were not visible in evening hours. Reflectors were placed on all

sides of the barriers. Discussion on the matter included Commissioners Tatro, Emmershly, and Chairperson Meyer.

Mr. Miller shared information relative to snow plowing expenditures. As of January 16th, the City had expended approximately \$18,000 in treating and plowing the parking lots. Commissioner/Liaison Emmershly suggested that the City rely less on contractors and use in-house DPW staff and equipment to care for the parking lots. Mr. Miller said he would share that concern with the DPW and Purchasing who are primary administrators and payors of plowing operations.

b. Ordinance Revisions to Off-Street Parking Commission

Mr. Miller said he is continuing to work with the Law Department to identify lot boundaries and map references for the amendment of the ordinance.

c. Ordinance discussion relative to illegal snow disposal in municipal lots

Mr. Miller shared that a certified letter was sent to an abutter with regard to illegal snow disposal. He has discussed with law department creation of a more appropriate and punitive penalty for such violations through an ordinance. Commissioner/Liaison Emmershly suggested the City use a "trail cam" to monitor the lot for such abuses. He also suggested tiered penalties for repeated violation of the ordinance. Mr. Miller suggested he will continue to work with the Law Department to craft a more effective ordinance for introduction to City Council.

d. Wayfinding Grant from Commonwealth of Massachusetts


Mr. Miller discussed the \$25,000 wayfinding grant proposal and that he would be working with local businesses, downtown stakeholders, and city departments to finalize this project with an emphasis on directing people to off-street parking lots. Funds are required to be spent before June 30, 2019.

Administrative Business:

1. Approve monthly bills

Mr. Miller shared monthly bills which were distributed, signed and approved for payment.

A MOTION was made by Commissioner Tatro, seconded by Commissioner Yarmesky, and VOTED to adjourn the meeting at 7:08 pm.

Signed:  Eleanor Meyer, Chairperson