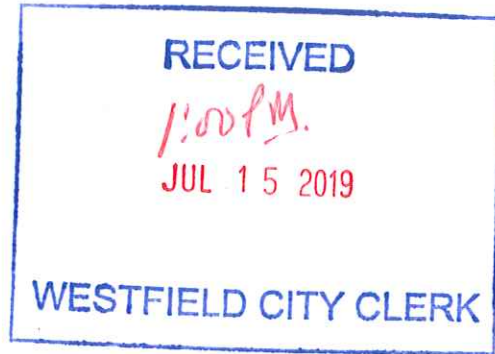




City of Westfield, Massachusetts

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, April 24, 2019 meeting, 6:00 P.M., 59 Court Street, City Hall, Room 201, Westfield, MA

MINUTES

Meeting was called to order at 6:04 pm.

Present was: Chairperson Elli Meyer, Commissioner William Tatro, Commissioner John Regan, Commissioner/Council Liaison Matt Emmershly, Community Development Director Peter Miller

A MOTION was made by Commissioner Emmershly, seconded by Commissioner Tatro and VOTED to approve the minutes of the March 20, 2019 meeting as presented.

The next meeting was confirmed for May 15th.

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 there were no SeeClickFix concerns filed in the month.

Mr. Miller told the Commission that the Department spent approximately \$1500 on gravel from Lane quarry to level the gravel lot and make it passable following a difficult winter and in preparation for the 350th birthday weekend. The material was picked up and spread by DPW

employees. Mr. Miller shared that this effort cost half as much as last year when the Commission used a contractor to perform the work.

Commissioner Emmershy asked whether Off-Street Parking Department could reimburse DPW for employee costs for time spent on off-street maintenance. Mr. Miller said he had not yet followed up with Auditing but would prior to the next meeting.

Commissioner Tatro asked about parking lot usage for the 350th birthday parade. Mr. Miller said that the lot will be open for use during the parade but that Elm Street would be closed. The lot is likely to be a meeting point for marchers and their families at the end of route.

Commissioner Regan mentioned some concern relative to plowing in the Main Street Restaurant lot. Tavern has been arranging for plowing privately because it needs to be clear during storms. Off-street contractor plows following storms. Mr. Miller said he would look into it.

b. Wayfinding Signs Update

Mr Miller shared mock-up documents for wayfinding signage project that is being funded primarily by a state grant. The project is set to commence in June.

2. Discussion relative to Off-Street Lots Maintenance for Spring-Summer 2019

Chairperson Meyer asked the status on trash cans in the municipal lots. Mr. Miller told Commission that Garten Landscaping has been contracted at \$500 per month to reinstall the trash barrels and empty them weekly. They should be in place within the next couple of weeks.

Chairperson Meyer suggested the Commission investigate the opportunity to do a volunteer mulch spreading day on Saturday, May 12th, prior to the 350th birthday weekend. Commissioner Emmershy agreed and suggested he would help spread the word on social media. Mr. Miller said he would investigate how to procure mulch.

3. Discussion and recommendation relative to amendments to city ordinance Article VI. Off Street Parking

Mr. Miller presented a draft to the Board of the Off-Street Parking Ordinance amendment. The proposed amendment suggests reducing the size of the Commission from six members and a Councilor to four members and a Councilor. The purpose of this change is to allow for more flexibility as it relates to quorum. Currently, four members must be present for a quorum. A reduced commission would require three members for quorum. Additionally, the amendment would update the parcel numbers associated with Off-Street lots, rename the Reader Lots from Reader to

Gas Light Central, East, and West. Also, Central Street lot would be added.

Commissioner Emmershy agreed with the inclusion of a Council member. He said he believes other Commissions should adopt this model to allow Councilors as voting members.

Commissioner Tatro suggested that additional research should be conducted to ensure that the Reader names was not a requirement. Reader was named after the family from whom the City purchased the property. Mr. Miller said he would work with the City Clerk and Law Department to determine whether the name was a deed requirement.

A MOTION was made by Commissioner Tatro, seconded by Commissioner Emmershy, and it was VOTED 4-0 to recommend these amendments to the City Council for their approval, contingent upon the appropriate research being done relative to the Reader lot name.

Administrative Business:

1. Approve monthly bills

Monthly bills were circulated for signature.

A MOTION was made by Commissioner Tatro, seconded by Commissioner Regan, and VOTED to adjourn the meeting at 6:37 pm.

Signed by: Eleana Meyer Date: 6-19-19

