



Town of Adams • Massachusetts 01220

TRAFFIC COMMISSION

TOWN HALL
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MEETING MINUTES

Thursday, November 18, 2021, 5:00 p.m.

CALL TO ORDER: On the above date the Traffic Commission held a meeting at the Town Hall Board of Selectmen Meeting Room. The meeting was called to order at 5:00 p.m. by Chairman Kelley. Present from the Traffic Commission were Timothy Cota, Lisa Gazaille, Gregory Onorato and Thomas Satko. Also present was Administrative Assistant Dunlap.

NEW BUSINESS

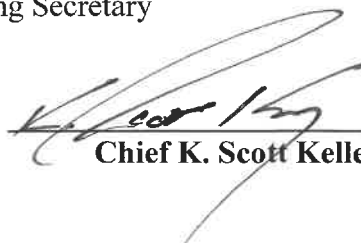
Traffic Commission Review – Administration of Parking Ticket Appeal: *Chief Kelley* reviewed the parking ticket appeal process that has been in place for years that did not have structure to it. He explained that paper appeals would be individually reviewed by the Police Chief and Town Administrator, which has become cumbersome because of scheduling. He noted that the Board of Selectmen and Town Administrator are in favor of having the Traffic Commission hear appeals. A copy of the appeal documents with the narrative will be given to the Commission prior to the hearing and will be added to the agenda. He emphasized that if there are no tickets or other business there will be no meeting, but recommended meeting on the third Thursday of every month to address tickets and other issues. He explained that the person making the appeal and the Parking Control Officer would be asked to be present and argue it similar to traffic court. He clarified that as a group, with a majority, a vote would be taken on whether the appeal fails or passes. If the appeal fails the person pays the fine, and if it passes, the fine is waived. *Member Gazaille* inquired how many tickets on average come in, and it was explained that it varies, but there are up to two or three a month. Many people just need to be educated on how the meters work. *Member Satko* inquired about the meters not being emptied often enough causing them to be jammed because they are too full, as well as meter repairs. It was explained that parking meters have been in place for several years but the Parking Control Officer has only been focused on this for almost a year. She has been trained to replace batteries and empties them at least once a week. The Parking Control position has is reviewed by the Board of Selectmen annually to justify the position because it covers both parking and animal control. Training will be taking place on the maintenance of the meters to include that portion in the duties. Meters are monitored a couple times daily, and there have been no significant complaints about meters not being taken care of for any length of time. *Member Satko* advised that in years past there have been meter maintenance issues and meters were left jammed because they were full for periods of time. He suggested meter use education be put out to the public especially since there are older meters on Summer Street. It was pointed out that the current Parking Control Officer is going well with taking care of these in a timely fashion. *Chief Kelley* advised that with winter parking coming and he plans to have education out to the public on social media to hopefully eliminate some of the appeals. *Member Onorato* agreed that it would be good to have a more formal process. It was clarified that when someone picks up appeal paperwork it will be explained they are required to appear for the hearing or the appeal fails. The Traffic Commission will be given the exact process once finalized. ***Consensus was reached by Commission Members to have meetings scheduled for the third Thursday of the month at 6:00 p.m.***

Discussion of Parking on School Street and East Maple Street: *Chief Kelley* reported that when lines were put down and parking meters installed, there were some spots in town that create a safety hazard. He advised that East Maple Street next to the bank has three parallel parking spots on the side, and School Street by the Police Department is an issue. Because it is a one-way street, officers have to back in next to the two spots and it is very tight. He asked Commission Members to go out and look at taking away two spots there, and based on reports from the Parking Control Officer the meters there are not used much. If removal is recommended, it will be brought before the Board of Selectmen for approval. He advised he will also have the police officers look at this subject, create a list, and put it before the Traffic Commission. *Member Satko* advised that he has been on Traffic Commission for many years and noted past push back from businesses that would lose parking. He pointed out that business owners talk to the Selectmen, but the Traffic Commission is only the recommending body and the Board of Selectmen make the decision. *Chief Kelley* advised that the Commission looks at it from a safety perspective, and then presents it to the Board of Selectmen to notify them of the problem areas. It was pointed out that if people feel like something is being taken away from them it may cause a problem. He pointed out that when two cars are trying to pass on Maple Street it could cause a problem. He advised he will put officers on this task to come up with a list to present to the Traffic Commission for discussion. *Member Cota* advised that the DPW has concerns about two streets. The left turn from Martin Street onto Miller Street is almost impossible, where there is off-street parking. On Miller Street, vehicles are parked right by the telephone pole, where it is very narrow, and emergency vehicles cannot fit through. He explained that the other is off of East Jordan Street heading south, where there is parking on the street and the road is already too narrow. *Chief Kelley* pointed out that some of the side streets have people with small driveways and multiple cars, which is causing a lot of street parking. He agreed that if emergency vehicles have to go through it may be an issue, and it may be able to be addressed through Police Department enforcement. He noted the intention of being transparent and educating people through Facebook.

GOOD OF THE ORDER: *Member Satko* advised that at Walgreens there is still no left turn onto Valley Street heading north and the sign is left over from past construction. It was noted that the DPW had asked twice to have the signage removed, and it has not been done. He reported that the newest Traffic Commission books were updated in 2018 and there have been changes that have not been represented. He reviewed that changes have to be approved by the Board of Selectmen before going to the Town Clerk's Office, and it has to be updated. He pointed out that if it is not on file and someone contests it, they will win. *Chief Kelley* advised this can be addressed at another meeting. *Member Onorato* suggested doing an audit on the streets to inform what signs should be updated. *Member Cota* advised he already has a list on this, as the DPW is keeping track of it. It was noted that the Administrative Assistant will reach out to Commission Members for agenda items and book updates. *Member Satko* advised the Commission should find out from the Town Clerk. He expressed concern that the overnight parking ban ends on March 31st and sometimes there is a blizzard in April. *Member Onorato* advised the Police can write tickets for impeding snow removal or try to get them moved for the DPW to do their job. If there is a blizzard there would be a State of Emergency. Last year's winter parking strategy was reviewed, and the ban used to be November 1st to April 15th.

ADJOURNMENT: *Consensus was reached to adjourn the meeting at 5:28 p.m.*

Respectfully Submitted,
Deborah J. Dunlap, Recording Secretary



Chief K. Scott Kelley, Chair