



# *City of Westfield, Massachusetts*

## **OFF-STREET PARKING COMMISSION**

Eli Meyer, Chr  
Joseph Golio  
John Regan  
Bridget Matthews-  
Kane, Council Liaison

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### **OFF-STREET PARKING COMMISSION MEETING** **Tuesday, March 15, 2022, 6:00 PM Zoom**

#### **MINUTES**

Meeting convened at 6:01 PM

Chairman Meyer, Commissioner Regan, and Commissioner Golio were present.

The next Off-Street Parking Commission meeting was confirmed for Tuesday, April 19, 2022, at 6:00 PM in Room 315.

A motion was made by Commissioner Golio, seconded and unanimously VOTED to approve the minutes for the March 15, 2022.

#### **REGULAR BUSINESS**

- Update on the Off-Street Parking Lots:

##### **a. Gravel Lot**

Peter Miller stated the following:

- DPW took a look and did what they could through the winter to fill holes in gravel.
- We will have to think about what we want to do come mid-April once we are outside the threat of snow and ice.
- It is clean, there is not a lot of debris.
- Peter indicated he went out and marked a sink hole that is up near the Elm Street sidewalk corner of the parking lot with a barrel. He checks on it weekly to see if it is getting worse. It is deep enough that someone could get hurt. It is something that we have to wait to fix when the weather is warmer. It is not an ideal situation.

##### **b. Video Camera Project Update**

Peter Miller stated the following:

- We talked at our last meeting that we have a quote from Valley Communications through the IT department for \$24,000 in cameras.
- An order was submitted to the mayor and published on the city council agenda to amend our Off-Street parking maintenance account that allowed expenses from that account to include safety cameras.
- The order will likely be referred to the Legislative & Ordinance Committee this week and Peter expects to be asked to go in to meet with them between now and their first April meeting.
- Speaking to the Auditor and our Law Department, any of these changes will not go into effect until the new fiscal year so we will not be able to purchase the cameras until post July 1<sup>st</sup>, so they would not be installed until the summer assuming this is approved.
- Peter is hopeful costs will not escalate too much.
- Cameras will cover one in the Franklin Street lot, two in the Thomas Street lot and the last one in the School Street area to cover the Reader lots and the School Street/Hangar area.

### c. General Off-Street Parking Lots Update

Peter Miller stated the following:

- We have had a fairly decent fall/winter to date. Melting is currently taking place.
- We have had some capacity issues in the Franklin Street lot. A motorist came into his office who lives on Elm Street above one of the store-fronts and he is challenged particularly of Friday and Saturday nights to find a parking spot.
- Hutgi's at the Nook is doing well and that is a good thing.
- This motorist had to end up parking at the CVS across the street
- Peter told him he was free to park on the street overnight (provided there was no parking ban) or to use the Gravel lot since he does have a parking permit with the city.
- The big challenge of that is mostly because we had six or seven spaces that were taken by snow piles.
- The melting has brought back three spots, so hopefully by the end of the week we'll have every spot back to full capacity.
- Curative is still doing COVID testing out of the Railroad Ave lot and that is working out well.
- A contractor from EVERSOURCE came into his office and indicated they will be looking for some right of entry to the Riverwalk Lot at the corner of Meadow and Elm late this summer or into the fall to do some power line work, so we can expect a license agreement to come before the commission.
- We did have an issue around snow piles in the handicapped spaces in the Reader 1 lot behind Park Square Realty and Mama Cakes. There are two handicap spaces that were the most convenient place for our vendor, Mountain View to pile snow. We did receive a complaint. They were able to move the pile into the middle of the lot near the dumpsters.
- We have a new account manager at Mountain View and they have been very accommodating to us.
- Mayor McCabe and Peter Miller have been talking more about the Elm Street parcel. Specifically the grassy area that is directly next to Church Street Commons. They are thinking about putting together some ideas on how to

beautify that section whether it is formalizing some more public space and so they are seeking some state grants and potentially some municipal ARPA funds to make that lot more attractive.

- What they are looking at should not impact the availability of parking in that area.
  - We lease that space from the WRA for parking and for zero.
- Discussion of the Off-Street Parking signing program for Downtown Westfield:

Commissioner Golio asked how we were doing with the distribution of the signs for downtown businesses.

- Peter stated that he and the Mayor on Saint Patrick's Day from 11 am to 2 pm are going to do a walk downtown and drop off all the signage to the store owner's. It will be a dual effort where they will drop off the signs as well as dropping off applications to the city's COVID 19 emergency business assistance program. We have enough money to do probably five or six more.
  - If anyone is interested in joining them, they are all welcome.
- Discussion & approval of usage of Central Street Lot on June 3 & 4, 2022, for the Amelia Park Children's Museum Brew Fest:
    - We were approached again by an Amelia Park Children's Museum board member, Chuck Kelly who is the Chairman of the Whip City Brew Fest. Chuck came to a roundtable meeting at City Hall a few weeks ago and they have scheduled their event for Saturday, June 4<sup>th</sup> and they are looking to use the Central Street Lot again this year.
    - They used that lot last year and it worked out very well for them.
    - It did not present a burden on us since Westfield State University is out of session and the police department who uses that lot for parking use the former Westfield Evening News lot for that day to park.
    - The agreement states 12 am Friday, June 3<sup>rd</sup> through noon time on Sunday, June 5<sup>th</sup> which would allow them for setup and teardown.
    - The Law Department drafted an agreement with liability protections that we generally request that they receive all their other permits and licensing that is required from the city to and relative to alcohol, consumption and sale and their entertainment licensing.

Peter Miller asked the commission to consider voting to authorize the chairperson to sign on their behalf.

A motion was made by Commissioner Regan, seconded and unanimously VOTED to approve and allow usage of the Central Street Lot by the Amelia Park Children's Museum Whip City Brew Fest on June 3-4, 2022.

**Administrative Business:**

1. Approval of monthly bills.

- a. A motion was made by Chairman Regan, and unanimously VOTED to approve the monthly regular and revolving bills as submitted.

With no further business, a motion was made by Chairman Meyer to adjourn the meeting at 6:22 PM.



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Eli Meyer, Chairman

Approved: