



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

City of Westfield, Massachusetts **OFF-STREET PARKING COMMISSION**

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OFF-STREET PARKING COMMISSION MEETING **Tuesday, May 24, 2022 6:00 PM Zoom**

MINUTES

Meeting convened at 6:00 PM

Commissioner Regan and Commissioner Golio were present.

In the absence of Chairperson Meyer, a motion was made by Commissioner Golio to elect Commissioner Regan as Chairman Pro Tem for the May 24, 2022, Off-Street Parking Commission meeting.

The next Off-Street Parking Commission meeting was confirmed for Wednesday, June 21, 2022, at 6:00 PM in Room 315, City Hall.

REGULAR BUSINESS

1. Request for authorization to allow Vlad's Fired Pizza trailer to locate in the Elm Street Gravel lot. Business owners Vladimir & Anastasiya Koshmar were present. Anastasiya states that she and her husband Vladimir are starting family business in the United States. Vladimir has experience as a wood fire pizza maker. He worked as a chef in Italy for more than ten years. Vlad's Fire Pizza is a model pizza business and the great thing about it is their equipment. They use a world class unit that combines a Forno Bravo Pizza Oven with a trailer. It gives the opportunity to run professional quality pizza from anywhere. They have three basic approaches:
 - Catering Private Events
 - Participating in regular or one-time events, festivals, concerts and farmers markets.
 - Would like to set up trailer in the Gravel lot near Elm Street and serve pizza in town a few days a week.

In summary, Vlad and Anastasiya request that the Off-Street Parking Commission grant their request to set up their trailer and sell their pizza a few days a week allowing for a flexible schedule due to their catering schedule. Anastasiya closed by saying, "Italian pizza is their passion and they would love to serve professional quality wood fired pizza to local population." She then asked if anyone had any questions.

Commissioner Golio asked if their days in the lot would vary because of other commitments. Anastasiya verified that she does not have a particular schedule and her catering schedule varies. If it was not possible to keep schedule flexible, then they could just choose two or three days a week, maybe Wednesday and Friday like 12:00 to 7:00 pm. She asked what would work best for Commission.

Commissioner Golio then asked if they were aware of how many pizzerias there are within less than a five-mile radius of where you want to be. Anastasiya answered, "Yes, but what we do is a little bit different since it's a wood fired oven there are not so many in Westfield and the pizza is different."

Peter Miller indicates that from an Off Street Parking Commission side, adding food truck activity in downtown in his opinion would be a helpful thing. We have never done this before. He is looking at it from the policy side of the equation as to hours of operation, where in the lot we would like them to be, what we would charge as a fee. Also, something that would be less negotiable is that there would be no allowance for overnight parking of the vehicle. Those are items that were put into the license agreement. If the Commission had any other ideas or restrictions they would like to impose on it, Peter is happy to draw those things in. The fee written into the agreement is \$25 per month. Commissioner Regan stated he felt the \$25 was a good starting point. Commissioner Golio then stated he would like to see a commitment to their schedule as opposed to just here and there for both them, the city and downtown and include in the contract the amount of time they are going to stay and use our lot. Peter indicated that he thought that we do a deadline of at least a week beforehand that way we know week to week what their schedule is. Anastasia stated that they would agree to Wednesday and Friday from 12 pm to 8 pm. Peter then indicated the last piece of this is exactly where they are to park. He asked Anastasia if they had a thought as to where they wanted to park. Anastasiya stated on the lawn near bus station. Peter stated that was a reasonable spot. He need to do is to just draw it out and suggests that maybe he, any Commissioner's, Anastasiya and Vlad make a site visit and take a look at it we could see where it would make sense to put it. This would make more sense to do in person than talk through it. Anastasiya agreed and will send an email to arrange a convenient time.

A motion was made by Commissioner Regan and seconded and unanimously VOTED to authorize Peter Miller to negotiate the language to be used in the License Agreement for the Elm Street Gravel Lot to be used by Vlad's Fired Pizza.

Peter will send an e-mail to Anastasiya with the draft language for the license and schedule an appointment to put together the exhibit to exactly where the trailer can park.

2. Request for authorization allowing Westfield Gas & Electric Department to locate electric vehicle charging stations in the following locations:
 - a. Depot Square Lot, 16 Union Street
 - b. Elm Street Gravel Lot, 10 Arnold Street

c. Reader 3 Lot, 29 School Street

Westfield Gas & Electric General Manager, Thomas P. Flaherty is present and began by discussing over a year ago WG&E met with then Mayor Humason and the superintendent and went with other people throughout the city to apply for grants through The Massachusetts Department of Environmental Protection (MassDEP) for EV charging stations. In partnership with the city they applied for sixteen (16) locations, majority of the schools and then three municipal parking lots and then two at the airport. Nine of the locations were accepted. Four schools, two at the airport and three at the municipal parking lots. The three municipal lots are School Street, right next to the Hangar, Arnold Street Gravel lot located next to PVTA bus station and the third in Depot Square across from Pilgrim Candle and next to the Butcher Block. The infrastructure for eight of the nine has been completed as far as the pedestals and the conduit. Per the city process the school committee, the parking commission, and the airport commission all need to first approve the use of land. Approval has already been made by the airport commission, the school committee, and it was also approved last week by the city council to approve the grant.

All the equipment would be owned by the Gas & Electric. The grant that we were awarded was \$380,000 to Gas & Electric. Between labor, software and maintenance costs they will be incur is about \$140,000. The total cost of the nine locations will be about \$520,000. None of that will be paid by the city or parking commission. For the three locations that will be in the municipal lots, the cost of energy will be borne by the Gas & Electric because there are no meters there now and the fact that your budget does not reflect money to pay the electric for that, so, for those three locations Gas & Electric will be picking up any cost of electricity for those locations. But all control of all charges will be with Westfield Gas & Electric.

Mr. Flaherty asked if there were any questions from the board. Peter Miller indicated from a parking commission perspective, we do already have two of these in the Thomas Street lot. They are relatively well used and certainly as time goes on and electric vehicles become a little more common in the market place he would expect that these be even more popular. He feels it's a good idea and there is minimal impact to the Off-Street Parking Commission other than giving up a couple dedicated spaces for the electric vehicles and so it does take a couple away, but we have sufficient capacity to handle all of them. Peter recommends to the Board that they approve this request.

Commissioner Regan had a question. Do you charge for that? Does the person have to put money in to charge their vehicle? Mr. Flaherty stated there is potential to be a charge for the charge. Any money brought in would go to the Gas & Electric for the management of the program. But they are also going to putting marketing trials out there whether it's going to be .10 cents a minute or \$5 a charge or potentially free but with a limit to the amount of time that you can be on the charger. The chargers are Level 2 chargers that typically a two-hour charge to fill up an empty battery for a vehicle. So we can put penalties on there. All locations are publically registered so motorists can plan their trip out and see what stations are available and if anyone is charging and if there is a car charging their charging time expires in 15 minutes, etc. All that information is publically put out on the Electric Vehicle Charging website. The two locations now, one at City Hall and one in Thomas Street lot is available at no charge. The other stations will be penalty charges in place if motorist park there for too long or overnight. Commissioner Regan asked if the fee is e-charged to a motorist. Mr. Flaherty stated that the motorist with an EV or plug in hybrid vehicle, they have to be registered with Charge Point or the other programs out there. They have their credit card registered. They are

alerted that via text through the app that they have a certain amount of time left or that their vehicle is fully charged and they need to go move it. Mr. Flaherty indicated that the only responsibility from the Off-Street Parking Commission is clearing the parking lot in inclement weather. All other issues falls of the Gas & Electric Department.

A motion was made by Commissioner Regan and seconded and unanimously VOTED to authorize the Westfield Gas & Electric permission to install electric vehicle charging stations in the Off-Street Municipal Parking Lots for Depot Square, Elm Street, Gravel Lot and Reader 3 Lot.

3. Update from Community Development Director Peter Miller regarding the following:
 - a. Downtown events went well Run Westfield went off smoothly, our lots were clean.
 - b. Elm Street/Gravel Lot Plans relative to developing the open space there and trying to finalize that parking lot is moving forward. We have a contract with R. Levesque Associates to do some design work. The plan is to have a couple of design workshops with people to collect advice but we would like to have this out and bid this August and this fall they can start so it's ready for use next summer.

4. Discussion relative to Off-Street Lots Maintenance for Spring-Summer 2022
 - a. Hoping to do the second week of June a community clean-up in the parking lots including mulching. Peter will send an email out through the commission and also to the downtown business list along with some of our community partners to get as many people down there to do the clean-up. Hopefully able to get some mulch down there to beautify the area. Garten is doing a great job with the trash pick up.

With no further business, a motion was made by Chairman Regan, and unanimously VOTED to adjourn the meeting at 6:43 PM.


Eli Meyer, Chairman 6-21-22
Approved:

John M. Regan