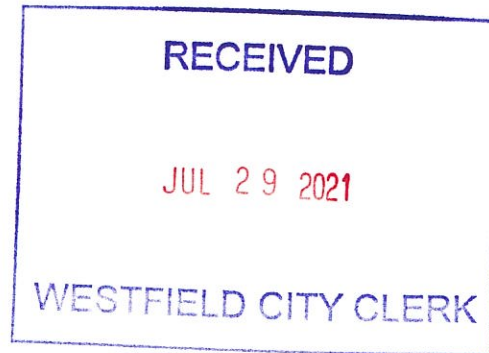


City of Westfield, Massachusetts

OFF-STREET PARKING COMMISSION

Eli Meyer, Chairman
John Regan, Commissioner



CITY HALL
59 COURT STREET
WESTFIELD, MA 01085
572-6202

OFF STREET PARKING COMMISSION MEETING
Wednesday, June 16, 2021

MINUTES

Meeting convened at 6:00 p.m.

Chairman Meyer and Commissioner Regan were present.

The next Off Street Parking Commission meet was confirmed for July 21, 2021 at 7:00 p.m.

PUBLIC PARTICIPATION

None

REGULAR BUSINESS

1. Peter Miller was present to update the Commission on the Off Street Municipal Parking lots. Peter informed the commission of the following:
 - a. He is waiting for a quote from IT for camera's to be installed in a couple of the Municipal Parking lots. Peter stated the following:
 - i. The main focus of the Franklin Street Parking lot. There is a big problem with illegal dumping in that parking lot. He will need to work with the Police Department for better policing and will work with the Law Department on how to handle the requests of patrons if they ask for the camera footage for any problems they have in the parking lot.
 - ii. He will also be looking at putting cameras in the Reader 3 Parking lot and possibly Thomas Street as those lots also have illegal dumping issues.
 - iii. The money will come from the regular budget and the revolving account.
 - iv. He budgeted in more money due to the WIFI connection cost through Verizon.
 - v. No one will be monitoring the cameras.
 - vi. The cameras they will be looking to get will have a 24 hour recording time then it will be taped over.

- b. Old Sous property on Elm Street.
 - i. Bridget Matthews-Kane reached out to him with concerns of the old Sous property.
 - ii. The City purchased the property in 2017 or 2018.
 - iii. The businesses in the area have been calling due to the lack of parking.
 - iv. The Engineering Department will be getting a quote on the paving of the lot. The approximate cost could be somewhere around \$50,000.00. We could look into using the money from the revolving account to pave the lot.
 - v. Community Development will need to surplus the lot to the Off Street Parking Commission for the care, custody and control.
- c. Peter stated that the downtown is very quiet with the College not in session for the summer. There is not a lot of ticket activity in the parking lots or on street.
- d. DPW laid down more millings in the gravel lot back in April.
- e. There have been a couple of cleanups in the City. Citizens have organized clean ups through facebook and have cleaned up some of the off street parking lot.
- f. Parking Lot plantings and maintenance
 - i. The gardens in the Franklin Street Parking lot are in rough shape.
 - ii. He will be working with the DPW to possible cobble stone the gardens and remove the growths.
 - iii. Himself and Casey from the DPW put together a task list to maintain the parking lots. KeenKut Landscaping out of Southwick, MA quoted \$38,000.00 to annually maintain the parking lots.
 - iv. Currently Garten, LLC picks up the trash in the parking lots weekly.

The office manager Kim stated Garten, LLC used to annually maintain all the off street parking lots. The cost to do this a couple of years back was reasonably priced. Peter Miller requested the office manager to pull any and all paperwork including the scope of work from years past so that he can look at it with her to try to go out to bid again to maintain the parking lots.

- 2. A motion was made by Commissioner Regan, seconded and unanimously VOTED to approve Chairman Meyer and Community Development Director Peter Miller as contract signatories for the contract signature authorization form for Fiscal Year 2022.
- 3. Peter Miller stated the there is a request from Chuck Kelly for the 3rd Whip City Brewfest which is a benefit for the Amelia Park Children's Museum. He informed the commission of the following:
 - a. The other two benefits were held in the Westfield News Parking Lot and School Street was closed down.
 - b. The new owner of the Westfield News property does not want the liability.
 - c. They are requested use of the entire Central Street Parking lot on Saturday, August 28, 2021. The event will run from noon until 5pm.
 - d. They will need use of the parking lot on Friday August 27, 2021 also to set up the tents, stage and portable bathrooms.
 - e. The Police Department has agreed to temporarily vacate the lot for the event.


A motion was made by Chairman Meyer, seconded and unanimously VOTED to approve Whip City Brewfest use of the Central Street Parking Lot on Friday August 27, 2021 for set up and August 28, 2021 for the event.

4. A motion was made by Chairman Meyer, seconded and unanimously VOTED to approve the monthly bills as presented.

LATE COMMUNICATION

1. A motion was made by Chairman Meyer, seconded and unanimously VOTED to approve Kimberly Sienkiewicz and Lisa Gage the approval to sign the Department Head Peter Miller's name to the Payroll warrant, Hours and/or Payroll Registers, Expended Transfers, Invoice Maintenance, Payroll Maintenance, Transfers, Schedule of Departmental Payments to Treasurer in the absence of the Department Head.

With no further business, the meeting adjourned at 6:26 p.m.



Eli Meyer, Chairman Approved: