

**City of Salem  
Traffic and Parking Commission  
DRAFT Meeting Minutes  
Thursday, December 15, 2016**

A meeting of the Salem Traffic and Parking Commission was held on Thursday, December 15, 2016 at 6:00pm at 120 Washington Street, Salem, MA. Present were Tanya Stepasiuk, Nicholas Downing, Jamie Metsch, Eric Papetti, and Lt. Robert Preczewski. Also present was Director of Parking, Matt Smith, and Mayor Kimberly Driscoll's Chief of Staff, Dominic Pangallo.

1. WELCOME AND INTRODUCTIONS

Mr. Smith called the meeting to order.

Mr. Smith presented a general overview of the role of the Commission. The Commission will be charged with regulating aspects of the City of Salem's Traffic and Parking Ordinances, which are currently enforced by the City Council. He explained that this will be discussed at greater length later in the meeting.

Mr. Smith then informed the commissioners that he will be the City staff assigned to the Traffic and Parking Commission. He will coordinate meetings, distribute meeting agendas and notes, etc.

Next, each of the commissioners provided a brief background.

Lt. Robert Preczewski of the Salem Police Department has handled traffic and parking for the department for the past six years.

Tanya Stepasiuk is a new Salem resident. She holds a law degree and is currently a PhD candidate in Public Policy. She works as a Senior Government Services Specialist at the Collins Center at UMass Boston.

Nick Downing is a new Salem resident since April 2016. He works for the Massachusetts Municipal Association. While at his former employer, the Metropolitan Area Planning Council, he wrote the "Complete Streets Funding Policy."

Eric Papetti is a resident of Salem. He holds a Master of Landscape Architecture, and works as a Transportation Program Specialist at the Federal Transit Administration.

Jamie Metsch is a resident of Salem and owner of local retailer, Roost.

2. ELECTION OF OFFICERS

Mr. Smith asked commissioners to nominate a Chair and Vice Chair.

Mr. Downing nominated Ms. Stepasiuk and made a motion to select Ms. Stepasiuk as Chair. Mr. Papetti seconded the motion. All were in favor. Motion so carried.

Ms. Stepasiuk nominated Mr. Downing and made a motion to select Mr. Downing as Vice Chair. Mr. Metsch seconded the motion. All were in favor. Motion so carried.

### 3. NEW BUSINESS

#### A. Traffic and Parking Regulations: process and responsibilities

Mr. Smith explained that one of the Traffic and Parking Commission's (TPC) first charges is to develop regulations to be submitted to the City Council. These regulations will dictate the role of the TPC and when it has the authority to regulate, when it will act in an advisory capacity, etc.

The TPC, with assistance from Mr. Smith, will create a proposal that will be presented to the City Council. Once vetted, amended, and approved by Council, the regulations will go into effect.

Ms. Stepasiuk asked what type of traffic and parking requests are typically made? What does the Council regulate?

Lt. Preczewski responded that it varies but includes issues such as resident-only parking, requests for handicapped parking spaces, traffic signs, etc. When a request is made, Lt. Preczewski fills out a Recommendation Form that goes to Council for vote. As an example, he discussed stop signs. When requested/proposed, he looks at available data, researches regulations and what is allowed, and then makes a recommendation. Council then votes. The same goes for handicapped parking spaces and other issues. Mr. Smith explained, these are good examples of items the Commission could potentially regulate in the future.

Ms. Stepasiuk asked if there are any resources that the commissioners should be looking at to better understand these types of issues.

Lt. Preczewski said the MUTCD (Manual on Uniform Traffic Control Devices) is a good resource.

Mr. Downing asked if there are other groups looking at traffic and parking issues. Examples provided included the Bicycle Advisory Committee, Commission on Disabilities, Neighborhood Improvement Advisory Committee, Planning Board, and ZBA.

#### B. Complete Streets Policy

Mr. Smith distributed the Complete Streets Policy to the commissioners. The policy states that for all roadway projects, design should accommodate all modes (i.e. auto, bicycle, pedestrian, transit, etc.). Mr. Smith described to the commissioners that the commission should understand the policy when reviewing projects, and that the commission will potentially look to establish more specific criteria based on road classification and/or dimensions.

### 4. MEETING SCHEDULE

Mr. Smith discussed Commission meeting times, dates and frequency. Lt. Preczewski stated that the former Parking Commission (which the Traffic and Parking Commission replaces) met once a month. Mr. Smith said he would look at the City calendar and room availability to develop a regular monthly meeting schedule. [Follow up: Future meetings will be held on the first Thursday of each month at 6:30pm at the City Hall Annex, 120 Washington Street, Medium Conference Room.]

### 5. PUBLIC COMMENT

Polly Wilbert of the South Salem Neighborhood Association, which includes areas in Wards 5 and 7, spoke. Ms. Wilbert stated that the neighborhood is most concerned about safety and highlighted traffic and parking issues and conditions affecting the neighborhood. Among the major concerns are impacts from 10,000 students at Salem State University, Marblehead pass through traffic, and more. Ms. Wilbert provided Mr. Smith with a document summarizing their key issues and concerns.

Ms. Wilbert then highlighted two areas of concern. First, the intersection of Palmer Street and Lafayette Street, the location of the Prime Gas Station was described. The intersection is dangerous as a result of wide curb cuts along the Palmer Street and Lafayette Street; no exit or entrance signage or management; use of Palmer to avoid signalized intersections down the road; and high pedestrian traffic and poor sidewalks.

Traffic backups along Lafayette were also discussed. Traffic light timing at the intersection of Lafayette and Loring Avenue should be altered. Longer flow times to accommodate Marblehead traffic, rather than east/west movement was specifically highlighted as an issue; as was impacts from Canal Street construction, and changes to traffic patterns resulting from the opening of the Salem State garage.

#### 6. ADJOURNMENT

Ms. Stepasiuk made a motion to adjourn. Mr. Downing seconded. All were in favor.