



## **Parking Implementation and Governance Committee Meeting Minutes**

**Meeting Date:** Monday, May 20, 2019

**Time:** 8:00 to 9:00 am

**Location:** Town Manager's Conference Room, Town Hall Annex

**Members in Attendance:** Howard Muise, Linda Butt, Adam Chapdelaine, Daniel Amstutz, Phyllis Marshall, Joe Curro, Jill Mirak, Ali Carter, Leland Stein

**Guests in Attendance:** Darcy Devney

Meeting minutes: Minutes of 03/25/19 approved.

Meter collection and maintenance updates: Phyllis Marshall said there were no significant issues to report regarding the meter system. All multi-space meters are operational; Republic Parking is collecting coins in a timely manner, reducing the potential for coin jams; and Republic is assisting with ordering parts needed to repair broken meters. She is spending much less time handling meter concerns and can focus on other responsibilities.

Parking Benefit District Financial Report: Marshall provided an update on the parking meter revenues by month for town fiscal year 2019 and the last two months of fiscal year 2018 for the multi-space meters and single space meters. She has adjusted her revenue projection up to over \$571,000 by the end of the fiscal year. Revenues have been increasing the last couple of months, likely due to improved meter maintenance and collections with the new vendor. She predicts that the current meter system will bring in approximately \$50,000 per month in the future. At the same time, the cost of running parking meter operations has gone down, in part because of the new collection and maintenance vendor, who provides better service at about 2/3 the cost of the previous vendor. Operational expenses currently run about \$264,000 per year, which includes leasing the meters, part of parking enforcement staff salaries, etc.

### PBD Projects Update:

- a. Repair to Sidewalks in Arlington Center and Broadway Plaza: Daniel Amstutz noted that staff have met with VHB a couple of times about this project. The scope of work includes sidewalks on Mass Ave from Pleasant Street/Mystic Street to just past Franklin Street where the brick sidewalks end; Broadway Plaza; and along Broadway to around the intersection with Franklin Street. The repairs will be a combination of Parking Benefits District funds (\$186,500) and Chapter 90 funds. Jill Mirak asked about including planters in Broadway Plaza to ensure that there is green space and vegetation in the Plaza. Ali Carter noted movable planters could be considered since one of the larger granite planters is going to be removed. The committee also discussed street lighting, which is not included as part of this project, but will need to be a separate project through DPW.

Carter noted that this is a good opportunity to relocate the layover spot for MBTA Route 87, which has been discussed a number of times and possible alternate locations have been reviewed. A new potential location that has been discussed with the MBTA is on the south side of Mass Ave near Whittemore Street. It was noted that any possible option may need to be in close proximity to the Route 80 layover for bus riders to make transfers between routes. Carter and Amstutz will contact the MBTA and discuss alternate locations again and document the benefits and challenges of them.

- b. Russell Common & Railroad Lot redesign: Amstutz said staff are waiting for the final documents from Waterfield Design Group which they expect to receive later this week.
- c. Beautification – Flower Planters: Mirak noted she has been in touch with a landscaper about putting 12 planters on Mass Ave and maintaining them over the summer. They would be located between the Cambridge Savings Bank and Fire Station. The cost would be just under \$5,000, which would come out of the PBD fund. Local merchants would need to water the plants but the landscaper would do maintenance such as weeding. Committee members noted that the planters should be located so they do not block pedestrian access. Carter said she can help with outreach to the business owners about watering the plants. It was noted again that a landscaper for Broadway Plaza and Mass Ave in the Center would be beneficial.

The PIGC members voted to recommend the PBD expenditure for the planters.

PIGC Charter Revisions & Next Steps: Amstutz presented the final revisions to the PIGC charter. The new name of the committee will be the Parking Advisory Committee. The next step is to bring it before the Select Board for their approval.

The PIGC members voted to recommend the new charter for Select board approval.

Correspondence about Moving Van Permits: Amstutz explained he had received correspondence from the owner of a moving company in Arlington who suggested that the town create a moving van permit. The business owner noted he often had trouble finding curb space on Mass Ave when moving people into residences along the street. Even on residential streets with low parking demand, his customers were concerned about getting moving van permits so they could have peace of mind about having a space for the moving van. He noted Cambridge has a good model that could be used for Arlington. Amstutz said this is possibly something that could be added as a similar type of permit to the dumpster or PODS permit application. There was support for this from the committee and Amstutz will come back with more information at a later date.

Town Meeting Article 40 – Library Parking Fees: Joe Curro noted the Town Meeting article to recommend the elimination or reduction in the parking fees for the Robbins Library parking lot passed Town Meeting. However, the parking fees are the purview of the Select Board, which recommended no action on this article to Town Meeting. The Library Board of Trustees also still agrees that the parking meters have been a benefit to parking turnover at the library and did not support the article. The parking meters were installed partly to address long term

commuter parking that was occurring in the lot, and was part of the Arlington Center Parking Study. Curro said the Select Board will need to decide what to do next, which may include forwarding the issue to PIGC to recommend a course of action to the Board.

Next Meeting date: The next meeting is scheduled for Monday, June 17 at 8 am.