



**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: November 7, 2023  
TIME: 10:05 AM

## **Belmont Transportation Advisory Committee (TAC) Meeting**

Minutes for Thursday, 5 October, 2023

**Present:** David Coleman (Chair), Larry Link (Vice Chair), Katie Baratta, Heather Barr, Daniel Eldridge, Chip Gaysunas, Jane Lappin, Ken Lind, Jeffrey Roth (Secretary).

**Also present:**

**Town Staff:** Sergeant Richard Murphy (Belmont Police Department (BPD))

**Town Public Residents:** Anne-Marie Mahoney (24 Goden St. Resident), Anne Paulsen, Bill <no last name provided>, Corey Lamm (Resident, 318 Cross St.), Dave Scheltz (Resident, 293 Cross Street), Deborah Talanian, Jeff Held, Joanne & Devin Harris (Resident, 302 Cross Street), John Dominy (Resident, 315 Cross Street), Laurence Macdonald, Roman <no last name provided>, Teresa Vidette (Resident, 321 Cross Street).

**Final** minutes, compiled on 10 October 2023. finalized on 2 November 2023.

### **Announcements**

1. Tonight's public meeting occurred online using a zoom video conference forum.

*This meeting was held remotely using Zoom video conferencing technology, as permitted by the Massachusetts Act Relative to Extending Certain State of Emergency Accommodations, that became effective July 16, 2022.*

The meeting was called to order at 7:04p by Chairperson David Coleman.

### **Review and Approval of Minutes (3 August 2023)**

**08/03/2023**

The Committee reviewed the draft meeting minutes from the TAC meeting on 3 August 2023. These TAC meeting minutes were reviewed, and accepted for approval.

Heather Barr made a motion to approve the minutes as drafted, and Chip Gaysunas seconded the motion. The Committee voted unanimously by roll call in favor of approving the drafted minutes.

## Cross St. Issues

### *Review of Town Engineer's Recommendations.*

*David Coleman (TAC Chairperson)* — David Coleman provided background on the Cross St. traffic-calming request. He showed the briefing in Appendix 1, and discussed slides 1 – 3 in that presentation that describe the traffic-calming recommendations. David also provided the Committee with the original traffic-calming request (Appendix 2) and the memo from Town Engineer Glenn Clancy with the traffic-calming recommendations (Appendix 3). He also showed the drawings for the proposed crosswalk, provided in Appendix 4, and the proposed car-parking reconfiguration, provided in Appendix 5. The new proposed crosswalk would be located at Cross Street near the intersections of Tobey Road and Little Pond Road.

*Chip Gaysunas (TAC)* — Chip Gaysunas commented about medians with paint that do not include elevated curbing, such as included in this proposed design, and said they are usually still helpful for adding a feeling of safety when walking in a crosswalk.

*Jeffrey Roth (TAC)* — Jeffrey Roth asked whether the Town Engineer considered locating the crosswalk further north such that it connects the two existing crosswalks and thus would make for a more direct crossing for people coming from these two side streets. He said that the current proposed crosswalk location seems more circuitous in this scenario.

*Larry Link (TAC)* — Larry Link responded that the Cross St. portion would be longer to get across that way versus where Glenn Clancy proposed it. He also noted that this resident at 322 Cross St. could use Little Pond Rd. for parking since a new crosswalk would include a no-car-parking zone around it.

### *Public Comment session on Town Engineer's Recommendations*

Chairperson David Coleman opened up the discussion to public input on this topic to get feedback from the community.

*Teresa Vidette (Resident, 321 Cross Street)* — Teresa Vidette said she does not want to lose parking in front of her house if a crosswalk were added there.

*Joanne & Devin Harris (Resident, 302 Cross Street)* — Devin Harris said that there needs to be more enforcement, and said this crosswalk should not be needed if people drove slower through Belmont, in turn making crossing streets feel easier.

Joanne Harris followed by mentioning that not parking in front of the house would be problem for her, and thinks that Teresa Vidette should not have to have on-street parking options limited. She said that we need more speed barriers and more patrols. She said the Town could control speed with the Police Department, or could add speed bumps to slow cars down.

*Chip Gaysunas (TAC)* — Chip Gaysunas said Teresa Vidette did sign on to the original petition, as shown in Appendix 2. He said that she seems to agree there is a safety issue, but does not support this crosswalk solution.

*John Dominy (Resident, 315 Cross Street)* — John Dominy, who submitted the original traffic-calming request, asked if the setback distance for crosswalks could be removed in this case. He also offered that the crosswalk could be put in the front of his house instead.

*David Coleman (TAC Chairperson)* — David Coleman said that the setback was not optional, and is necessary to meet safety requirements.

David proceeded to review the topic of the proposed parking arrangements, and also showed the proposed on-street car parking restrictions on slide 3 of the briefing in Appendix 1. He explained that the reason for the parking configuration is because of the crash history and safety concerns with improper and unsafe car-parking along the street. He said that the parking chicane should also provide some traffic-calming effects.

*Heather Barr (TAC)* — Heather Barr said this parking chicane could be similar to the Myrtle St. arrangement.

*Ken Lind (TAC)* — Ken Lind thought this car-parking approach was a good idea to slow down traffic. It would also define parking spaces for residents, so that cars are more organized and less obtrusive to either the sidewalks or the through-traffic lanes.

*Katie Baratta (TAC)* — Katie Baratta said she was surprised that this roadway is as narrow as reported in the Appendix 3 memo, since she has driven it a lot and it seems much wider. She also said the bump-outs do encourage people to drive more slowly.

*Corey Lamm (Resident, 318 Cross St.)* — Corey Lamm also offered to host the crosswalk in front of his house. He voiced support for adding speed tables on the other side of Cross St. He also said that the curb cuts, speed tables, and crosswalks are probably the most important features to implement, versus the parking chicane.

*Dave Scheltz (Resident, 293 Cross Street)* — Dave Scheltz said that this crosswalk is strongly needed for his children to safely cross the road. He said that he typically sees cars going 30 – 35 mph along the road, which is too fast and unsafe. He thinks the parking may be a distraction, and might be better to separate it from this crosswalk effort. Dave also said that he supports the signage and paint symbols described in the proposal.

*Paul Cowing (Resident, 278 Cross St.)* — Paul Cowing agrees that the crosswalk is a very important safety consideration. He said that he does not think the speed tables make it safer for people walking in crosswalks though. He also mentioned that he is opposed to the chicane parking, because it could mean too much juggling his large number of cars in his household.

*Joanne & Devin Harris (Resident, 302 Cross Street)* — Devin Harris made a comment about the proposed signage, and said there are many 25-mph signs already around Town. He commented there are no mature trees along this roadway, so the street feels wider than it is.

*Larry Link (TAC)* — Larry Link said the 25-mph zone pertains to the special zones permitted by the Town, and he said that the Town could vote to apply this speed limit here, too. Larry explained that safety zones beyond school low-speed zones are also permissible, and that we are still in the exploratory phase for these approaches.

*Corey Lamm (Resident, 318 Cross St.)* — Corey Lamm said that the proposed parking arrangement seems like a reasonable approach, and that he also supports the 25-mph speed zone discussed.

*David Coleman (TAC Chairperson)* — David Coleman clarified that the speed-limit signs in Glenn Clancy's proposal were currently just to extend the 25-mph zones to this area of Cross St.

David Coleman said TAC will recommend to Glenn to revisit the location of this crosswalk, either to place it in front of the two residents house or directly within the intersection straddling the two crosswalks. He also said the proposed parking arrangement did not have

much neighborhood support, and suggested removing that from the crosswalk and speed zone changes. This topic was deferred for future TAC discussion when Glenn Clancy is in attendance and can review these suggestions.

### **Crosswalk Policy and Vote to Recommend to the Select Board**

*David Coleman (TAC Chairperson)* — David Coleman summarized the changes to the Crosswalk Policy, and explained that is still in progress. This will be reported to the Select Board at a future meeting.

### **Recent Crash and the General Flow of Pedestrian and Bicycle Traffic to/from the MS/HS**

*David Coleman (TAC Chairperson)* — David Coleman discussed traffic safety about students getting to and from the middle/high school campus, and referenced a doorbell video footage here of a recent incident filmed by Erika Wolfe, a resident on Goden St. The video publicized at the above link shows a traffic crash resulting in the dooring of a cyclist from a car in the travel lane. The driver was dropping off a student unexpectedly in the roadway (outside of an unloading zone), from the passenger side of the car. The rapidly-opening passenger door hit another student cycling to school and caused the cyclist to crash. David explained the hazards to cyclists of this type of behavior from unsafe drop-offs from cars.

David also described another recent crash between a school bus and a gas moped yesterday 4 Oct. 2023. The bus was taking a right turn onto Myrtle St. from Concord Ave., and it resulted in a significant injury to the moped user.

*Sergeant Rich Murphy (BPD)* — Sergeant Rich Murphy summarized these two recent crashes in more detail and provided further information on them.

*David Coleman (TAC Chairperson)* — David Coleman discussed a potential safe cycling route described in slides 4 – 7 of Appendix 1 that would be well-suited towards cyclists commuting to schools and elsewhere. This route would be Orchard St., to Common St., and to Concord Ave., and could include the following features:

- Speed tables or other traffic-calming effects that could be added (some already exist)
- Stop signs (already exist)
- One-way already for cars on Orchard St., which cuts down on car traffic.
- Additional stop signs could be added.
- Speed modifications to mark speed as 25-mph zones, and potentially designate 20-mph zones in specific the areas.

David asked the committee if TAC should focus on this. He said that starting to design safer routes through town would make sense to pursue.

*Jeffrey Roth (TAC)* — Jeffrey Roth said he supports the idea, and that the “Bike Route” signs would be very helpful to encourage cycling and raise awareness of drivers about cycling, particularly kids bicycling to school.

*Heather Barr (TAC)* — Heather Barr agreed and thinks this is something we should pursue, and that kids and families would want to see this route developed. She also said there were more than 150 bicycles at the High School today, which gives some ideas about numbers of students cycling to the school.

*Dan Eldridge (TAC)* — Dan Eldridge said he also strongly supports this idea.

*Laurence Macdonald* — Laurence Macdonald said he sees many more people cycling to the schools now, past his crossing-guard station at the Chenery School. He asked if there have been counts of cyclists.

*Jeffrey Roth (TAC)* — Jeffrey Roth said that counts seems higher also. This could be due to better paths infrastructure to the high school and middle school, making it safer and more efficient for kids to bike to the new schools. He added that the new schools' bicycle parking is well designed and protected from the elements, which is also a big improvement and something that has likely encouraged more cycling.

*Katie Baratta (TAC)* — Katie Baratta asked whether some students could do counts of kids cycling to school as part of volunteer or study activities. She said that this is something that could help inform the safe routes initiatives.

*David Coleman (TAC Chairperson)* — David Coleman said that the Belmont Middle School principal supports the idea of expanding Safe Routes to School projects like this one. David also mentioned a recent petition that has circulated around regarding safety of kids accessing schools by foot or bike.

## **New Business: Introduction to Automated Traffic Enforcement**

*David Coleman (TAC Chairperson)* — David Coleman talked about automated traffic enforcement (ATE) and provided some background on this topic. He said we could do a comprehensive study of this over the next few months, then hold a public forum on the topic. He reported that Senator Will Brownsberger has proposed that 10 communities be pilots for this program, then used to gauge and inform future State-wide policy on this issue. David said that there are many options for how this could be structured. Senator Brownsberger is looking for support from towns now to help promote and stimulate discussion on this. In our case, Belmont could put this before town meeting to see if there is support, and then ask the State to support legislation on it.

David mentioned the references and readings that Jane Lappin identified and that were sent around to the Committee. These references and documents are included in Appendix 6, Appendix 7, and Appendix 8.

David suggested we develop a deeper knowledge base before bringing this before the Select Board for further dialogue or consideration. He said we should become quick experts on this, and then possibly host a forum on this afterwards. David said that we could locate people to give perspectives and experiences on this at a forum.

*Jane Lappin (TAC)* — Jane Lappin offered to lead up organizing materials and reaching out to contacts we could dialogue with. She said Senator Brownsberger has many resources on this. Jane said that she would forward good and useful resources to David on this topic, for distribution to the Committee.

*Larry Link (TAC)* — Larry Link said googling this topic produces many helpful resources on this issue. He said it might be helpful if we knew about any other communities that are

already starting to look at this or have piloted this.

*Katie Baratta (TAC)* — Katie Baratta said disparities and equity issues have been associated with ATE, and that we should look into this aspect of ATE further.

*David Coleman (TAC Chairperson)* — David Coleman asked if TAC was supportive of exploring this further. The Committee unanimously supported the idea of studying this further over the next several months.

David said that the next TAC meeting would be tentatively scheduled for Thursday 2 Nov. 2023.

## ADJOURNMENT

Jeffrey Roth motioned to adjourn tonight's meeting, and Daniel Eldridge seconded the motion. All voted unanimously with this measure, and the meeting adjourned at 9:06p.

These minutes were respectfully submitted by Jeffrey Roth.

## **Appendix 1: TAC Meeting Briefing Presentation**

# Cross Street Extension: Essential Elements of the Plan

Cut Through traffic Volume peak >10% ADT; 19% of traffic exceeds 30 mph: Action is to post a “Thickly Settled 25 MPH sign”

New Crosswalk at Tobey and Little Pond Rd. Diagram below explains the new configuration. 20 foot setbacks will be applied for crosswalk sightlines.

New Chicane parking configuration to make best use of the existing road width.



[illegible]

# Cross Street Extension Plan





# Safe Route through Town NACTO “Bicycle Boulevard”

## Essential Elements of a Safe Route

The bicycle and Pedestrian get preference when encountering vehicles (signs, signals)

Route Planning: the route provides quick access to the destination; the route also avoids the highest speed/volume routes with the most potential conflicts. Run a safe route on a side street away from the main street.

Signs and Markings: No defined “bike lane” per se. The street is the bike lane where speed and volume are managed so that the cyclist/pedestrian feels comfortable.

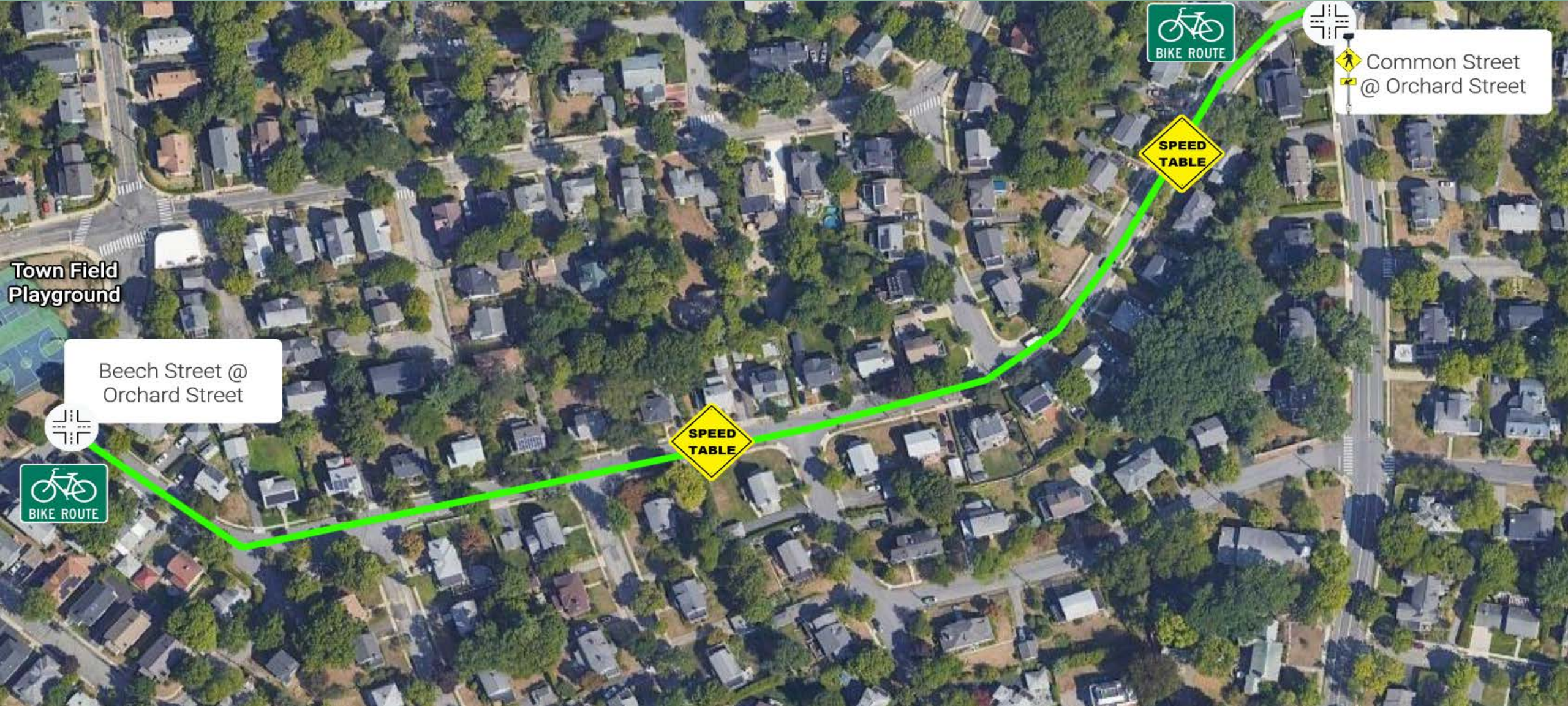
Speed Management: Slow motor vehicle speeds (20 mph in school zone, speed tables)

Volume Management:

Street Crossings: Minimal delay at minor crossings; Safe and Convenient crossings at major street crossings; examples RRFB and signalized crossings actuated by the cyclist/pedestrian.



# Safe Route through Town NACTO “Bicycle Boulevard” Test Example: Orchard St. Beach St. to Common St.





# Safe Route through Town NACTO “Bicycle Boulevard” Test Example: Orchard St. Common St. to Concord Ave.





# Safe Route through Town NACTO “Bicycle Boulevard” Test Example: Orchard St. – Orchard Circle



**Appendix 2: Cross St. Traffic Calming Request Form**





### XIII. Traffic Calming Request Form

**Please complete both sides of this form and return it to:**  
Traffic Calming Program, Belmont Office of Community Development  
The Homer Municipal Building, 19 Moore Street, 2nd Floor  
Belmont, MA 02478

1. Today's Date: 11/6/2022
2. Your Name (Request Contact): John Dominy
3. Your Home and/or Belmont Business Address: 315 Cross St
4. Your Email Address: j.e.dominy@gmail.com
5. Your Telephone Numbers  
Day: 857 225 1607  
Night: 857 225 1607

6. Please circle the best way to reach you during the day: ~~Phone~~ or Email

7. About which street(s)/intersection/location are you making this request for traffic calming?

Cross St between the intersections of Brighton and Lake  
Streets

8. Are there particular times of day, days of the week, or circumstances that are related to the problems that you have observed at the street(s)/intersection/location?

No. The problem with high speeds and no safe crosswalks  
are issues throughout the week

9. Please circle each problem that applies to the street(s)/intersection/location listed above:

Speeding

Car Parked Too Close to Corner

Difficult to Drive

Difficult to Cross Street

Drivers Not Yielding to Pedestrians

Other (please describe):

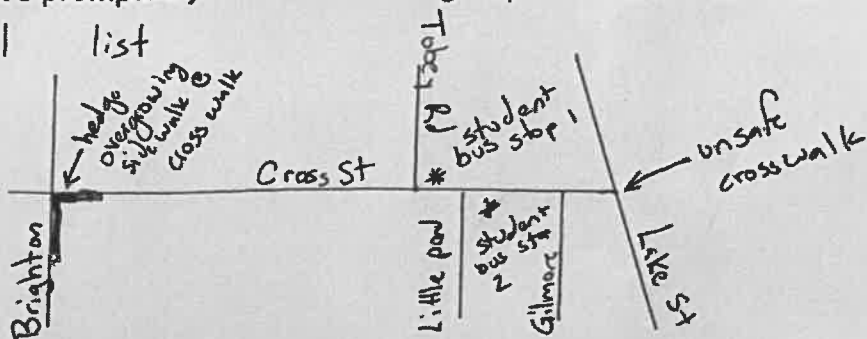
See attached sheet

**Please Complete Both Pages Of This Form**



10. Please use the space below or an attached document to describe your concerns about the street(s)/ intersection/ location. It may be useful to draw a picture to more clearly identify the concerns that have prompted your traffic calming request.

See attached for full list



11. Please use the formatted space below to provide the name and address for each traffic calming request signatory. A sheet may be appended with additional signatory information.

<u>Name</u>	<u>Address</u>	<u>Signature</u>
1. John Dominy	315 Cross St	[Signature]
2. Teresa Videtto	321 Cross St	[Signature]
3. Marilyn Gay	289 Cross St	[Signature]
4. Caroline Sokol	277 Cross St	[Signature]
5. Michael McLaughlin	277 Cross St.	[Signature]
6. Cynthia Malete	265 Cross St.	[Signature]
7. John Whiteman	265 Cross St.	[Signature]
8. Patricia Gurley	310 Cross St.	[Signature]
9. Loui Rose-Croce	281 Cross St	[Signature]
10. David Scheltz	293 Cross St	[Signature]
11. Kimberly Scheltz	293 Cross St.	[Signature]
12. Ron B. Tolari	314 Cross St	[Signature]
13. Corey Hamm	314 Cross St	[Signature]
14. MARTHA KABALIN	322 CROSS ST	[Signature]
15. ROBERT C. WOODS	334 CROSS ST.	[Signature]
16. PENGWEI Y.	340 Cross St.	[Signature]
17. Nancy Elkas	329 CROSS ST.	[Signature]
18. Kathleen Coning	278 Cross	[Signature]
19.		
20.		

Issues of concern:

- 1) *Speeding on Cross St during times of low traffic volume.*  
The straight run between the intersections of Brighton St and Lake St. is conducive to vehicles appearing to go faster than the speed limit.
- 2) *High morning and afternoon traffic volumes and no convenient crosswalks makes it unsafe for children to cross the street for bus pick up stops at Tobey St and Little Pond Rd.* The crosswalk at the intersection of Cross St and Lake St is unsafe to use for children for this purpose as cars often fail to yield to pedestrians, are turning onto Cross St from Lake St at high speed, and poor visibility caused by the retaining wall on 292 Lake St. Homeowners have to help children stop traffic and cross the road.
- 3) *Parking on Cross St carries a high risk of vehicle collision and damage.* There have been multiple incidences of cars that were parked on Cross St damaged by passing vehicles. The most recent were two high impact collisions to parked cars in front of 315 Cross St.
- 4) *Hedge obstruction of sidewalk at 292 Brighton makes it difficult for strollers and wheelchair users to use crosswalk at intersection of Brighton St and Cross St.* The hedge at this corner lot significantly narrows available sidewalk, particularly at the signal poles. This was issue was raised at Nov 15 2017 TAC meeting but never addressed (see below).

TRAFFIC ADVISORY COMMITTEE  
MINUTES  
MARCH 9, 2017

RECEIVED  
TOWN CLERK  
BELMONT, MA  
NOV 15 PM 2:25

The TAC was provided a power-point presentation by Paul Roberts, a resident of 54 Cross Street and a Town Meeting Member.

Mr. Roberts advised the TAC that Cross Street is 30 feet wide; that it is used as a "cut-thru," and that he believes there are problems with speeding and safety. He had gathered 50 petition signatures from neighbors on Winn, Cross and Oliver Road who are concerned about the safety of Cross Street. He believes that there are more cars, which contributes to greater speed. It was suggested that WAZE may be redirecting traffic thus contributing to the speed. At the same time Mr. Roberts suggested that there are more children in the neighborhood citing 2 bus stops for the Middle School, Cross/Alexander and Dean Streets. Mr. Roberts proposed raised crosswalks as the solution to the problem.

Glenn Clancy reported on accident data from the Belmont Police Department and recommended a speed and volume traffic study for Cross Street. He also suggested that the TAC look at a possible 4 way stop at Alexander. Proposal: More raised crosswalks

Cross street residents in attendance offered comments, including: a large turning radius at Cross and Brighton, also a hedge which obscures driving vision, pedestrians must actually cross 3 lanes because of the road's large turning radii and hedge. Traffic from Route 60 also contributes to the problem as it turns on Alexander on its way to turn right on Cross Street.

### **Appendix 3: Cross St. Traffic Calming Request Memo**



DRAFT

## DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

### MEMO

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**MEMO TO:** Transportation Advisory Committee

**FROM:** Glenn R. Clancy, P.E.  
Town Engineer

**SUBJECT:** Cross Street – Brighton Street to Lake Street  
Traffic Calming Request

**DATE:** September 29, 2023

A Traffic Calming Request Form was received November 6, 2022 by residents of Cross Street, from Brighton Street to Lake Street. Several concerns were expressed. I have addressed each below.

#### **Traffic Calming**

Per the Traffic Calming Policy adopted by the Select Board January 13, 2020, I did a preliminary evaluation using data gathered by the Belmont Police Department.

The three criteria as defined in Table One of Section VIII of the policy were evaluated. The results are as follows:

Speed – Not Documented; the measured 85<sup>th</sup> percentile speed is not at least 5 mph above the legal speed limit of 25 mph; the 85<sup>th</sup> percentile speed is 29 mph, the average speed is 25 mph.

Cut-through Traffic Volume – Documented; the peak-traffic hour is greater than 10% of the average daily traffic, 6,224 (5-day weekday average).

Traffic Collisions – Not Documented; there have not been at least 3 documented collisions over the last three years (2020 – 2022).

A detailed look at the daily Cut-through Traffic Volume speed data indicates that during the weekday morning peak hours (7–9 am), 19% of the traffic is exceeding a speed of 30 mph. During the evening peak hours (3–6 pm), that percentage drops to 5%. I recommend posting a Thickly Settled 25 MPH speed limit sign on the south bound travel lane, on the Lake Street end of Cross Street, to remind motorists of the 25 mph speed limit. This can be reinforced by Belmont Police temporarily placing a speed limit feedback trailer.

### **Crosswalk Request**

I have identified the location of Cross Street at Tobey Road as a good location to install a crosswalk. The Manual on Uniform Traffic Control Devices (MUTCD) provides guidance on the placement of crosswalks. The Massachusetts Department of Transportation (MassDOT) has adopted amendments to the MUTCD that relate to crosswalks. In addition, I utilized Federal Highway Administration (FHA) official interpretation 2(09)-86 (I) – Yield Here to (Stop here For) Pedestrians Signs (R1-5 Series) – Utah DOT. Note: Where this is a new crosswalk, the Crosswalk Safety Improvement Policy, currently under consideration by the Select Board, is not relevant to this proposal.

The locations of Cross Street near Tobey Road and Little Pond Road are utilized as school bus stops for students attending the New Middle School and the Chenery Upper Elementary School. As noted in the resident application, a crosswalk in this location would provide school children, as well as other pedestrians, a better alternative versus the crosswalk at Lake Street.

Please refer to Figure 1 for the concept plan showing the proposed crosswalk location.

In order to provide the required minimum buffer of 20 feet on either side of the crosswalk, parking in front of 321 and 322 Cross Street would need to be restricted for this distance. I am proposing 10 foot wide travel lanes through the crosswalk zone to slow traffic and reinforce the presence of the crossing. In addition to what is shown on the concept plan I am proposing to install advance crosswalk signs to notify motorist of the upcoming crosswalk. All roadway elements shown on the plan are proposed to be paint. There is no proposal to install raised or scored elements.

### **Parking On Cross Street**

Cross Street has a pavement width of 32 feet +/- . The road is currently marked to delineate an 11 foot wide travel lane and the shoulder is essentially what remains of the pavement width. The shoulder is serving as an unofficial bike lane or parking lane depending on the user. There is not adequate space to have two 11 (or 10) foot wide travel lanes and two 7 foot wide parking lanes.

It is my opinion that the best way to provide a safe, adequate parking lane is by creating a parking lane chicane along Cross Street as shown on Figure 2a. Figures 2b and 2c show a cross section of what the road would look like with parking limited to one side of the road. The existing pavement markings would be removed with a grinder machine or black paint and new markings would be added. Note: Changing the parking configuration or retaining the existing configuration will not impact the installation of the new crosswalk.

### **Hedge Obstruction – 292 Brighton Street**

Recently the Office of Planning and Building and the Belmont Police Department sent a Town wide E-911 notification to all residents reminding them of their responsibility under General Bylaw 60-800 to make sure to cut back from the sidewalk any encroaching shrubs or other vegetation so that the entire width of the sidewalk is free from obstruction and there is a headroom clearance of at least 7 feet for tree limbs and other vegetation overhanging the sidewalk.

I will forward this matter to the Inspector of Buildings who supervises the Code Enforcement Officer.

Cc: Jay Marcotte, DPW Director  
Sgt. Richard Murphy, Belmont Police Traffic Division  
Ara Yogurtian, Inspector of Buildings

**Appendix 4: Proposed Accommodation for Crosswalk at Cross St.**



FIGURE 1

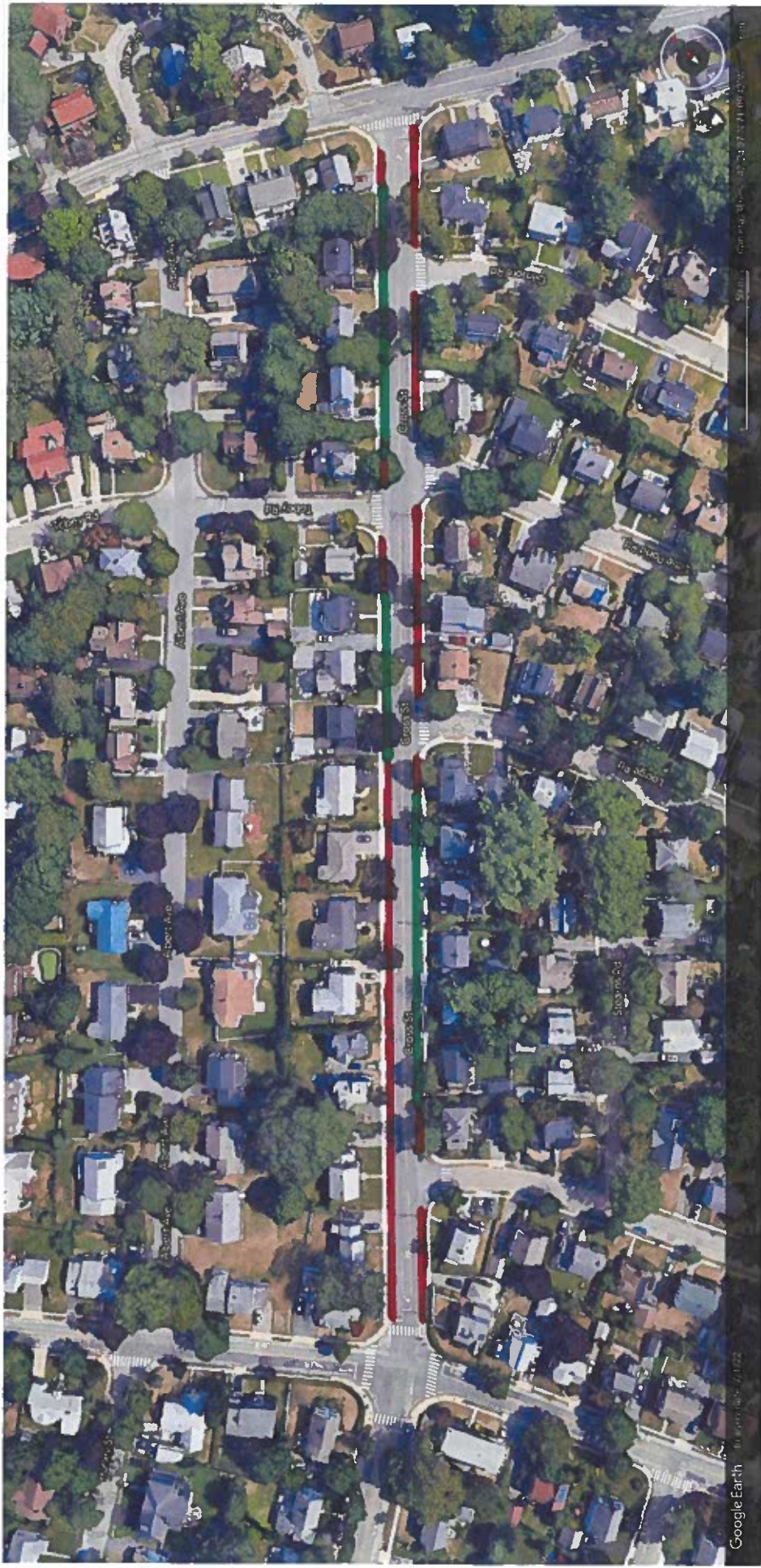


Concept Plan Showing  
Proposed Crosswalk – Cross Street  
October 5, 2023      Not to Scale  
Office of the Town Engineer



**Appendix 5: Proposed Car-Parking Configuration for Cross St.**

FIGURE 2a



 PARKING  
 NO PARKING

Plan Showing  
Proposed Parking Configuration – Cross Street  
October 5, 2023      Not to Scale  
Office of the Town Engineer

FIGURE 2b

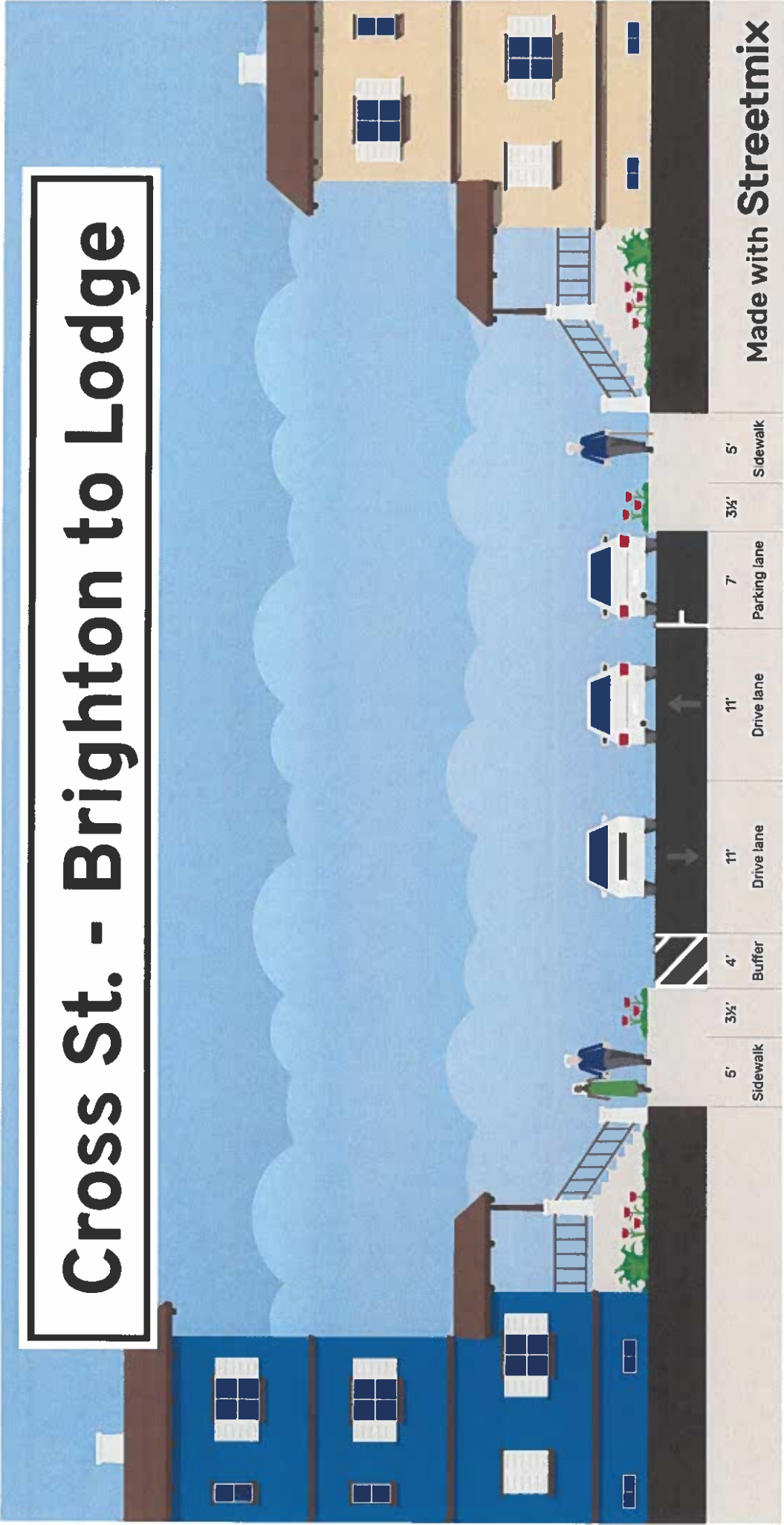
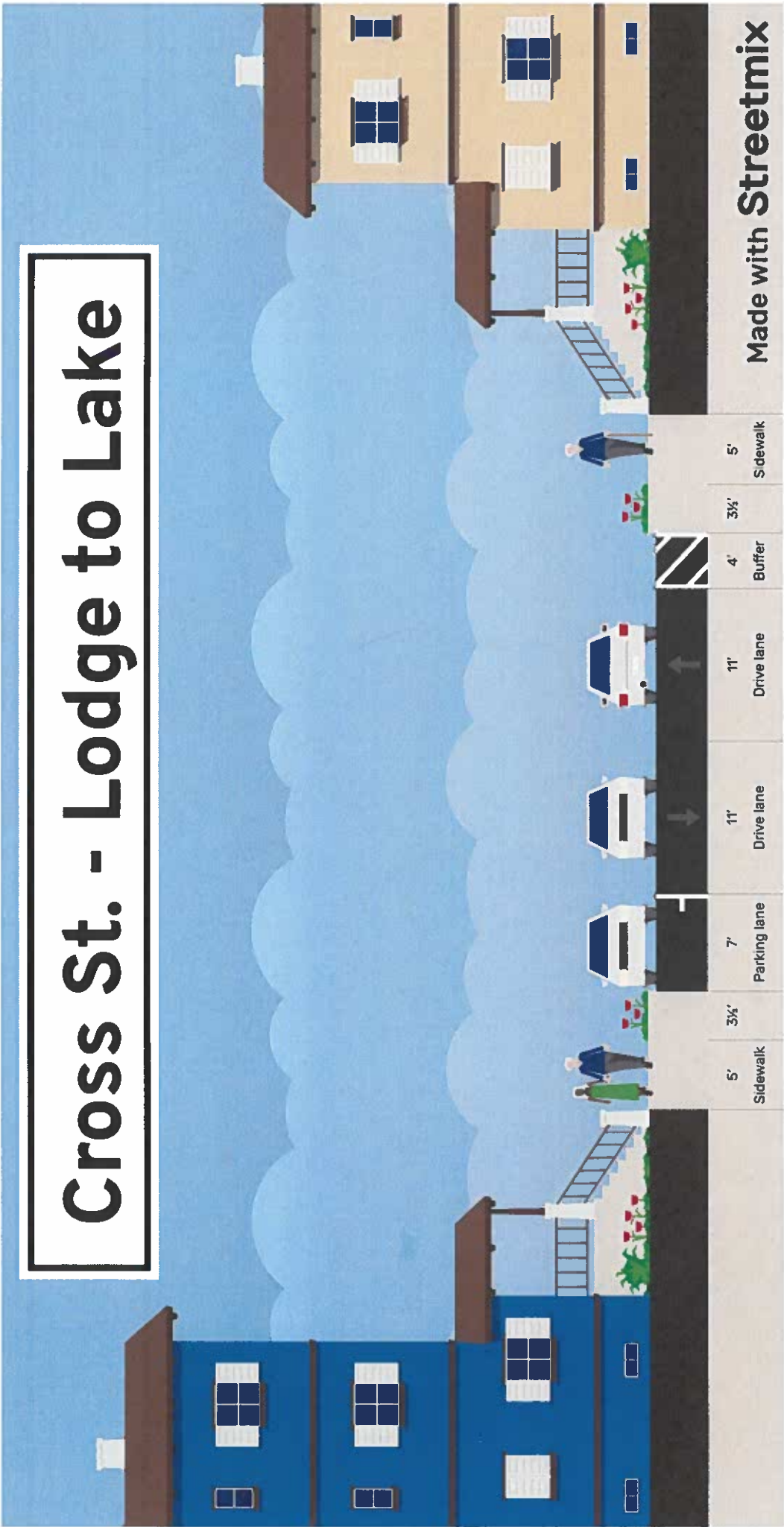




FIGURE 2c



## **Appendix 6: Automated Enforcement Program Checklist**



# AUTOMATED ENFORCEMENT PROGRAM CHECKLIST

For red light cameras and  
automated speed enforcement

Automated enforcement is an effective tool to make roads safer. Research shows that red light cameras reduce violations and injury crashes, especially the violent front-into-side crashes most associated with red light running. Speed cameras have been shown to reduce vehicle speeds, crashes, injuries and fatalities. Both types of programs should be designed, implemented and administered properly. Poorly run programs are less likely to be durable and may undermine support for automated enforcement generally.

Speed and red light camera programs augment traditional enforcement to improve traffic safety by deterring dangerous driving behaviors. Automated enforcement does not require traffic stops, and well-designed programs can improve safety for all road users in a neutral manner.

Successful programs are transparent and have a strong public information component. Communities should take into account racial and economic equity when making decisions about camera placement and fines. Automated enforcement programs should be data-driven and should prioritize safety, not revenue. In fact, communities should expect that revenue will decline over time as fewer drivers run red lights or violate speed limits.

This checklist assumes your community is already legally authorized to set up a program. It provides a minimum list of considerations to help you follow best practices. The goal is to operate a successful program that reduces crashes and prevents deaths and injuries while maintaining strong public support. Automated enforcement can be integrated into broader efforts to discourage unsafe driving that include optimizing speed limits for safety and improving roadway design.



ADVOCATES  
FOR HIGHWAY  
& AUTO SAFETY



## FIRST STEPS

- ☐ Identify problem intersections and roadways.
  - Assess violation and crash data.
  - Conduct field observations.
  - Collect resident and roadway user input.
- ☐ Consider what role automated enforcement should play as part of a comprehensive traffic safety strategy.
- ☐ Make any engineering or signage changes needed to improve drivers' compliance with the law.
  - Ensure the road geometry conforms with guidelines from the American Association of State Highway and Transportation Officials, National Association of City Transportation Officials guidance or state road design manuals, as appropriate.
  - Remove sightline obstructions of signals and signage.

### For red light cameras:

- Ensure that yellow light timing conforms to the Manual on Uniform Traffic Control Devices and Institute of Transportation Engineers guidelines.

### For automated speed enforcement:

- Ensure the speed limit is appropriate and accounts for all road users. Follow guidance and use tools from the Federal Highway Administration, Institute of Transportation Engineers, and the National Association of City Transportation Officials.
  - Ensure the speed limit is appropriate for special conditions, such as work zones and school zones.
  - Assess whether engineering changes could be made to promote compliance with the speed limit.
  - Ensure adequate posting of speed limits.
- ☐ Establish an advisory committee comprised of stakeholders.
    - Consider including law enforcement, transportation department employees, victim advocates, equity and civil rights advocates, school officials, community residents, first responders, health officials and the courts.
    - Outline the committee's role. This may include developing guiding principles related to safety, equity, and transparency, as well as other aspects of the program.
    - Ensure committee meetings are open to the public and deliberations are transparent.
  - ☐ Meet with the media, including newspaper editorial boards, to build support and educate the public.





## SECOND STEPS

- ☐ Make program design decisions, consulting with the advisory committee as appropriate.

### Program design considerations

Target violations with the greatest safety consequences. For example, you might decide not to ticket for right-turn-on-red violations when pedestrians, bicyclists, and oncoming vehicles are not present or to limit violations in work zones to when workers are present, provided the road configuration has not also been altered for construction.

Establish a reasonable fine structure. Create options for indigent violators such as payment plans or other alternatives.

Establish a threshold that must be crossed before a vehicle is photographed for a violation of red light running or speeding (i.e., a period after a light turns red or a certain mph over the posted speed). The point is to target flagrant, rather than marginal, infractions.

Programs should include a process for evidence review by appropriately trained personnel to determine if a violation occurred and issue a citation if warranted.

Establish clear procedures for contesting an alleged violation. Consider options to contest online or by mail.

When possible, red light camera violations should be recorded in real time video, and videos of the offense should be made available to the vehicle owner for review via the Internet.

Fines in excess of program costs should be allocated to transportation safety programs.

- ☐ Use safety data gathered in the first steps to determine camera locations, ensuring that particular neighborhoods are neither overlooked nor overrepresented.
- ☐ Publicize the extent of the safety problem and the need for innovative solutions.
- ☐ Secure a vendor and establish payment based on the vendor's actual costs, not the number of citations.
- ☐ Publicize procedures for contesting an alleged violation.
- ☐ Create a website and social media plan to publicize program details, such as how to pay and dispute tickets. Establish a method for answering questions accurately and in a timely manner.
- ☐ Develop an emergency action plan for handling problems, such as system malfunctions.



## IMPLEMENTATION

- ☐ Hold a kickoff event with advisory committee members. Introduce a well-developed and sustained public education campaign focused on improving safety by changing driver attitudes and behavior.
- ☐ Connect the program to overall roadway safety in the community and identify the goal of zero tickets resulting from changes in driver behaviors.
- ☐ Install prominent warning signs.
- ☐ Start with a probationary period during which only warnings are issued.
- ☐ Follow current guidance from the U.S. Department of Transportation for implementation and operation of automated enforcement devices.
- ☐ Allow for due process. Minimize the number of days between the violation and citation issuance.



## LONG TERM

- ☐ Publicize changes, including new camera locations. Reinstate the probationary period before ticketing begins at new locations.
- ☐ Monitor program operation and publicize results. Undertake periodic reviews and ensure racial, economic and other equity issues and public concerns are addressed.
- ☐ Require regular field reviews. Verify monthly camera calibration and synchronization with signals.
- ☐ Require regular evaluations of the traffic safety benefits of the program by collecting crash and infraction data. Before-and-after comparisons must use control intersections and roadways. Include control intersections and roadways that are not subject to spillover effects.
- ☐ Regularly meet with the advisory committee and media to review program status and sustain public support.
- ☐ Continue to improve programs based on new and updated guidance and best practices and look for opportunities to expand automated enforcement use.
- ☐ Consider other changes, including roadway design improvements, in order to reduce opportunities for unsafe driving.

## **Appendix 7: NCSL Automated Enforcement Overview**



[Skip to main content](#)

## Summary

# Automated Enforcement Overview

Updated July 20, 2021

**Related Topic:**    [Transportation](#)

Red-light-running crashes caused approximately 139,000 injuries and 846 fatalities in 2018, according to the Insurance Institute for Highway Safety (IIHS). Speed also is a factor in thousands of vehicle crashes each year. Nearly 9,400 deaths, or 26% of all motor vehicle fatalities, occurred in speed-related crashes in 2018, based on data from the National Highway Traffic Safety Administration. Because of limited resources, many local governments have turned to automated enforcement to enforce red-light-running and speeding violations without diverting law enforcement resources from other areas.

Red-light and speed cameras allow local law enforcement agencies to enforce these traffic laws remotely. [Nearly 350 U.S. communities](#) use red-light cameras and more than 150 communities use [cameras to enforce speed laws](#). State laws regarding automated enforcement generally establish guidelines for municipal governments. Some state laws limit the use of the cameras to certain cities, streets or specific areas, such as school or work zones, while other state laws allow their use statewide.

Currently, city and local governments in 22 states—Alabama, Arizona, California, Colorado, Delaware, Florida, Georgia, Illinois, Iowa, Louisiana, Maryland, Missouri, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Virginia and Washington—and the District of Columbia use red-light cameras. Notably, while Texas enacted a bill banning the use of red-light cameras in 2019, some communities with existing contracts will be permitted to continue using cameras for the time being.

Communities in 16 states—Alabama, Arizona, Colorado, Georgia, Illinois, Iowa, Louisiana, Maryland, New Mexico, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee and Washington—and the District of Columbia currently have speed camera programs in place. Georgia authorized speed cameras in school zones beginning in 2018. Pennsylvania enacted legislation in 2018 establishing a five-year pilot program for automated speed enforcement cameras in work zones on the Pennsylvania Turnpike, interstates and federal aid highways in the state.

Maine, Mississippi, New Hampshire, South Carolina, Texas and West Virginia prohibit both red-light and speed cameras. Montana and South Dakota prohibit red-light cameras, and New Jersey and Wisconsin do not allow speed cameras. Nevada prohibits the use of cameras unless operated by an officer or installed in a law enforcement vehicle or facility. The constitutionality of automated enforcement laws has been challenged in many jurisdictions. For example, [Missouri's Supreme Court](#) ruled in 2015 that red-light and speed cameras were

unconstitutional.

## Resources

- [Insurance Institute for Highway Safety.](#)
- [IIHS Red-Light Cameras.](#)
- [IIHS Speed Cameras.](#)
- [NHTSA/FHWA Speed Enforcement Camera Systems Operational Guidelines.](#)
- [NHTSA/FHWA Red Light Camera Systems Operational Guidelines.](#)
- [Red Light Camera Program Checklist](#) (IIHS and AAA resource).



## Related Resources

Updated October 03, 2023

### **Text You Later: Keeping Drivers' Eyes on the Road**

In the fight to make roadways safer, lawmakers are toughening handheld and texting bans to make cellphone use while driving a primary offense.

**Transportation**

*State Legislatures News*

Updated September 25, 2023

### **States Toughen 'Move Over' Laws to Protect First Responders, Roadside Workers**

To make roadsides safer for first responders and others, states have passed move over laws, which typically require drivers to slow down and/or change lanes when approaching emergency or other prescribed vehicles that are stopped on the roadway.

## Transportation

*State Legislatures News*

Updated September 22, 2023

## Daylight Saving Time | State Legislation

State legislatures have considered at least 450 bills and resolutions in recent years to establish year-round daylight saving time as soon as federal law allows it.

## Transportation

*Map*

*Table*



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**Appendix 8: Automated Traffic Enforcement Update, Senator Will Brownsberger, 10 Jan. 2023**



**Will Brownsberger** < <https://willbrownsberger.com/> > — STATE SENATOR

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## Automated Traffic Enforcement

👤 **Will Brownsberger** < <https://willbrownsberger.com/author/senatorbrownsberger/> >  
🕒 **January 10, 2023** < <https://willbrownsberger.com/automated-traffic-enforcement/> >  
💬 **149 Comments** < <https://willbrownsberger.com/automated-traffic-enforcement/#comments> >

# Updated on January 10, 2023

In many municipalities today, the crush of traffic makes it impossible for local police to adequately enforce the traffic laws. Road safety is deteriorating as too many motorists push red lights, exceed speed limits on residential streets and block congested intersections. Automated enforcement using traffic cameras can help.

The Insurance Institute for Highway Safety reports that [traffic cameras are in place for enforcement in 23 states](https://www.iihs.org/topics/red-light-running/automated-enforcement-laws) < <https://www.iihs.org/topics/red-light-running/automated-enforcement-laws> >. The federal [Center for Disease Control views automated enforcement as a public health intervention](https://www.cdc.gov/motorvehiclesafety/calculator/index.html) < <https://www.cdc.gov/motorvehiclesafety/calculator/index.html> >. According to the CDC, cameras are widely used in other industrialized countries for automated enforcement.

[An act relative to traffic enforcement](https://malegislature.gov/Bills/192/S1545) < <https://malegislature.gov/Bills/192/S1545> > creates the necessary legal mechanisms to support camera enforcement. It is carefully crafted to address two principal concerns about automated enforcement (a) the concern that municipalities might use automated enforcement in unreasonable ways to make money; (b) the concern that cameras might create records about individuals that would put their privacy at risk.

I have been working on legislation for automated enforcement [for several years](#) <

<https://willbrownsberger.com/automated-enforcement-of-speed-limits/>>. I will be refiling it in a form consistent with this post.

## The Process for Ticketing

### Existing law

Currently, [Chapter 90C < https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90C >](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90C) defines the mechanism for writing and processing tickets for moving vehicle violations. When a police officer in any municipality stops a vehicle for a moving violation, they ask for the motorist's drivers license. Having identified the motorist, they fill out a standard [citation < https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90C/Section1 >](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90C/Section1) form which is then [transmitted to the Registry of Motor Vehicles < https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90C/Section3 >](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90C/Section3) and becomes part of the motorist's individual driving record. If the motorist wishes to pay any assessed fine, they pay the Registry. If a motorist wishes to appeal the ticket, they must notify the Registry which will, in turn, notify the local district court where a hearing will be set up.

For parking violations, there is a [different statutory process < https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section20A >](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section20A) (and a [variant of that process for larger communities < https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section20A1~2 >](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section20A1~2)). The police officer does not know who parked the vehicle, but does know who owns the vehicle, based on the plate. The owner of the vehicle is responsible for paying the ticket. Payment is made to the parking clerk of the municipality, not to the Registry of Motor Vehicles. Appeal of the ticket is initially made to the parking clerk, although [further review in the courts is available < http://masscases.com/cases/sjc/460/460mass148.html >](http://masscases.com/cases/sjc/460/460mass148.html). Only if fines are not paid or dismissed does a record go to the Registry of Motor Vehicles. If there are two or more unresolved parking tickets on record at the Registry, they must be resolved before the owner of the vehicle may renew their drivers license or the registration of their vehicle.

### The new mechanism

The existing mechanism for moving violation tickets does not work for automated enforcement of moving violations because the cameras do not provide a positive identification of the motorist. The available enforcement technology is only able to

read the license plate of the motor vehicle. [An act relative traffic enforcement < https://malegislature.gov/Bills/192/S1545>](https://malegislature.gov/Bills/192/S1545) adds a new chapter 90I to the general laws. Section 3 of the new chapter defines a new legal mechanism which resembles the existing mechanism for enforcing parking tickets.

The new chapter allows municipalities to use cameras for the purpose of moving violation enforcement on roads that they control or, with the permission of the state, on roads within their boundaries that are state controlled. They may also install cameras on school buses. The cameras may be used only to enforce the following specific “camera enforceable violations”:

- Failure to stop at a steady red light;
- Making an illegal right on a steady red light;
- Speeding;
- Passing a school bus when warning signals are activated;
- Blocking an intersection;
- Driving in a bus lane.

When a camera identifies a violation, the municipality must mail a violation notice to the registered owner of the vehicle. The notice must include the photo and all of the details of the alleged violation and explain the process for contesting the violation. The motorist may pay any assessed fine to the municipality or the motorist may contest the violation through the municipality. The municipality must allow the violation to be contested in writing or online as well as in person. A municipality will notify the Registrar of Motor Vehicles only if the violation is not resolved. If there are five or more unresolved violations on record, the Registrar will not renew the motor vehicle’s registration until the violations are resolved. Failure to resolve violations is not an impediment to renewal of a drivers license.

The municipality can decide to issue only written warnings for educational purposes instead of assessing a violation, but the decision to issue only a warning must be governed by objective criteria defined in a written policy.

There is no liability for camera violations in the following circumstances:

- if the motorist also gets a moving violation citation from a traffic officer;
- if the vehicle was reported stolen;

- if the vehicle is a rental vehicle and the rental company provides information as to the operator of the motor vehicle, in which case the liability runs to the operator of the vehicle.

MassDOT is authorized to promulgate regulations governing the implementation of automated enforcement.

## **Protections against unreasonable enforcement**

[An act relative traffic enforcement < https://malegislature.gov/Bills/192/S1545>](https://malegislature.gov/Bills/192/S1545)

very tightly limits the exposure of motorists and includes other provisions to assure that municipalities will not overuse the new tool.

- The maximum fine is limited to \$25.
- Compensation to vendors of automated enforcement may not be based on the volume of tickets.
- Municipalities must transfer any net profits from the use of cameras to the state.
- Cameras can only be used for the “camera enforceable violations” which are listed above.
- Municipalities may only install 1 camera for every 2,500 residents. (School bus cameras do not count towards this limit.)
- Each location must be approved by the top municipal executive (city manager, mayor or board of selectmen) after a public hearing.
- Signage must be posted to notify motorists of the cameras.
- Municipalities must conduct public awareness campaigns about their use of automated enforcement.
- The violation must be material:
  - In the case of red light enforcement, a citation may not be issued if any part of the vehicle was in the intersection when the light turned yellow.
  - In the case of speed enforcement, the motorist must be going at least 5 miles over the limit.
  - In the case of school bus enforcement, the motorist must actually cross the



- plane of the stop sign.
- In the case of making an illegal right, the entire vehicle must have crossed the stop line.
- In the case of blocking an intersection, the entire vehicle must be in the intersection.
- Appropriate exceptions are also provided if a vehicle was part of a funeral procession, if a vehicle was pulling over to accommodate an emergency vehicle or if the vehicle otherwise had to commit the violation to comply with some other law.
- The violations shall not become part of the vehicle owner's record at the Registry of Motor Vehicles.
- The violations shall not cause surcharges on the vehicle owner's insurance.
- Municipalities must report annually to MassDOT on their use of cameras and include an analysis showing the nexus between the use of the cameras and public safety goals. MassDOT will post these reports online.

## **Protections for motorist privacy**

[An act relative traffic enforcement < https://malegislature.gov/Bills/192/S1545>](https://malegislature.gov/Bills/192/S1545)

very tightly limits the scope and use of information collected by cameras to protect motorist privacy.

- Cameras may only take photographs when a violation occurs.
- Cameras will not photograph the front of the violating vehicle and, to the extent practicable, additional efforts will be made to avoid capturing identifiable images of the occupants or contents of the vehicle.
- Information derived from the camera may not be used by the camera vendor for any purpose other than enforcing violations.
- Photographs and other recorded evidence shall be destroyed within 48 hours after the violation is disposed of.
- Photographs shall not be discoverable or admissible in any proceeding (other than the ticket hearing) without a court order and courts shall not order release of the

photograph except to establish civil or criminal liability for the violation.

- Photographs and other information collected by the camera systems are not public records.

## MassDOT oversight and program limitations

The version of this legislation that we will file for this session will be [identical to what we filed in 2021 < https://malegislature.gov/Bills/192/S1545>](#), which in turn incorporated some changes based on floor discussion in 2020 which were not reflected in this post.

The principal changes are:

- to require MassDOT review and approval of any municipality's automated enforcement program;
- to require MassDOT to consider social and racial equity impacts of a proposed program in its review;
- to limit the statewide total number of municipal programs in effect at any one time to 10;
- to require reporting by MassDOT to the legislature on the operation of the municipal programs, including public safety, traffic congestion and social and racial equity impacts.

## 149 replies on "Automated Traffic Enforcement"

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