

CITY OF NEWTON

IN BOARD OF ALDERMEN

PUBLIC SAFETY & TRANSPORTATION COMMITTEE REPORT

WEDNESDAY, SEPTEMBER 17, 2014

Present: Ald. Ciccone (Chair), Fuller, Lipof, Harney, Johnson, Yates and Cote

Absent: Ald. Schwartz

Also Present: Ald. Norton and Albright

City Staff: Sergeant Jay Babcock, Newton Police Department; William Paille, Director, Transportation Division; James Freas, Acting Director, Planning & Development and David Koses, Transportation Coordinator

Others Present: Jerome Grafe, Alternate Citizen Representative, Traffic Council

#115-14 FRAN KUEHN, 37 Fairfield Street, appealing the Approval of TC1-14 Traffic Council Decision on February 27, 2014: SGT. BABCOCK, requesting a parking restriction on Fairfield Street, to allow for emergency vehicle access. (Ward 2) [03/17/14 @ 4:10 PM]

HELD on 06/18/14, 5-0-1, Ald. Ciccone abstaining, Ald. Schwartz not voting on a 60-day trial to remove the no parking, any time, west side of Fairfield Street parking restriction approved by Traffic Council on 02/27/14.

ACTION: HELD 5-0-1, Ald. Harney abstaining, Ald. Cote not voting to continue the trial for an additional 180-days to remove the no parking, anytime, west side of Fairfield Street parking restriction approved by Traffic Council on 02/27/14.

NOTE: Mr. Kuehn, Sgt. Babcock and Ald. Norton joined the Committee for discussion on this item.

Chair Ciccone stated that this Committee implemented a trial in June 2014 with the understanding that residents would self-regulate their parking situations. Fourteen letters were mailed on September 2, 2014, inviting residents to this meeting. Zero correspondence has been received.

Sgt. Babcock stated that there was one main issue and a few minor bumps during this trial with residents parking side by side. He spoke with Ald. Norton who addressed his concern with the residents and rectified this situation. Sgt. Babcock expressed his concern of parking during the winter months and requested this trial continue until April 2015 to determine that the neighbors can in fact self-regulate ('police') their own street. Residents must use common sense for emergency vehicle access and 'staggered' parking is necessary. Residents must abide and will not park side by side. Safety is the first priority and emergency vehicles must have easy access.

Mr. Kuehn thanked the Committee for implementing this trial. He provided photos and a letter addressed to Fairfield Street residents informing them of the trial. Photos and letter are on file.

Without further discussion, Ald. Lipof made the motion to hold this item as suggested by Sgt. Babcock to continue the trial for an additional 180-days to remove the no parking anytime, west side of Fairfield Street parking restriction, approved by Traffic Council on 02/27/14. Committee members agreed 5-0-1, Ald. Harney abstaining and Ald. Cote not voting. Ald. Harney abstained because he was not present for the discussion.

Chair Ciccone stated he intends to discuss this trial in April 2015.

#309-14 ALD. JOHNSON requesting a discussion re changes that may need to be made to the membership of the Traffic Council to make it more effective, efficient, and representative of the community. [07/28/14 @9:20 AM]

ACTION: **HELD 7-0**

NOTE: Items #309-14 and #325-14 were discussed together. Please see summary below.

Ald. Yates made the motion to hold this item to allow Mr. Freas and Mr. Paille the opportunity to return to this Committee with several options for consideration on the future of Traffic Council. Council members agreed 7-0.

#325-14 ALD. ALBRIGHT, requesting a review and possible change in the composition of Traffic Council membership in light of the consolidation of all parking and transportation staff in the Department of Public Works. [08/19/14 @ 9:16 AM]

ACTION: **APPROVED 7-0**

NOTE: Items #309-14 and #325-14 were discussed together.

Ald. Albright, Sgt. Babcock, Mr. Paille, Mr. Freas, Mr. Koses and Mr. Grafe joined the Committee for discussion on these items.

Council members were provided with resumes of Traffic Council members, attached to this report.

309-14

Ald. Johnson said that she docketed item #309-14, requesting a discussion on changes that may need to be made to the membership of the Traffic Council to make it more effective, efficient, and representative of the community. She is concerned with the composition of Traffic Council as it is mainly City staff and appears to be a political process. Traffic Council discusses street-by-street or sign-by-sign docket items. They should be discussing and voting on a more comprehensive approach. City parking needs to be managed on a broader basis. As it appears to be a political process, she feels additional citizens should be represented on the Council for balance. Perhaps administratively street-by-street or sign-by-sign items could be discussed, rather than at Traffic Council. She then suggested Traffic Council consider the work of the Transportation Advisory Group (TAG) and Transportation Advisory Committee (TAC). Ald. Johnson asked, as a Committee what is the best way to move forward?

Ald. Lipof said that approximately eighteen years ago, Traffic Council was created to alleviate Traffic Council responsibilities from this Committee.

325-14

Ald. Albright said that she docketed item #325-14, requesting a review and possible change in the composition of Traffic Council membership in light of the consolidation of all parking and transportation staff in the Department of Public Works. Mr. Koses was transferred from the Planning & Development Department to the Department Public Works. The City ordinance states that he cannot serve on Traffic Council because he is no longer an employee of the Planning & Development Department. If a staff member from the Planning & Development Department is not needed, an ordinance change is necessary. Ald. Albright then stated that the City is fortunate to have professional and educational traffic, parking and transportation staff members. She does not feel an additional citizen member is necessary to serve on Traffic Council. Ald. Albright said that she would prefer that street-by street or sign-by-sign items be discussed administratively rather than be discussed at Traffic Council keeping the appeals process.

309-14 and 325-14 Discussion

Mr. Freas stated that since Mr. Koses' transfer to the Department of Public Works, the Planning and Development Department does not staff members with transportation planning as their primary role or in their job title. Traffic Council creates an outlet to residents with concerns. He agreed that perhaps administratively items could be discussed and determined. He agrees an amendment to the ordinance is necessary.

Mr. Paille stated that balance is necessary with Traffic Council members. Staff members understand the laws and are able to educate the public. Traffic Council address concerns and parking in the City and has made great progress towards creating and implementing parking plans. Most recently, the Transportation Division has moved to a policy to be pro-active, interactive, meet with, and educate residents prior to docketing an item for Traffic Council's consideration. He agrees an amendment to the ordinance is necessary. He is not opposed to the current five-member council and suggested that a non-resident and a resident who is also a business owner who are educated with traffic, parking and transportation be considered as additional Traffic Council members. Some neighboring communities have as many as ten members including staff and citizens who serve on their Traffic Council. Mr. Paille then stated that a Parking Manager position was approved in the budget. He hopes to interview the four candidates soon.

Committee members, Ald. Albright, Sgt. Babcock, Mr. Paille, Mr. Freas and Mr. Grafe discussed options for consideration and expressed the pros, suggestions and concerns of Traffic Council. They agree that an ordinance change is necessary to allow Mr. Koses an opportunity to return.

Pros

- It appears Traffic Council is working well.
- Backlog is minimal.
- Most recently, items have been docketed on a broader basis.

Suggestions

- Increase the number of Council members to include a citizen and business owner.
- The Transportation Engineer or Director of Transportation should not vote at Traffic Council meetings.

Concerns

- All docketed items should come before Traffic Council to allow public input.
- It is necessary to have professionals serve on Traffic Council.

Ald. Johnson suggested amending the current ordinance to include the parking manager and an additional citizen to Traffic Council.

Mr. Freas and Mr. Paille offered to return to this Committee with several options for consideration on the future of Traffic Council. Committee members and others present agreed. In the short term, they all agreed to amend the City ordinance.

309-14

Ald. Yates made the motion to hold this item to allow Mr. Freas and Mr. Paille the opportunity to return to this Committee with several options for consideration on the future of Traffic Council. Council members agreed 7-0.

325-14

Council members discussed, reviewed and amended Article II of Chapter 19, Sec. 19-25. Establishment of traffic council; membership. Ald. Yates made the motion to approve an amended ordinance. Council members agreed 7-0. Ald. Fuller made a friendly amendment to include ...as designated 'jointly' by the commissioner of public works and the director of planning and development...Committee members agreed 6-1-0, Ald. Yates opposed. The Committee then voted to amend the city ordinance and agreed 7-0.

Ald. Johnson requested that the Chair or Vice-Chair be part of the interview process when the Parking Manager candidates are interviewed.

On September 18, 2014, Assistant City Solicitor, Marie Lawlor provided amendments to Chapter 19, Sec. 19-25 of the City Ordinance. A draft ordinance is attached to this report.

#326-14 ALD. ALBRIGHT, requesting a discussion and a plan to replace all Newton parking meters within two years. [08/19/14 @ 9:16 AM]

ACTION: **HELD 5-0, Ald. Harney and Lipof not voting**

NOTE: Ald. Albright and Mr. Paille joined the Committee for discussion on this item.

Ald. Albright stated that she docketed this item due to the number of broken parking meters in the City. She is hopeful meters will be repaired and eventually new meters will be installed that are capable of receiving other forms of payment such as credit cards.

Mr. Paille answered that he anticipates new meters be installed within two-years. The City has been reviewing the status and condition of meters. Data is inaccurate due to the condition of the

meters. The City is very far behind in repairing or replacing meters. The City has been reviewing, testing and performing trial runs on different style meters including what payment they accept, if pay by phone application is acceptable, if a credit card payment is acceptable, will coin remain an option, if paying electronically on-line is acceptable and other features. The City will determine and review the available options on what style meter will be purchased and installed in the municipal parking lots, on-street meters and if they will be a kiosk style. Kiosk style "Luke" in the Cypress Street lot is not working as expected.

Meter replacement is now timely because the Police Department hand-held computers can now verify if meters have been paid. There are approximately 830-850 on-street meters and approximately 700 municipal parking lot meters.

The Capital Improvement Project (CIP) includes \$850,000 to cover on-street meter replacement. Mr. Paille anticipates that new meters will begin to be installed in January/February 2015. Meter revenue is approximately 1.8 million dollars per year. This does not include tickets.

Ald. Yates made the motion to hold until Mr. Paille provides an update to this Committee on progress. Council members agreed 5-0, Ald. Harney and Lipof not voting.

At approximately, 9:45 pm the Committee adjourned.

Respectfully submitted,

Allan Ciccone, Jr. Chairman

Board of Aldermen
2014-2015

CITY OF NEWTON



PUBLIC SAFETY & TRANSPORTATION COMMITTEE MEETING NOTICE

Dear Resident:

The Public Safety & Transportation Committee of the Board of Aldermen will be discussing the following item, which may be of interest to you, at its next meeting on Wednesday, September 17, 2014 at 7:45 pm in Room 202, Second Floor, City Hall. The meeting is open to the public and if you would like further information on the item, you are encouraged to attend.

#115-14 FRAN KUEHN, 37 Fairfield Street, appealing the Approval of TC1-14 Traffic Council Decision on February 27, 2014: SGT. BABCOCK, requesting a parking restriction on Fairfield Street, to allow for emergency vehicle access. (Ward 2) [03/17/14 @ 4:10 PM]
HELD ON 06/18/14, 5-0-1, Ald. Ciccone abstaining, Ald. Schwartz not voting on a 60-day trial to remove the no parking, any time, west side of Fairfield Street parking restriction approved by Traffic Council on 02/27/14.

If you are unable to attend this meeting but would like to offer comments in writing for consideration please forward your comments to the Office of the Clerk of the Board, 1000 Commonwealth Avenue, Newton Centre, 02459 or e-mail to Danielle Delaney at ddelaney@newtonma.gov by September 10, 2014.

Sincerely,

Danielle Delaney
Committee Clerk
Public Safety & Transportation Committee

CITY OF NEWTON

IN BOARD OF ALDERMEN

PUBLIC SAFETY & TRANSPORTATION COMMITTEE REPORT

WEDNESDAY, JUNE 18, 2014

Present: Ald. Ciccone (Chair), Fuller, Cote, Lipof, Yates, Schwartz and Harney

Absent: Ald. Johnson

Also Present: Ald. Norton

City Staff: David Koses, Transportation Planner; Sgt. Jay Babcock and Chief Howard Mintz, Newton Police Department

#115-14 FRAN KUEHN, 37 Fairfield Street, appealing the Approval of TC1-14 Traffic Council Decision on February 27, 2014: SGT. BABCOCK, requesting a parking restriction on Fairfield Street, to allow for emergency vehicle access. (Ward 2) [03/17/14 @ 4:10 PM]

ACTION: **HELD 5-0-1, Ald. Ciccone abstaining, Ald. Schwartz not voting on a 60-day trial to remove the no parking, any time, west side of Fairfield Street parking restriction approved by Traffic Council on 02/27/14.**

NOTE: Ald. Norton, Mr. Koses and Sgt. Babcock joined the Committee for discussion on this item.

Mr. Koses provided Committee members with a PowerPoint presentation, attached to this report. Fairfield Street is 24 feet wide. Currently, there is a two-hour limit, 8am to 4pm school days except by a Newtonville Permit restriction along east side and a no parking anytime restriction along the west side – due to safety concerns. West side residents are allowed to park along the east side or on adjacent streets. Prior to the winter, the Police Department placed a temporary parking restriction on the east side of Fairfield Street due to emergency vehicle access difficulties. After thirteen days of observation, they noted that vehicles were not parking in a ‘staggered’ approach. As a result, the Police Department docketed an item for Traffic Council’s consideration requesting a permanent parking restriction be implemented. Traffic Council agreed with the Police Department that a permanent parking restriction was necessary for public safety reasons and agreed that residents can park on the east side of Fairfield Street or adjacent streets and approved a restriction of no parking, any time, west side of Fairfield Street.

Mr. Koses briefly described the Newtonville Neighborhood Parking District Plan. A goal in implementing and creating the comprehensive parking plan was to make parking restrictions more consistent by eliminating and regulating different parking restrictions.

Mr. Koses stated that Traffic Council usually limits parking to one side of streets with a width of less than 24 feet. The City is in the process of creating a citywide parking policy on streets that are 24 feet wide perhaps implementing a one-side parking restriction to provide consistency.

Sgt. Babcock said that after the Newtonville Neighborhood Parking District Plan was implemented, neighbors complained that vehicles were parked on both sides of Fairfield Street making it difficult for emergency vehicle access, especially fire trucks. The Police Department placed a temporary parking restriction on the east side of Fairfield Street after thirteen days of observation and noted that vehicles are not parking in a 'staggered' approach. He said that he docketed an item for Traffic Council's consideration because of safety concerns, challenges and complaints received due to the difficulties for emergency vehicle access. He then said that no complaints have been received since parking was removed on the west side of Fairfield Street.

Chair Ciccone opened the discussion to members of the public who were present. Fran Kuehn, petitioner spoke in favor of removing the permanent parking restriction of no parking, any time, west side of Fairfield Street approved by Traffic Council. He said that since the Police Department removed parking, approximately ten months ago it has been difficult parking on the west side and crossing with children. It is unsafe and concerning. He then said the residents of the street signed the appeal petition supporting and requesting that Traffic Council's decision be overturned. There are fourteen single-family owner occupied homes. He then said that residents agree safety and emergency vehicle access are necessary. Mr. Kuehn stated that residents agree to 'stagger' parking, will use their driveways, and request that guests do the same. Residents would like to be able to park in front of their homes on weekends and at night. Mr. Kuehn then said that since the Newtonville Neighborhood Parking District Plan was implemented, there are fewer vehicles parking on Fairfield Street. One resident agreed with Mr. Kuehn and said that he has never observed emergency vehicles having access difficulties. He made a suggestion to restrict parking from the corners.

Chair Ciccone said that administratively the Department of Public Works could restrict parking up to 50 feet from the corners.

Committee members and Ald. Norton discussed this request and expressed their concerns, questions and comments.

Concerns:

- A citywide parking policy may not be appropriate, unless the demand for on-street parking is low and such a policy may negatively impact all.
- It is concerning, residents refused to move their vehicles when requested by the Police Department. How will residents be able to self-regulate ('police') their own street? Residents should use common sense for emergency vehicle access and 'staggered' parking are necessary.
- Committee members realize it is an inconvenience, but should not be difficult to cross the street with children because Fairfield Street is not a busy street with minimal traffic.

Questions:

- Committee members asked if each home had a driveway. Mr. Koses answered yes.
- Are Newton North students parking up the area. Mr. Koses briefly described the resident and student Tiger Permit programs. He said that 150 Tiger Permits are issued to students costing \$25.00 per year, allowing them to park on Hull Street, Lowell Avenue and the Austin Street parking lot.
- What is the width of a fire truck and how many times do they not have access to a street 24 feet wide due to parked vehicles parking on both sides? Sgt. Babcock answered that an

engine truck is 10 feet wide, including mirrors. A ladder truck is wider. He estimates that in the past three years, approximately fire trucks did not have access ten times.

Comments:

- A suggestion was made to distribute the neighborhood with 'flyers' as an education measure prior to the Police Department placing temporary parking restrictions. Sgt. Babcock answered this was not the departments' responsibility.

Ald. Fuller made suggestions to Committee members including a trial to be conducted, restrict parking from the corners and suggested that the Police Department and the Ward Aldermen observe how residents are parking. She said that it appears these residents are educated and motivated and she is hopeful they can self-regulate their street. Ald. Fuller then stated that if a trial is implemented; does not work it would be eliminated. Ald. Norton agreed.

Sgt. Babcock said that he would be fine with residents 'policing' themselves. The restriction was placed because of safety concerns. He then stated to the public and Committee members that if the Police Department has to return to Fairfield Street due to an issue, the emergency restriction will be implemented again. The Police Department will not be knocking on doors. Committee members agreed. Chair Ciccone stated to the public that he realizes it may be inconvenient to some that they have to move barrels, etc. to park but vehicles must be parked 'staggered' to accommodate emergency vehicle access.

Chair Ciccone said that this Committee has the authority on appeal items to hold a maximum of a 60-day trial.

Without further discussion, Ald. Fuller made the motion to hold this appeal for a 60-day trial to remove the no parking, any time, west side of Fairfield Street to allow parking on both sides of the street and requested that administratively the Department of Public Works restrict parking up to 50 feet from the corners. She then suggested that the Police Department conduct directed patrols and the Ward Aldermen observe how residents are parking. Committee members agreed 5-0-1, Ald. Ciccone abstained because in Traffic Council he voted in favor of a parking restriction. Ald. Schwartz was not present when voting.

Chair Ciccone stated he intends to discuss this trial in September 2014. Sgt. Babcock agreed to provide a report on this trial.

115-14



Appeal of TC1-14

Fairfield Street Parking Restriction

Existing Conditions

115-14



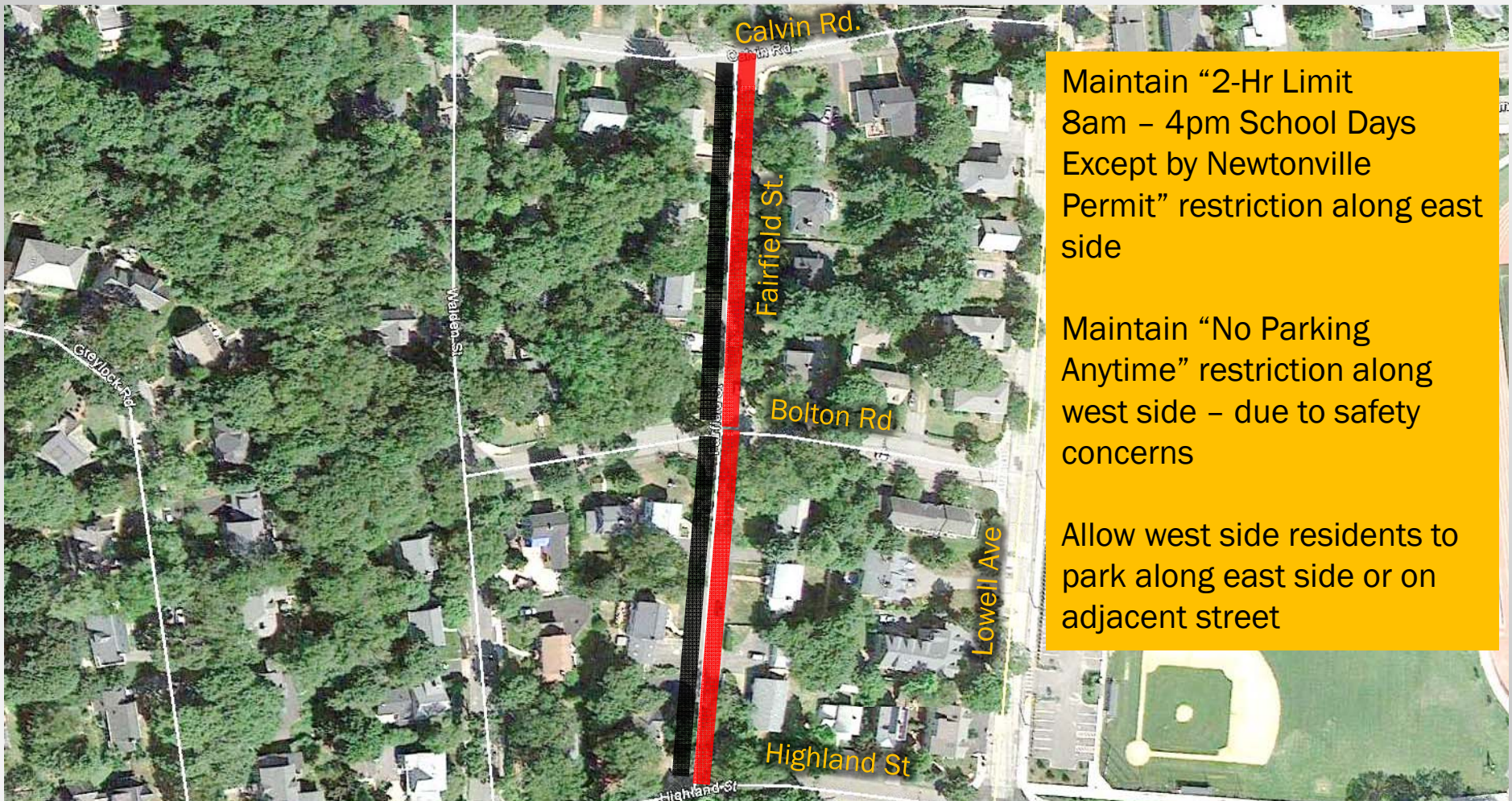
Photos

115-14



Recommendation Presented at Traffic Council

115-14



CITY OF NEWTON

IN BOARD OF ALDERMEN

ORDINANCE NO.

September , 2014

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEWTON
AS FOLLOWS:

That the Revised Ordinances of Newton, Massachusetts, 2012, as amended, be and are hereby further amended with respect to **Sec. 19-25 of Article II of Chapter 19** follows:

1. Delete, after the word “designate” in the last clause of Sec. 19-25 (a) (2), the words “the senior”, and substitute in place thereof the word “another”;

2. Delete Sec. 19-25 (a) (3) in its entirety, and substitute in place thereof the following language:

(3) The other three members shall be employees of the City, as follows: one employee whose duties include traffic engineering and one employee whose duties include transportation planning, as designated jointly by the commissioner of public works and the director of planning and development; and one sworn police officer with a rank of sergeant or higher, whose duties include management of traffic and parking enforcement, as designated by the chief of police.

Approved as to legal form and character:

DONNALYN B. LYNCH KAHN

City Solicitor

Under Suspension of Rules
Readings Waived and Adopted

EXECUTIVE DEPARTMENT

Approved:

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

**ARTICLE II.
TRAFFIC COUNCIL; TRAFFIC PETITIONS**

Sec. 19-25. Establishment of traffic council; membership.

(a) There shall be a traffic council which shall be made up of five members, as follows:

(1) One appointed member who shall be a resident of the City who has expertise in traffic engineering or traffic planning, shall be appointed for a term of three (3) years in accordance with the procedures of the City Charter Section 3-3. One or more alternates, who shall also be resident(s) of the city with expertise in traffic engineering or traffic planning, shall be appointed for a term of three (3) years in accordance with the procedures of the city charter Sec 3-3. The chairman may designate an alternate resident member to attend traffic council meetings as a voting member whenever the permanent resident member is unable to attend and during any such time that there is no permanent resident member due to expiration of three-year term, resignation, or other reason

(2) The chairman of the board of aldermen's Public Safety and Transportation Committee, or the chairman of such successor standing committee which the board of aldermen may establish to consider matters relating to parking and traffic shall serve ex-officio. Such chairman, whenever unable to attend a traffic council meeting, may designate the vice chairman of such committee to attend in the chairman's place; and in the event that the vice chairman is unavailable, the chairman may designate the senior member of such committee to attend in the chairman's place.

(3) The other three members shall be employees of the City, as follows: one employee of the public works department whose duties include traffic engineering, as designated by the commissioner of public works; one sworn police officer with a rank of sergeant or higher, whose duties include management of traffic and parking enforcement, as designated by the chief of police; and one employee of the department of planning and development whose duties include transportation planning, as designated by the director of planning and development.

(b) The traffic council shall elect one of its members to serve as chairman for a term of one year, provided however, that the aldermanic member shall not be eligible to serve as chairman. (Ord. No. Z-12, 12-03-07; Ord. No. Z-23, 04-22-08)

CITY OF NEWTON

Bill Paille 1/3

Job Description

JOB CODE: TRAN-_____
DEPT.: PUBLIC WORKS

JOB CLASS:
GRADE:

Job Title: DIRECTOR OF TRANSPORTATION DIVISION

Prepared by: Commissioner of Public Works

The Director of Transportation Division leads the Department's mission to improve and maintain a safe and efficient transportation infrastructure for use by motorists, bicyclists, and pedestrians alike. The Director functions independently as a Division Head within the scope of Public Works policies and procedures and advises revisions of same to the Department Head. The Director refers to the Department Head for inter Division/Department issues and approval of projects/plans/finances and represents the Department at meetings with officials and the general public as required. The Director is responsible for the design, operation, and cost controls for the following assets with the DPW infrastructure:

- all traffic control devices (e.g., signs, signals, flashing beacons, and pavement markings),
- temporary traffic control devices (e.g., construction, special events, and emergencies),
- parking meters, multi-space pay stations, and collections of parking-related revenue,
- capital and safety improvements (signal installations, roadway modifications),
- bicycle facilities (street geometry and/or pavement marking), and
- traffic calming projects (intersection redesigns, curb extensions, vertical deflections).

Essential Elements:

- Responsible for the day to day supervision of field and office work related to designs, contracts, specifications, cost estimates, construction management, and maintenance of the DPW transportation-related assets listed above.
- Answers questions and furnishes technical assistance to other departments and the general public; performs related work as required. Investigates, reports, and resolves complaints of a technical nature.
- Prepares annual budgets, requisitions, and capital requests, monitors budget status, and advises Department Head when financial concerns or requests arise.
- Prepares contract specifications for bidding purposes for the maintenance and construction of transportation-related assets. Supervises bid award, contract execution, quality of work performed, invoice payments, and contract close-out.
- Consults with outside engineering firms on complex design projects.

- Reviews and coordinates inspections for compliance with conditions of Special Permits.
- Plans, designs, estimates costs, prepares technical specifications, supervises construction, performs and evaluates studies on a variety of Public Works projects, and makes recommendations with respect to the planning of such projects. Cooperates with other departments in formulating designs and specifications for construction projects.
- Attends public hearings to present technical information and to respond to citizen inquiries, requests and complaints. Assists public and other City departments in resolution of transportation-related problems.
- Performs legal claim investigation and offers expert testimony on behalf of the City as requested by the Department Head.

Secondary Elements:

- Maintains current knowledge of profession through peer association, attendance at seminars, meetings, etc.
- Maintains established quality and quantity standards. Ensures work area(s) and equipment are maintained in a clean, orderly and safe condition, that prescribed safety measures are followed, that established City and department policies, procedures, rules and regulations are adhered to.
- Prepares reviews and disseminates a wide variety of reports, analyses, documents, and records as related to engineering projects.
- Is on call to respond to emergency situations that arise including weather related states of emergency.
- Performs other duties as directed by the Department Head.

SUPERVISORY RESPONSIBILITY: Leads and supervises the Transportation Division of DPW, which consists of approximately 12 employees, including Hay-grade, Local 2443, and NMEA staff. The Director assists with training, directing and assisting personnel as well as supervising costs and methods, as required by the Department Head.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor of Science in Civil Engineering and 5 to 10 years experience in municipal civil engineering / public works environment with strong engineering design and regulatory experience; proficient with related computer software applications; minimum of five years of supervisory experience with demonstrated communication and organizational skills. A Master's Degree in Transportation Engineering or related field and/or registration as a Professional Engineer (P.E.) and Professional Traffic Operations Engineer (PTOE) is desirable.

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3/3

LANGUAGE / COMMUNICATION SKILLS: Ability to read, interpret and explain clearly and in basic terminology documents and plans such as construction contract documents, engineering design theory and analysis, union contracts, City Ordinances, State and Federal Laws, regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to clearly and efficiently write in both, complex and basic terminology reports and correspondence. Ability to interpret contract specifications, construction drawings, and layouts.

Ability to effectively present information, which may be controversial in nature, to inside or outside contacts, groups of customers or employees of organization.

ENGINEERING & MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, plane and solid geometry, trigonometry, hydrological analysis and design. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to measure, calculate and estimate from plans, construction quantities, in cubic yards, tons, linear feet, square yards, etc. Ability to operate, take measurements from and perform calculations utilizing equipment such as but not limited to a total station, a surveyor's level, drag tape, other measuring devices, compaction testing equipment, calculator, personal computer and technical computer software. Knowledge of survey law and technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in varying situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Massachusetts Motor Vehicle Operator's license is required. Massachusetts registered Professional Civil Engineer or Professional Land Surveyor with strong engineering design experience is required.

PHYSICAL DEMANDS: The physical demands described here represent those requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Submitted by: _____
David Turocy, Commissioner of Public Works

Approved by: _____
Dolores Hamilton, Director of Human Resources

Date: _____

CITY OF NEWTON
Department of Public Works, Transportation Division
Job Description

Zach Bosch
1/4

Job Title: **Transportation Engineer**

Prepared by: **Director of Transportation Division**

STATEMENT OF DUTIES

The Transportation Engineer will assist the Director of Transportation Division (hereafter the "Director") in all aspects of his/her duties as a Division Head in the City of Newton Department of Public Works. The Transportation Engineer will work on multiple projects simultaneously in an organized and customer-oriented manner. Position refers to the Director for supervisory issues and approval of transportation engineering projects and plans, and represents the Division at meetings with City officials and the public as required.

SUPERVISION

The Transportation Engineer works under the general supervision of the Director and/or designee. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Reviews and checks of the employee's work are applied to an extent sufficient to keep supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. Employee does not have access to any confidential information.

JOB ENVIRONMENT

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The position has frequent contact with residents, in person, in writing, or on the phone, to provide information and assistance regarding traffic/parking rules and regulations. Other contacts are with other City departments, elected officials, other cities and towns, vendors, consultants, contractors, and outside organizations to respond to inquiries or complaints, and explain traffic/parking-related information.

POSITION FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTIONS

1. Receives and responds appropriately to calls from residents, consultants, vendors, police dispatch, and others regarding transportation and parking emergencies, questions, and requests. Coordinates completion of traffic/parking work orders and coordinates as needed with the DPW Engineering or Highway Divisions, verifies accuracy and quality of work, and communicates work order status to interested parties. Utilizes the DPW work order database on a day-to-day basis to identify, monitor, and close work order requests.
2. Performs field work and inspection required by changes in City Ordinance, State Law, or Federal mandate that results in a need for new or modified traffic signs, signals, or markings. Ensures compliance with all applicable Federal, State and local standards.
3. Performs traffic operations analysis using both computer models and qualitative assessments to assist the Transportation Division in responding to various verbal and written requests. Analyzes crash data and develops safety countermeasures from concept to construction.
4. Serves as the City's "Bicycle Coordinator" to provide technical information regarding the development and maintenance of bicycle facilities. Prepares design or reviews consultant designs for new bicycle facilities.
5. Conducts traffic engineering studies and citywide patrols for traffic signal, specialty light, or streetlight outages. Conducts seasonal citywide condition surveys of pavement markings, traffic signs and other infrastructure. Creates databases and/or work orders based on field observations. Downloads data from field devices into desktop computers. Supervises employees performing traffic engineering tasks.
6. Conducts parking meter audits, turnover, occupancy, and revenue analysis.
7. Prepares agendas, presentations, reports, charts, graphs for public and inter-department meetings. Generates and presents technical reports regarding traffic/parking analyses. Facilitates and attends meetings during regular work hours and after hours.
8. Coordinates with other departments, contractors, and consultants regarding transportation or parking-related projects during regular work hours and after hours as assigned by supervisor. Records contractor work quantities on as needed basis and reviews contractor invoices. Completes cost estimates for repairs and improvements to City-owned infrastructure, including those associated with Law Department claims.
9. Creates and edits various layers and applications within the City's Geographic Information System (GIS). Generates traffic signal plans, pavement marking plans, traffic management plans, and as-builts of transportation infrastructure.
10. Reviews the on-site and off-site parking and transportation issues associated with new developments. Reviews traffic calming proposals, roadway and traffic signal construction, and other related projects in the public way. Completes technical memoranda to summarize conclusions and recommendations for review by the Director or other DPW Division Heads.

11. Assists the Transportation Division in monitoring and reporting the status of snow and ice removal operations on roads and sidewalks and other emergencies as declared by the City.
12. Assumes responsibilities and duties of the Director in his/her absence. Performs similar or related duties as assigned by the supervisor.

SECONDARY ELEMENTS

1. Maintains current knowledge of profession through peer association, attendance at seminars, meetings.
2. Maintains established quality and quantity standards. Ensures work area(s) and equipment are maintained in a clean, orderly and safe condition, that prescribed safety measures are followed, that established City and department policies, procedures, rules and regulations are adhered to.
3. Prepares reviews and disseminates a wide variety of reports, analyses documents, and records as related to transportation engineering projects.
4. Attends engineering office counter and answers the telephones as required respond to questions and inquiries from the public, engineers, surveyors, contractors, architects, real estate agents and brokers, attorneys and others regarding transportation engineering activities,
5. Is on call to respond to emergency situations.
6. Performs similar or related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITY: Assists the Director with the general supervision of all personnel who report to him/her. The Transportation Division is currently comprised of 12 employees, including one Assistant Superintendent, one Clerk, two Working Foremen, and six laborers, although this number could increase or decrease over time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor of Science in Civil Engineering with minimum 5 years experience in municipal transportation engineering or public works environment, with strong traffic engineering design and regulatory experience; proficient with AutoCAD, GIS, and traffic analysis and simulation software. A Professional Engineer (P.E.) license and a Master's Degree is desirable, but not required.

LANGUAGE / COMMUNICATION SKILLS: Ability to read, interpret and explain clearly and in basic terminology documents and plans such as construction contract documents, engineering design theory and analysis, union contracts, City Ordinances, State and Federal Laws, regulations, safety rules, operating and maintenance instructions, and procedure manuals.

Ability to clearly and efficiently write technical memoranda and correspondence. Ability to interpret site plans, contract specifications, construction drawings, details and layouts. Ability to effectively present information, which may be controversial in nature, to inside or outside contacts, groups of customers or employees of organization.

ENGINEERING & MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, plane and solid geometry, trigonometry, hydrological analysis and design. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to measure, calculate and estimate from plans, construction quantities, in cubic yards, tons, linear feet, square yards. Ability to operate, take measurements from and perform calculations utilizing equipment such as but not limited to calculator, personal computer and technical computer software.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in varying situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Massachusetts Motor Vehicle Operator's license is required.

PHYSICAL DEMANDS: The physical demands described here represent those requirements that must be met by an employee to successfully perform the essential functions of this job in an office environment. Some field work (e.g., measurements, mark-outs, traffic/parking counts) is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved by: _____
David F. Turocy, Commissioner

Date: _____

CITY OF NEWTON
Department of Public Works, Transportation Division
Job Description

Job Title: Assistant Traffic Engineer

Nina Wang 1/2

Prepared by: Director of Transportation Division

BASIC FUNCTION

Responsible for assisting the Director of Transportation in the planning, directing and coordinating of the services and activities provided by the Transportation Division.

DESCRIPTION OF WORK PERFORMED

Supervises the division labor force engaged in installation, and maintenance of parking meters, signs, pavement markings, and gas lights.

Designs and/or evaluates traffic signal and traffic control systems to improve traffic conditions, determines design hour traffic volumes, calculates roadway and/or intersection capacity and critical lane volume, signal phasing, designs geometric improvements, and performs statistical analyses for traffic signal coordination.

Prepares plans, specifications, and estimates for traffic related improvements and coordinates contracts for improvements with other city departments.

Prepares detour and traffic maintenance plans for construction projects which affect traffic flow.

Investigates complaints and recommends corrective measures regarding traffic signal operation, parking problems, accident sites, and street lighting.

Performs computer aided drafting and mapping required for traffic projects and prepares graphics for public presentations.

Conducts traffic volume, speed, and/or pedestrian counts; prepares collision diagrams from police accident reports and analyzes accident histories; plans, supervises and participates in other traffic surveys.

Prepares and assists in the administration of contracts, annual budget, grant applications, reports, and projects.

Responsible for reviewing vehicle inspection reports for all equipment assigned to the division and for ensuring that vehicles and equipment in need of repair and maintenance are sent to the Equipment Division on a timely manner.

Responsible for the safety program within the division and for investigating and completing all accident reports for the division.

wang
2/2

Interfaces with the general public and with other city departments on a regular basis and acts in a problem solving capacity and as an information conduit on an as needed basis.

Responsible for snow and ice removal as directed by the Public Works Commissioner, and serves as a city wide winter storm officer on a rotation basis.

Performs other duties of a supervisory or management nature as required.

Acts for the Traffic Engineer in his absence or as delegated.

POSITION REQUIREMENTS:

B.S. in Traffic Engineering, and a minimum of 3 years experience in increasingly responsible positions, or an A.S. or equivalent educational background in Traffic Engineering and a minimum of 5-7 years experience in increasingly responsible positions.

Must possess:

- Motor Vehicle Operators License
- Computer experience
- Good written and oral communication skills

Approved by: _____
David F. Turocy, Commissioner

Date: _____

Alicia Wilson

77 Elinor Road
Newton, MA 02461
March 7, 2014

Mr. David Koses, AICP
Transportation Planner, City of Newton
1000 Commonwealth Avenue
Newton, Massachusetts 02159

Dear David,

I am interested in serving as a citizen representative on the Newton Traffic Council. I have been a Newton resident since 1979 and have approximately 38 years of transportation planning experience. My experience includes traffic operations analysis, program evaluation, corridor planning studies, survey development, demographic analysis, and transit planning.

I am employed by the Central Transportation Planning Staff which is the staff to the Boston Region Metropolitan Organization. I am currently a member of the Certifications Activities Group and manage the Transportation Equity Program. Examples of the many other projects I have managed include:

- The Newton Lower Falls/Wellesley Subarea Study that assessed traffic volumes and patterns within the study area
- A study to determine the safety implications of using highway shoulders as travel lanes
- A study to determine the factors that predict higher utilization rates at park-and-ride lots
- A Route 109 Corridor Planning Study
- An I-90 Interchange 17 (Newton Corner) Traffic Patterns and Operational and Safety Improvements Study.

Please let me know if you need additional information.

Yours truly,

Alicia Wilson

JEROME GRAFE

21 Oakland Street
Newton, MA 02459
(617) 916-2880
Jerome.grafe@state.ma.us

Jerome Grafe

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I hold a Masters of Urban Affairs (Environmental Planning) from Boston University and BA in Environmental Management from Framingham State College. I am a senior regional planner with 28 years experience in the Transportation Unit of the Massachusetts Department of Environmental Protection (MassDEP) in Boston.

I serve as MassDEP's technical lead on the Central Artery/Tunnel (CA/T) Project air quality mitigation program; overseeing the High Occupancy Vehicle, Transit System Improvement and Tunnel Ventilation System Certification regulation requirements. This entails many aspects of ongoing technical and policy work internally with transportation agencies and outside stakeholders.

I am also responsible for MassDEP's review of development projects statewide that are subject to the Massachusetts Environmental Policy Act (MEPA) office. Our role in the MEPA process is to devise plans that minimize air pollution caused by traffic associated with private development. In coordination with the four regional MassDEP offices, I provide mobile source air quality/green house gas comments that recommend project specific mitigation programs. My comments generally address several transportation demand management (TDM) measures, including; parking management, public transit shuttle bus services, bicycle/pedestrian facility enhancements, rideshare requirements, transportation management (TMA) programs, employee transportation benefits as well as traffic calming and other transportation system management (TSM) and construction period mitigation. Accordingly, I am very familiar with local; parking, traffic congestion, pedestrian safety concerns and traffic control devices.

In my earlier years at MassDEP I worked on Boston, Cambridge, Massport Parking Freeze programs, served as legislative coordinator for the former Division of Air Quality, managed the Boston-area carbon monoxide attainment re-designation and provide state/regional transportation plan review/approval for conformity requirements with the Massachusetts State Implementation Plan.

I believe in transportation equity where all mobility and mode interests are considered and have endeavored to achieve this throughout my first term as Citizen Representative on Traffic Council.

My wife and our 2 children have lived in Newton Corner since 2002 where our boys attend Bigelow and too soon, will be at North where my wife works as a full time teacher.

Jerome Grafe

CITY OF NEWTON
Department of Public Works, Transportation Division
Job Description

Job Title: Transportation Coordinator

Prepared by: Director of Transportation Division

STATEMENT OF DUTIES

The Transportation Engineer will assist the Director of Transportation Division (hereafter the "Director") in all aspects of his/her duties as a Division Head in the City of Newton Department of Public Works. The Transportation Engineer will work on multiple projects simultaneously in an organized and customer-oriented manner. Position refers to the Director for supervisory issues and approval of transportation engineering projects and plans, and represents the Division at meetings with City officials and the public as required.

SUPERVISION

The Transportation Coordinator works under the general supervision of the Director and/or designee. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Reviews and checks of the employee's work are applied to an extent sufficient to keep supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. Employee does not have access to any confidential information.

JOB ENVIRONMENT

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The position has frequent contact with residents, in person, in writing, or on the phone, to provide information and assistance regarding traffic/parking rules and regulations. Other contacts are with other City departments, elected officials, other municipalities, vendors, consultants, contractors, and outside organizations to respond to inquiries or complaints, and explain transportation-related information.

POSITION FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTIONS

1. Responsible for assisting the management of local transportation planning projects and systems, including the NEXUS bus; conducting parking and other special studies; providing professional planning expertise and advice to the Director and providing staff support to the Public Safety and Transportation Committee, Traffic Council, Design Review Team, Real Property Reuse Committee of the Board of Alderman. Acts as a team coordinator with direct supervision of one project staff person. Responsible for work program development in areas of transportation planning (related to both long and short range projects), parking and traffic calming, and reuse of municipal property
2. Receives and responds appropriately to calls from residents, consultants, vendors, police dispatch, and others regarding transportation and parking emergencies, questions, and requests. Coordinates completion of traffic/parking work orders and coordinates as needed with the DPW Engineering or Highway Divisions, verifies accuracy and quality of work, and communicates work order status to interested parties.
3. Performs field work and inspection required by changes in City Ordinance, State Law, or Federal mandate that results in a need for parking restrictions. Ensures compliance with all applicable Federal, State and local standards.
4. Prepares agendas, presentations, reports, charts, graphs for public and inter-department meetings. Generates and presents technical reports regarding traffic/parking analyses. Facilitates and attends meetings during regular work hours and after hours.
5. Coordinates with other departments, contractors, and consultants regarding transportation-related projects during regular work hours and after hours as assigned by supervisor.
6. Assists the Transportation Division in monitoring and reporting the status of snow and ice removal operations on roads and sidewalks and other emergencies as declared by the City.

SECONDARY ELEMENTS

1. Maintains current knowledge of profession through peer association, attendance at seminars, meetings.
2. Maintains established quality and quantity standards. Ensures work area(s) and equipment are maintained in a clean, orderly and safe condition, that prescribed safety measures are followed, that established City and department policies, procedures, rules and regulations are adhered to.
3. Prepares reviews and disseminates a wide variety of reports, analyses documents, and records as related to transportation projects and initiatives.
4. Is on call to respond to emergency situations.
5. Performs similar or related duties as assigned by the supervisor.

Koses
3/3

SUPERVISORY RESPONSIBILITY: Assists the Director with the general supervision of all personnel who report to him/her. The Transportation Division is currently comprised of 13 employees, including one Director, one Transportation Engineer, one Traffic Superintendent, one Clerk, two Working Foremen, and six laborers, although this number could increase or decrease over time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's degree in planning or related field and five to seven years in transportation planning, city and regional planning or directly related field, with at least three years in a supervisory or management capacity. Knowledge must include substantial experience with project management.

LANGUAGE / COMMUNICATION SKILLS: Ability to read, interpret and explain clearly and in basic terminology documents and plans, reports, City Ordinances, State and Federal Laws, regulations. Ability to clearly and efficiently write technical memoranda and correspondence.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in varying situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Massachusetts Motor Vehicle Operator's license is required.

PHYSICAL DEMANDS: The physical demands described here represent those requirements that must be met by an employee to successfully perform the essential functions of this job in an office environment. Some field work (e.g., measurements, mark-outs, traffic/parking counts) is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved by: _____
David F. Turocy, Commissioner

Date: _____