

PUBLIC WORKS DEPARTMENT

Water, Wastewater, Highway, Cemetery, Tree, & Facilities
Scott D. Charpentier, P.E., Director



TOWN OF NORTHBOROUGH

63 MAIN STREET
NORTHBOROUGH, MA 01532
T: (508) 393-5040x6
F: (508) 393-6996

Traffic Safety Committee Meeting minutes- October 17, 2023

Committee Attendees:

Christopher Deacetis
Bryan Cole
Rachael Armstrong
William Pierce
Kate Girard

Other Attendees:

Laura Ziton, Select Board Liaison
William E. Lyver, Jr., Chief of Police
Scott D. Charpentier, Public Works Director
Meghan Condon, Assistant Public Works Director

Meeting started at 6:00PM

6:00PM-Scott Charpentier's Introduction to Remote Meeting

Scott Charpentier stated that: Pursuant to Chapter 2 of the Acts of 2023, An Act Relative to Extending Certain COVID-19 Measures, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Election of Officers

Kate Girard nominated Bill Pierce as Chair, motion seconded by Rachael Armstrong, unanimously approved by roll call vote.

Rachael Armstrong nominated Bryan Cole as Vice Chair, motion seconded by Kate Girard, unanimously approved by roll call vote.

Bryan Cole nominated Rachael Armstrong as clerk, motion seconded by Chris Deacetis, unanimously approved by roll call vote.

Read Traffic Safety Committee Mission

Scott Charpentier read the Traffic Safety Committee mission statement provided by the Temporary Traffic Safety Committee as follows:

The mission of the Northborough Traffic Safety Committee is to improve livability, drivability, and accessibility in all forms of pedestrian and intermodal transportation in Northborough.

Discuss process for handling citizen inquires

Scott Charpentier described the current process which entails an interface portal on the DPW web page. Citizens fill out a web form on the portal that's received by DPW staff in the form of an email and the appropriate treatment is decided upon by the DPW staff. Mr. Charpentier recommended continuation of funneling citizen inquiries through his staff, rather than copying all members of the TSC on the emails, to avoid deliberation of the TSC by accident.

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Similarly, Chief Lyver discussed a portal on the Police Department webpage that citizens can fill out and submit with concerns/requests, etc. When the form is submitted, the sergeant in charge of traffic safety enforcement assigns officers to that request, contingent upon staffing. If officers have downtime, they are expected to go out and enforce traffic safety. Any police related issues received by the DPW are forwarded to the police department.

Rachael Armstrong mentioned that citizens who submit concerns to the DPW portal currently have no record of their submission. Scott Charpentier is going to discuss with IT if citizens can receive an email confirmation of their submission along with a copy of the form they submitted.

Bryan Cole asked about how to handle the submissions after they come in, whether they will be discussed at the TSC meetings. Scott Charpentier responded that that will be up to the committee. Bill Pierce reiterated that the TSC cannot discuss email submissions privately. All deliberation must be done in an open meeting.

Laura Ziton asked if the current online forms would be moved to the Traffic Safety webpage. Scott Charpentier responded that the committee needs to decide if it wants a dedicated webpage but probably makes the most sense to be on the Boards and Committees webpage.

Kate Girard asked if the form on the TSC page would be in addition to those on the DPW and Police Department webpages. Scott Charpentier responded that he would amend the current DPW webpage to redirect citizens to the TSC webform for submissions with a link.

Chief Lyver expressed concern about too many reporting sites and advised that there be one webpage that distributes to all appropriate parties, is easily found and user friendly.

Chris Deceatis mentioned that not all submissions would be appropriate for discussion at TSC meetings and asked if submissions should be split into categories i.e concerns that are discussed at the TSC meeting vs. concerns handled by the DPW directly. Scott Charpentier responded that his staff will still be vetting submissions but, for many issues, he's not entirely sure which will be handled directly by the DPW and what will be discussed at the TSC meetings, that it's not yet clear what the role of the TSC is. Bill Pierce replied that the TSC along with staff will figure out the process with more time but first wanted to see how many inquiries start to come in.

Scott Charpentier asked if the TSC wanted a dedicated webpage and Bill Pierce recommended that the current webpage portal remain until the type and number of inquiries is more established. Mr. Charpentier said that he will make it very clear on the DPW webpage where citizens submit TS concerns.

Schedule Future Meetings

Bill Pierce recommended the TSC meet once a month on the second Tuesday of every month at 6PM and all agreed.

Scott Charpentier said he will send out agendas about 1 week before each meeting. Bill Pierce recommended that citizen inquiries should also be submitted at least 1 week prior to each meeting in order to make it on the agenda. The deadline for submissions will be posted on the DPW webpage.

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Bryan Cole asked if citizens will be able to speak at future meetings. Bill Pierce said he was open to public participation but wanted to make sure that all comments are related to items on the agenda. Scott Charpentier recommended removing 'Any other business that may legally come before the Committee' from the agenda to ensure that public participation discusses only matters on the agenda. He agreed that public comments should be allowed at TSC meetings.

Motion to adjourn at 6:27pm by Bryan Cole, seconded by Chris Deceatis, unanimously approved.

Meeting ended at 6:28pm

Materials Used During Meeting

None