TOWN OF WELLESLEY MASSACHUSETTS

# BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

MARJORIE R. FREIMAN, CHAIR
ELLEN F. GIBBS, VICE CHAIR
JACK MORGAN
THOMAS H. ULFELDER
BETH SULLIVAN WOODS

FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 x2201
WWW.WELLESLEYMA.GOV
BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

## SELECTMEN'S MEETING
## *TENTATIVE AGENDA*
Wellesley Town Hall – Great Hall
**6:45 P.M. Thursday, June 1, 2017**

1. 6:45 Call to Order
2. 6:46 Citizen Speak
3. 6:50 Joint Meeting with the Planning Board to elect members
4. 7:05 Quarterly Traffic Update
   - Public Hearing - Heavy Commercial Vehicle Exclusion Approval for Brook Street
   - Brook St./Amherst Street Intersection Improvement Update
   - Discuss Great Plain Avenue Design modifications
   - Proposed Policy – Complete Streets
   - Status of Various Projects – Route 9
5. 8:00 Joint Meeting with PBC – Memorandum of Understanding regarding PBC & FMD
6. 8:20 Continued Traffic Recommendation for PSI – 900 Worcester
7. 9:00 Liaison Updates
8. 9:10 Executive Director's Report
   - Approval of Minutes
   - Approval of Entertainment License – Bertucci's Restaurant
9. 9:40 New Business/Correspondence

Next Meeting Dates: Monday, June 5, 2017
Monday, June 12, 2017
Monday, June 26, 2017

BLANK SHEET

5/26/2017
Black regular agenda items

## *Board of Selectmen Calendar – FY17*

| *Date* | *Selectmen Meeting Items* | *Other Meeting Items* |
|---|---|---|
| *5/29 Monday* | **Memorial Day, Town Hall Closed** | |
| *5/31 Wednesday* | | **Unified Plan Public Workshops:** Natural and Cultural Heritage |
| *6/1 Thursday* | Brook/Amherst<br>Truck exclusion 7:00 pm<br>Great Plain Avenue<br>900 Worcester - PSI Continuation<br>Rt. 9 update | |
| *6/5 Monday* | Waterstone at Wellesley Compliance Report<br>TPC- Naming of Rooms<br>TPC- Grand Opening Discussion<br>TPC – Accept a Gift<br>Exec. Session Minutes | |
| *6/7 Wednesday* | | Unified Plan Steering Committee Meeting |
| *6/8 Thursday* | | Forum |
| *6/12 Monday* | SEC – Green communities Updates (8:15 pm)<br>Board to vote borrowing<br>Appointments<br>Lion's Club – New Chapter (7-7:15)<br>Hawkers/Peddlers | **Unified Plan Public Working Groups:**<br>Sustainable Systems Working Group<br>Health Working Group |
| *6/14 Wednesday* | | **Unified Plan Public Workshops:** Town Gov't Strategic Concepts |
| *6/19 Monday* | **NO MEETING** | |
| *6/26 Monday* | FMD Updates – Joe McDonough/Alan Hebert<br>FY18 Appointments (if needed)<br>Review Board Accomplishments for FY17<br>Staff Reviews – Chiefs, ED<br>Veteran's Update?<br>Budget Transfers | |
| *7/3 Monday* | **NO MEETING** | |
| *7/4 Tuesday* | **Town Hall Closed** | |
| *7/10 Monday* | **NO MEETING** | |
| *7/18 Tuesday* | **Meeting** | |
| *7/24 Monday* | **NO MEETING** | |
| *7/31* | **Meeting** | |

5/26/2017
Black regular agenda items

| *Date* | *Selectmen Meeting Items* | *Other Meeting Items* |
|---|---|---|
| *Monday* | | |
| *8/7 Monday* | **NO MEETING** | |
| *8/15 Tuesday* | **Meeting** Aqueduct Leases (2) | |
| *8/22 Tuesday* | **Meeting** | |
| *8/29 Tuesday* | **Meeting** | |
| *9/4 Monday* | **Labor Day – Town Hall Closed** | |
| *9/11 Monday* | **Meeting** | |
| *9/18 Monday* | **Meeting** | |
| *9/25 Monday* | **Meeting** | |
| *10/2 Monday* | **Wellesley Club – NO MEETING** | |
| *10/3 Tuesday* | **Meeting** | |
| *10/9 Monday* | **Columbus Day – Town Hall Closed** | |
| *10/10 Tuesday* | **Meeting** | |
| *10/16 Monday* | **Meeting** | |
| *10/23 Monday* | **Meeting – STM?** | |
| *10/30 Monday* | **Meeting – STM?** | |

***Notes***

*Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/2/17, 11/6/17, 1/22/18, 3/19/18*

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Our regularly scheduled meeting begins slightly earlier than usual at 6:45 PM in the Juliani Room at Town Hall.

1. Call to Order

2. Citizen Speak

Review Executive Director's Weekly Report – included in your packet is a copy of my weekly report. I will mention a couple of items at the meeting that may be of interest to those watching the meeting, and would be happy to answer any questions that you have.

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TOWNOFWELLESLEY MASSACHUSETTS

# BOARD OF SELECTMEN

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## MEMORANDUM

DATE: May 26, 2017

TO: Board of Selectmen

FROM: Blythe C. Robinson, Executive Director BCR

SUBJECT: Weekly Report

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Below are various activities of our office and various departments that I would like to bring to your attention.

- On Monday night there was a leak in a cold water line at the Middle School discovered by FMD staff. They were quickly able to shut off the line and identify a rusted cap which was the source of the issue. They began clean up, called in the town's emergency restoration company, and together they were able to address the problem quickly, remove some flooring and take steps to prevent any mold to occur. This incident has been submitted to our insurer (MIIA), but we don't believe the costs will reach the threshold of our deductible ($25,000). The work will be paid out of the FMD operating budget. Ironically, staff had practiced an incident similar to this in a training session last month, which we now know was timely!
- Included in your packet is the letter we received this week from the State formalizing our community compact projects. We are receiving technical assistance to develop the communications plan, and $15,000 to develop a strategy to digitize our public records. I plan to meet with Brian DuPont and Kathy Nagle to develop our initial plan to the State and then include a wider audience once we have a pathway forward.
- I heard a step 3 grievance last week regarding an employee in the DPW who was terminated from employment after failure to obtain a license essential to the position. The contract allows a grievance at this level to be heard by the Board or my position, and after conferring with the Chair I moved forward. After weighing the facts and reviewing it with Labor Counsel I decided to uphold the decision of the DPW Director. I can brief you further off line if you would like.
- Tanyalee Williams has regretfully informed us that she is unable to return to work from her maternity leave due to the inability to locate child care. She was due back

on May 10th however we granted her additional time to resolve that matter, but on Monday she told us she cannot. We are moving forward to re-evaluate the job description for the position, work through that with HR, and begin the hiring process. Sandy will be on vacation the next two weeks following Memorial Day so we will be short staffed for that period. She also anticipates having surgery this summer so we may consider temporary help during that time.

- We also received word that Heather Lamplough is leaving the Planning Department for a similar position with the Town of Concord. It is disappointing to lose her after a fairly short tenure, especially as we ramp up to manage the zoning bylaw changes and demolition delay process in the next few months.
- If you like to populate your calendar in advance, please note that the COA is working on their grand opening celebration plans and has penciled in October 22nd. Construction is going well and they anticipate substantial completion in late July, moving over in mid-August, and the settling in, so programing can go ahead in September.
- As you recall from last week's report, Brian DuPont had filed a grant application from the Fund for Wellesley and they have awarded that to the Town. We didn't get into specifics at the meeting this week so I wanted to do that and tell you that the grant is about $2,000 and will pay for software that will enable the new website to be used by people who have vision impairments, and for those who aren't English speakers, they'll be able to translate the website into their language. I know he can provide more details if you would like them.
- Included in your packet is an updated version of the liaison list and work plan for FY18. Please look them back over so we can revisit them during the second half of the retreat Thursday morning.
- Just a reminder that the Town offices will be closed on Monday, May 29th to observe Memorial Day. The Town's official celebrations will be held in the evening of May 30th.

## 3. Joint Election with the Planning Board – New Members

The Planning Board has asked to have a joint meeting to appoint a member to fill Laura Pfadt's term until the next election. The protocol in such a situation is for the two boards to have a joint election, which we have scripted for you in the motions below. They would like to appoint Kathleen Woodward who is currently a member of the Advisory Committee. They have asked for your consideration to add this to the agenda so that they have a full board as they start the PSI process for the 900 Worcester project. They would also like to appoint David Stern (former HHU Committee member) as Associate member which also requires a joint vote.

Deb Carpenter will not be present for the meeting, and Vice Chair Catherine Johnson will lead the Planning Board.

### Joint Meeting with the Planning Board

**Move** to elect Marjorie Freiman as Chair of the joint meeting.

**Move** to elect Catherine Johnson as Secretary of the joint meeting.

**Motion** I nominate Kathleen Woodward to be elected to the Planning Board for a term ending March 6, 2018.

**Motion** I nominate David Stern to the position of Associate Member of the Planning Board for a two-year term ending June 30, 2019.

**Move** to dissolve the joint meeting.

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50 Kirkland Circle
Wellesley Hills, MA 02481
April 26, 2017

Deborah Carpenter, Chair
Planning Board
Town Hall
525 Washington St.
Wellesley, MA 02482

Michael Zehner, Planning Director
Town Hall
525 Washington St.
Wellesley, MA 02482

Re: Associate Member Position, Planning Board

Dear Deborah and Michael:

By this letter I wish to express my interest in serving as an Associate Member of the Planning Board. Serving as the Advisory Liaison to the Planning Board has sparked my desire to learn more about this dynamic area of municipal law and policy. I believe that my education, experience and dedication to public service, as reflected in my resume and participation in community service, has prepared me well to take on this new challenge.

As my resume indicates, I have practiced environmental law, primarily in the public sector, since 1991. I believe that my extensive experience in the interpretation and application of statues and regulations will enable me to ably analyze and apply statutes and bylaws in the planning context. Similarly, my substantial experience in the painstaking review of documentary evidence has likewise prepared me for the task of careful and thorough review of materials submitted to the Planning Board. Further, through my work I have gained considerable knowledge in the area of storm water management that I believe is highly transferable to the planning context. Finally, my many years of experience in communicating and negotiating with members of the regulated community would be extremely helpful to me in my interactions with the public as the Associate Member of the Planning Board.

In addition to the experience and expertise summarized above and reflected in my resume, my participation in community service and local government over many years demonstrates my commitment and strong interest in continued volunteer service to the Town and to the Planning Board, in particular. Prior to moving to Wellesley, I served on the Town of Winchester Conservation Commission. Since moving to Wellesley in 1998, I have been a Town Meeting member for 18 years. During that time, I was very involved in school budget issues at the grassroots level, serving as the liaison between Sprague School and Committee 21 (the Town-wide school advocacy organization). In 2013, I served on the Tolles-Pasons Center Review Committee appointed by the Moderator. I have served three years on the Advisory Committee. Currently, I am on the Weston Road Community Garden Resident Board, serving as Treasurer.

As a final note, I deeply believe that those representing the government in any capacity should always treat the public with respect and consideration. In my many years as a practicing attorney, I have always conducted myself in accordance with this belief and I would continue to do so were I chosen to serve as the Associate Member to the Planning Board.

Thank you very much for considering my application for the position of Associate Member of the Planning Board. Should you wish to reach me to further discuss my application, please call me at (617) 947-0203 or email me at kathleenewoodward@gmail.com.

Sincerely,

Kathleen E. Woodward

Kathleen E. Woodward, Esq.

**KATHLEEN E. WOODWARD**
50 Kirkland Circle
Wellesley Hills, Massachusetts 02481
(617) 947-0203

**EXPERIENCE** **United States Environmental Protection Agency** Boston, Massachusetts
***Senior Enforcement Counsel*** April 1991-Present

*Regulatory Law*: 1997-Present Develop and implement enforcement actions including preparation of complaints and settlement of the United States' claims in both administrative and judicial forums. Provide legal advice on a wide range of municipal and state agency storm water discharge issues. Handle cases in the areas of pollutant discharges to the waters of the U.S.; lead paint hazards; hazardous waste; under-ground storage tanks; and community right-to-know.

*Superfund*: 1991-1996 As senior attorney for the Raymark Industries, Inc. Sites, provided legal advice relating to the remediation and redevelopment of a 33-acre industrial facility and the cleanup of 73 residential, municipal, and commercial sites. As counsel to the Removal Program, provided legal and policy advice to legal and technical personnel on case-specific and programmatic matters; oversaw development and issuance of Unilateral Administrative Orders; and developed model legal documents.

**Goodwin Procter** Boston, Massachusetts
*Environmental Associate* October 1989 – March 1991
Advised client on implementation of Administrative Consent Order and recovery of response costs. Analyzed applicability of Federal and Massachusetts Clean Water Act regulations to energy co-generation facility. Provided compliance advice regarding hazardous waste and underground storage tank regulations.

**Massachusetts Appeals Court** Boston Massachusetts
*Judicial Clerk for the Honorable R. Ammi Cutter* September 1988 - August 1989
Assisted in development of judicial opinions on a broad range of civil and criminal cases.

**EDUCATION** **BOSTON COLLEGE LAW SCHOOL** Newton, Massachusetts
Juris Doctor, *Magna Cum Laude*, May 1988
Grade Point Average: 3.56 (Top 5%)
Activities: Conservation Research Group; Moot Court Competition

**BOSTON COLLEGE** Newton, Massachusetts
Bachelor of Arts, Political Science, *Magna Cum Laude*, May 1983
Grade Point Average: 3.65 (Top 6%)
Activities: Resident Advisory Board; World Hunger Committee

**PUBLICATIONS**

Contributed to three-volume treatise, *The Law of Hazardous Waste: Management, Cleanup, Liability and Litigation* (Matthew Bender & Co., Inc., 1987)
Co-author, "Environmental Impairment Liability Insurance Coverage," Massachusetts Continuing Legal Education, Inc. (May 1990)
"Low-Level Radioactive Waste: Southeast Progress Report," 11 *Environmental Practice News* 1, Marshall-Wythe School of Law, The College of William and Mary (1986)

**AWARDS**

James W. Craig National Honor Award for Pollution Prevention Leadership (2010)

Recognition by U.S. Attorney's Office of the District of Connecticut "In appreciation for Outstanding Service and Performance in U.S. v. Ameripride" Judicial case (2009)

Regional Administrator's Employee of the Month Award, U.S. E.P.A., Region 1 (2007)

Legal Excellence Award in Superfund presented by the Director of the Office of Environmental Stewardship, U.S. E.P.A., Region 1 (2002)

Bronze Medal for Commendable Service as a Member of the Raymark Team (the highest award given at the U.S. E.P.A. Regional level) (1997)

Team of the Year Award as member of the Chlorine Enforcement Team presented by the Director of the Office of Environmental Stewardship, U.S. E.P.A., Region 1 (1997)

Bronze Medal for Commendable Service as a Member of the Raymark Team in 1993 (the highest award given at the U.S. E.P.A. Regional level) (1993)

Special Act Award: Raymark Team, U.S. E.P.A., Region 1 (1994)

Removal Team of the Year, U.S. E.P.A., Region 1 (1993)

Regional Administrator's Employee of the Month Award, U.S. E.P.A., Region 1 (1991)

**Zehner, Michael**

**From:** Deborah Carpenter <ldcarpenter@gmail.com>
**Sent:** Friday, May 05, 2017 11:13 AM
**To:** Ann Rappaport
**Cc:** Zehner, Michael
**Subject:** Re: Recommendation for Kathleen Woodward to be next Associate Planning Board Member

Thank you for your thoughtful input, Ann. We will pass it along to the rest of the Board members.

On Thu, May 4, 2017 at 7:33 PM, Ann Rappaport <ann@rappaport.us> wrote:

Dear Deb and Michael,

I am writing to enthusiastically endorse Kathleen Woodward to become the next Associate Planning Board Member. Kathleen and I served on the Wellesley Advisory Committee in 2014-2015 (my third year on Advisory and her first). I found her to be an intelligent, thoughtful, and conscientious Advisory member with a strong work ethic, and always willing and able to ask penetrating questions of the boards and committees that presented to Advisory. Her legal background was invaluable in helping her craft well-researched, well-reasoned and well-written Advisory articles for the *Advisory Report.* Additionally, she was a generous, respectful and interesting colleague and I really enjoyed working with her!

I am certain that Kathleen's service as this year's Advisory Planning liaison has given her an appreciation of the technical and legal niceties of the field of Planning, which combined with her excellent analytic skills would make her a highly effective member of the Planning Board. I can readily imagine that her professional experience in stormwater management would be a valuable addition to the current Planning Board skillset.

I am very pleased that Kathleen has found a way to parlay her Advisory and professional experience into another significant volunteer role in Wellesley, which is one of the expectations of those who serve on Advisory. Kathleen will be a big loss to Advisory Committee as her term ends this year, and I hope her knowledge, insight and independent voice will continue to inform Wellesley government. We are very fortunate to have someone like Kathleen eager to give more time and energy to the town, and I encourage you to select her for this important role on the Planning Board.

Thank you for your consideration,

Ann Rappaport

Board of Library Trustees

Town Meeting member (2007-)

Advisory Committee 2012-2015, Vice Chair in 2014-15, *Advisory Report* Editor 2012-2015

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# DAVID STERN

8 Dover Road Wellesley, MA 02482 w 617.338.1125 c 617.416.2720
david@sternmccafferty.com www.sternmccafferty.com

## SUMMARY

David Stern is a practicing architect with 30 years of experience designing and managing a wide range of projects – from public work for cities and towns, to private, institutional work, and custom homes and interiors. His work has been widely published and has received many awards.

## PROFESSIONAL EXPERIENCE

| | | |
|---|---|---|
| STERN McCAFFERTY ARCHITECTURE AND INTERIORS<br>Partner in Charge of Architecture<br>*custom homes, residential interiors, institutional buildings, mixed-use buildings, and office interiors* | Boston, MA | 1999 - present |
| SCHWARTZ/SILVER ARCHITECTS<br>Senior Project Architect<br>*city and town libraries, senior centers, museums and institutional buildings, multi-family housing, custom homes, office and retail interiors* | Boston, MA | 1987 - 1990,<br>1993 - 1998 |
| MOSHE SAFDIE AND ASSOCIATES<br>Project Manager<br>*institutional buildings, multi-family housing, and mixed-use buildings* | Somerville, MA | 1991 - 1992 |
| MACHADO AND SILVETTI ASSOCIATES<br>Project Designer<br>*urban design, mixed use and residential buildings* | Boston, MA | 1986 - 1987 |

## EDUCATION

| | | |
|---|---|---|
| HARVARD UNIVERSITY \| Graduate School of Design<br>Master of Architecture | Cambridge, MA | 1985 |
| UNIVERSITY OF PITTSBURGH<br>Bachelor of Arts in Architecture, Magna Cum Laude | Pittsburgh, PA | 1981 |
| THE INSTITUTE FOR ARCHITECTURE AND URBAN STUDIES<br>Undergraduate studies in design, history, and theory | New York, NY | 1979 - 1980 |
| UNIVERSITY OF GEORGIA \| Studies Abroad Program<br>Graduate studies in art history and architecture | Cortona, Italy | 1983 |

## PROFESSIONAL ACTIVITY

| | | |
|---|---|---|
| ADJUNCT PROFESSOR OF ARCHITECTURE<br>Northeastern University \| School of Architecture | Boston, MA | 2009 - 2014 |

AWARDS JUROR
Boston Society of Architects / New York AIA Housing Awards
New England Home 5 under 40
Boston Society of Architects Unbuilt Architecture Award

GUEST CRITIC IN ARCHITECTURE
Harvard University Graduate School of Design
Yale University School of Architecture
Rhode Island School of Design
Roger Williams College
Northeastern University
University of Cincinnati
University of Iowa

# DAVID STERN

**SELECT AWARDS**

Boston Society of Architects Small Firms Awards
Boston Society of Architects Interiors Award
International Interior Design Association Award
Boston Society of Architects Young Architects Award
AIA National Honor Award
Housing Design Award, AIA New York/Boston
Boston Magazine Home & Garden Modern Kitchen Award
Boston Harbor Park Pavilion Design Competition

**SELECT PUBLICATIONS**

Stuff Magazine, "At Home", 2012
Houzz.com, 2011
Boston Home Magazine, "Double Take", 2011
HGTV Planet Green Network, "World's Greenest Homes", 2010
Boston Home Magazine, "Tailor-Made", 2010
Boston Sunday Globe Magazine, 2008
Dwell, "Off the Grid", 2008
Architectural Record Online, House of the Month, 2008
Boston Home Magazine, "Stepping Out", 2008
New England Home, 2008
Boston Home Magazine, "Moving on Up", 2008
The Chicago Tribune Home Design, "What the Pros Know", 2007
Metropolitan Home, "Bright City Whites", 2007
Boston Magazine Home & Garden, 2006
Sandra Fairbank in The Boston Globe, 2006
Architecture Boston, 2005
Wall Street Journal, 2002
Interior Design Magazine, "Poetic License", 2000
Robert Campbell in The Boston Globe, 1998

**REGISTRATION**

Commonwealth of Massachusetts

## 4. Quarterly Traffic Update

There are a number of topics that we have included on this agenda tonight that address traffic and polices related to traffic and streets for your consideration. Members of the traffic committee will be present (Jack Pilecki, Dave Hickey, Mike Pakstis, Terry Connolly, Mike Regan from VHB) to discuss these items and answer any questions you may have.

- Public Hearing - Heavy Commercial Vehicle Exclusion Approval for Brook Street

  For quite some time the Town has been working on obtaining approval from the State to exclude heaving commercial vehicles from this street. The State has indicated that they are satisfied with the plan and are willing to issue the exclusion, which requires a public hearing and vote by the Board of Selectmen. Thus we recommend that you vote to approve the motion below. Information about the exclusion that has led to this recommendation is included in your packet.

**Move** to

BLANK SHEET

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May 18, 2017

## Abutter Notification

On June 1, 2017, the Board of Selectmen will be holding a public hearing to consider amending the Town's Traffic Regulations in the Juliani Room at Town Hall. The following amendment is being proposed:

**7:05pm ADD to**

**SHEDULE V (Section 7-19)**
**EXCLUSION OF HEAVY AND COMMERCIAL VEHICLES**

| LOCATION | BETWEEN |
|---|---|
| Brook Street | Wellesley Avenue and Great Plain Avenue |

Adopting this Traffic Regulation Amendment is the final step in the process. Upon receipt of this adoption, MassDOT will issue the heavy commercial vehicle exclusion permit.

An update on the proposed intersection improvements at the Amherst Street / Brook Street intersection will also be provided.

Public comment is invited. Written comment may be submitted to the Board of Selectmen, Town Hall, 525 Washington Street, Wellesley, MA 02482 or email sel@wellesleyma.gov

United Methodist Church
2 Brook Street
Wellesley, MA 02482

Wellesley College
Attn: Melissa S. Fletcher
106 Central Street
Wellesley, MA 02481

Bowry, Kathryn B
42 Brook Street
Wellesley, MA 02482

Sabino, John E & Ellen
John E Sabino Trust
60 Brook Street
Wellesley, MA 02482

Mitchell, Marjorie C
72 Brook Street
Wellesley, MA 02482

Horan, Bernard D &
Horan, Barbara T,
91 Brook Street
Wellesley, MA 02482

Canavan, M Christopher,
Canavan, Mary Hill
73 Brook Street
Wellesley, MA 02482

Licata, Michael &
67 Brook Street
Wellesley, MA 02481

Connor, Margaret B &
Connor, Meredith L,
12 Brook Street
Wellesley, MA 02482

Milde, Melanie H, Trustee
Hoelker Family Realty
7 Cottage Street
Wellesley, MA 02482

Benjamin, Ezra R & Ricki
2 Solon Street
Wellesley, MA 02482

Chaffee, Stuart C & Dana
34 Brook Street
Wellesley, MA 02482

Fulton, William T & Susan
46 Brook Street
Wellesley, MA 02482

Celi, John G & Karen
64 Brook Street
Wellesley, MA 02482

Renner, Peter A &
Renner, Mary T, Trustees
78 Brook Street
Wellesley, MA 02482

PFR LLC
1234 Boylston Street
Chestnut Hill, MA 02467

Cohen, Craig L & Lara D
71 Brook Street
Wellesley, MA 02482

Chrystall, Douglas &
63 Brook Street
Wellesley, MA 02482

Brook Street 14, LLC
117A Revere Street
Canton, MA 02021

Bailey, Jean B, Trustee
Jean B Bailey Revocable
21 Brook Street
Wellesley, MA 02482

Wargo, Christopher R &
Ryder, Donna L
45 Brook Street
Wellesley, MA 02482

Bae, Anne R
PO Box 812731
Wellesley, MA 02482

Rossetti, Jennifer M
1 Amherst Road
Wellesley, MA 02482

O'Donnell, Christopher &
68 Brook Street
Wellesley, MA 02482

Peterson, J & Higgins,
Margaret E Higgins
84 Brook Street
Wellesley, MA 02482

Harper, George Finley &
75 Brook Street
Wellesley, MA 02482

Housel, Mark S & Anne
69 Brook Street
Wellesley, MA 02482

United Methodist Church
Christ Church
2 Brook Street
Wellesley, MA 02482

Seibel, William A &
Boudreau, Carol A
31 Brook Street
Wellesley, MA 02482

Corbosiero, Anthony C,
Corbosiero Trust
61 Lincoln Street Ext
Natick, MA 01760

Corbosiero, Anthony C,
Corbosiero Trust
61 Lincoln Street Ext
Natick, MA 01760

Corbosiero, Anthony C,
Corbosiero Trust
61 Lincoln Street Ext
Natick, MA 01760

Kowaleski, Douglas E &
Pfadt, Lara M
20 Brook Street
Wellesley, MA 02482

Ryan, John J, III,
Donovan Family Trust
194 Lawrence Street
Haverhill, MA 01830

Dolan, John C & Maura
144 Brook Street
Wellesley, MA 02482

Gallico, G Gregory, III &
Gallico, Stephanie M
153 Brook Street
Wellesley, MA 02482

Mohan, Brian J & Mary E
135 Brook Street
Wellesley, MA 02482

Harrington, Elizabeth G
57 Radcliffe Road
Wellesley, MA 02482

Norton, Robert L, Jr &
Norton, Pamela H,
92 Brook Street
Wellesley, MA 02482

Kane, James P
98 Brook Street
Wellesley, MA 02482

Mason, Harold P
11 Brook Street
Wellesley, MA 02482

Freese, Ted R & Theresa A
2254 Aventurine Pl
Carlsbad, CA 92009

Tetel, Marc Jeffrey &
Tetel, Carly Simons
22 Brook Street
Wellesley, MA 02482

Pauli, Samuel A &
134 Brook Street
Wellesley, MA 02482

Kinrys, Gustavo &
Cafasso, Irena
2 Fuller Brook Road
Wellesley, MA 02482

Marmarinos, Maria I
2 Wildon Road
Wellesley, MA 02482

Kisiday, Donald E &
131 Brook Street
Wellesley, MA 02482

Fay, James G & Elizabeth
51 Radcliffe Road
Wellesley, MA 02482

de Grace, Gabriele,
Gabriele de Grace 2014
94 Brook Street
Wellesley, MA 02482

Holland, Peter & Laura
100 Brook Street
Wellesley, MA 02482

Corbosiero, Anthony C,
Corbosiero Trust
61 Lincoln Street Ext
Natick, MA 01760

Porter, George P D
16 Wellesley Avenue
Wellesley, MA 02482

Uller, Jeffrey & Kelly
3 Wildon Road
Wellesley, MA 02482

Prentice, Loren & Ahming
140 Brook Street
Wellesley, MA 02482

Bates, Suzanne W &
3 Fuller Brook Road
Wellesley, MA 02482

Boyce, David B &
Steinberg, Molly Rachel
139 Brook Street
Wellesley, MA 02482

Magpiong, Glen & Jane F
61 Radcliffe Road
Wellesley, MA 02482

Tobin, Susan McWhan &
Tobin, David
90 Brook Street
Wellesley, MA 02482

Franklin, Lewis C, III &
96 Brook Street
Wellesley, MA 02482

Henderson, Peter M &
1 Woodridge Road
Wellesley, MA 02482

Wigneswaran, John &
Maia, Gilda
99 Brook Street
Wellesley, MA 02482

Edwards, Charles N &
189 Benvenue Street
Wellesley, MA 02482

Price, Stephanie L
115 Brook Street
Wellesley, MA 02482

Carlozzi, Craig & Hannah
38 Sterling Road
Wellesley, MA 02482

Mordan, William Richard &
Mordan, Michelle Dion
65 Radcliffe Road
Wellesley, MA 02482

Ware, Robert A &
Kohl, Nancy E
124 Brook Street
Wellesley, MA 02482

Slodden, Joanne M
93 Brook Street
Wellesley, MA 02482

Daly, Jill S
119 Brook Street
Wellesley, MA 02482

Brown, Phillip J & Mary
113 Brook Street
Wellesley, MA 02482

Gunner, Judith B
9 Woodridge Road
Wellesley, MA 02482

Nitschelm, Frederic A &
114 Brook Street
Wellesley, MA 02482

Rotella, Jeffrey T &
Lund, Tracy E
125 Brook Street
Wellesley, MA 02482

Luo, Hongbo &
Yu, Hongbo
117 Brook Street
Wellesley, MA 02482

Costello, John M &
2 Woodridge Road
Wellesley, MA 02482

Carroll, Geraldine D
24 Brillany Court
Allantic Highlands, NJ 07716

Hermacinski, Leo J &
Trotman-Dickenson,
126 Brook Street
Wellesley, MA 02482

## Connolly, Terry

**From:** Hobson, Sandy
**Sent:** Wednesday, May 24, 2017 8:14 AM
**To:** Robinson, Blythe; Beth Sullivan Woods; Ellen Gibbs; Jack Morgan; Marjorie Freiman; Jop, Meghan; Connolly, Terry; Thomas Ulfelder
**Subject:** FW: Proposed Amendment SCHEDULE V (SECTION 7-19) Exclusion of Heavy and Commercial Vehicles on Brook St

**From:** Ted Freese [mailto:tedfreese@yahoo.com]
**Sent:** Tuesday, May 23, 2017 7:28 PM
**To:** DL: Board of Selectmen <sel@wellesleyma.gov>
**Subject:** Proposed Amendment SCHEDULE V (SECTION 7-19) Exclusion of Heavy and Commercial Vehicles on Brook St

My name is Ted Freese. We own the property at 19 Brook St.

We are unable to attend the June 1st meeting but support the proposed amendment prohibiting the use of Brook St for Heavy and Commercial Vehicles.

We support the amendment for the following reasons:

1. Brook St is a residential area. There is no commercial development requiring use by big vehicles
2. It is a very narrow street
3. There are sidewalks on only one side of the road requiring pedestrians to sometimes walk in the road
4. There is access to two schools from Brook St; Hunnewell Elementary and Christ Church Nursery School with children walking to and from school every day
5. Runners and bikers cross the street when using the brook path
6. Commercial vehicles park and block residents driveways

The risk of injury alone should block the use of commercial vehicles.

Also worth mention is the beautifully restored brook path is meant to be enjoyed by the public without the intrusion, noise, and pollution from heavy commercial vehicles. We just don't need them in our neighborhood.

Ted Freese

March 3, 2017

Mr. Hans Larsen
Executive Director of General Government
Town Hall
525 Washington Street
Wellesley, MA 02482-5992

Dear Mr. Larsen:

This is in reference to the Town's recent request for a heavy commercial vehicle exclusion (HCVE) on Brook Street in Wellesley.

Please be advised that both our District 6 Traffic Engineering Section and our Boston Office Regulations Section are in agreement with the Town regarding approval of a 24 hour HCVE for vehicles exceeding 2 ½ ton carrying capacity on Brook Street.

At your earliest convenience, please forward to this office three originals, signed by the Board of Selectmen, of the official adoption of this HCVE regulation for Brook Street into the Town's Traffic Rules and Regulations so that we may issue the appropriate permit accordingly.

Thank you in advance for your attention to this matter.

Sincerely,

Neil E. Boudreau
State Traffic Engineer

RFW/
Cc: Dist. 6 Traffic

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

TOWN OF WELLESLEY MASSACHUSETTS

# BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

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FACSIMILE: (781) 239-1043
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WWW.WELLESLEYMA.GOV
HANS LARSEN
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

December 13, 2016

Walter Heller, P.E., District Highway Director
185 Kneeland Street
Boston, MA 02111

**Re: Request for Heavy Commercial Vehicle (Truck) Exclusion**
**Brook Street – Wellesley, Massachusetts**

Dear Mr. Heller:

The Town of Wellesley is submitting herewith, one copy of the Compilation of Data for a Heavy Commercial Vehicle Exclusion on Brook Street. The Town is submitting this data in support of our request to exclude heavy commercial vehicles on Brook Street from Wellesley Avenue to Great Plain Avenue.

Neighborhood residents have requested that heavy vehicles be excluded to ensure public safety, as well as deter cut-through traffic, and to improve quality of life in the neighborhood. Brook Street is being used as a cut-through in lieu of following Route 135. In addition, the Fuller Brook Park, currently being restored, crosses Brook Street and is an important town asset that is heavily used by pedestrians including elementary students.

Brook Street both begins at Wellesley Avenue (Route 135) and ends on Great Plain Avenue (Route 135). An alternative route travel time and distances analysis suggests that there is no significant difference in terms of travel time and distance. A map showing the route to be excluded and the proposed alternate route is contained in the report. The excluded route is shown in red and the proposed alternative route is shown in green.

The Town of Wellesley believes Route 135 is an urban principle arterial and is a more appropriate and safer route for heavy commercial traffic than Brook Street, which is an urban collector.

We thank you for considering our request and look forward to your response.

Sincerely,

Hans Larsen,
Executive Director

Memorandum

To: Walter Heller, P.E.
District Highway Director
MassDOT District 6
185 Kneeland Street
Boston, MA 02111

Date: November 12, 2016

Project #: 13676.01

From: Michael Regan, PE, PTOE

Re: Brook Street Heavy Commercial Vehicle Exclusion

The Town of Wellesley is requesting a twenty-four hour heavy commercial vehicle exclusion on the entire length of Brook Street from Wellesley Avenue (Route 135) to Great Plain Avenue (Route 135). The town is proposing an alternate route for heavy commercial vehicles with a carrying capacity over two and a half tons to travel via Wellesley Avenue (Route 135)/Great Plain Avenue (Route 135). The proposed excluded route (Brook Street) and proposed alternate route (Wellesley Avenue/Great Plain Avenue) are shown in Attachment A. The Town of Wellesley is dedicated to providing proper signage, as seen in Attachment B, at the following locations: Brook Street at Wellesley Avenue (Route 135); Brook Street at Great Plain Avenue (Route 135); Benvenue Street at Grove Street.

The application of a truck exclusion along Brook Street was examined using guidelines set by the Massachusetts Amendments to the MUTCD, Section 10A-9 Heavy Commercial Vehicle Exclusion. For reference purposes, the criteria for a truck exclusion (commercial vehicles with a carrying capacity over 2 ½ tons) are:

*1. Warrants*

*A. A volume of heavy commercial vehicles, which usually is in the range of five (5) to eight (8) percent, reduces the utilization of the facility and is cause for a substantial reduction in capacity or safety.*

*B. The condition of the pavement structure of the route to be excluded indicates that further repeated heavy wheel loads will result in severe deterioration of the roadway. (subject to department review)*

*C. Notwithstanding the foregoing, in certain instances where land use is primarily residential in nature and a municipality has requested exclusion only during hours of darkness, a specific night exclusion may be granted.*

A review of the existing conditions along Brook Street was completed with the following comments.

## Existing Conditions

### Proposed Excluded Route

Brook Street is an urban collector that provides access to Routes 16 and 135 as well residential neighborhoods. Brook Street is generally oriented in the northwest-southeast direction, extending from Wellesley Avenue (Route 135) to the southeast and terminating at Great Plain Avenue (Route 135). The roadway is approximately 24 feet wide with no shoulders or lane markings to separate travel lanes west of Wildon Rd. On-street parking is allowed for the majority of the roadway. Five foot wide sidewalks are present along Brook Street from Wellesley Avenue to Fuller Brook Road and are in fair condition with visible cracking and distortions. Pavement is in fair condition with visible cracking and a few areas with missing pavement/potholes. There is no posted speed limit on the road. Land use along the roadway is residential.



101 Walnut Street
PO Box 9151
Watertown, MA 02472-4026
P 617.924.1770

**Proposed Alternate Route**

As part of the guidelines set by the Massachusetts Amendments to the MUTCD, Section 10A-9 Heavy Commercial Vehicle Exclusion, a suitable alternate route must be provided for the potential excluded roadway. The proposed alternate route would have heavy commercial vehicles travel on Wellesley Avenue (Route 135) / Great Plain Avenue (Route 135).

*Wellesley Ave (Route 135)* a two lane, two-way urban principal arterial. It is generally oriented in the west-east direction, extending from Washington Street (Route 16) to Great Plain Avenue (Route 135). The roadway has one 12-foot travel lane in each direction, with 8-foot marked shoulders on each side of the roadway. Five foot wide sidewalks are present along both sides of the roadway from Washington Street (Route 16) to Great Plain Avenue (Route 135). Sidewalks are in good condition with some visibility of cracking. Pavement is in fair condition with visible cracking in the roadway as well as rutting at the traffic signal located at the intersection of Washington Street (Route 16). Brook Street intersects Wellesley Avenue (Route 135) from the southeast to form a T-intersection. Brook Street is under STOP control, while Wellesley Avenue (Route 135) is controlled by a traffic signal. The posted speed limit in the area is 30 miles per hour (mph). Land use along the roadway is mainly residential.

*Great Plain Avenue (Route 135)* a two lane, two-way principle arterial. It is generally oriented in the northwest-southeast direction, extending from Wellesley Avenue (Route 135) to Brook Street. The roadway has one 13-foot travel lane in each direction, with 8-foot marked shoulders on each side of the roadway. Five foot wide sidewalks are present along the eastern most side of the roadway from Wellesley Avenue (Route 135) to Brook Street. Pavement is in fair condition with some visibility of cracking in the roadway. Brook Street intersects Great Plain Avenue (Route 135) from the southwest to form an unsignalized T-intersection. Brook Street is under STOP control, while Great Plain Avenue (Route 135) is under no control. The posted speed limit in the area is 35 mph. Land use along the roadway is residential.

**Traffic Volumes**

To identify current traffic characteristics and conditions daily traffic volumes were collected at three locations along Brook Street for a 72-hour period from June 1st, 2016 through June 3rd, 2016 (Wednesday through Friday) using automatic traffic recorders (ATR). These three locations were Brook Street south of Brook Path, Brook Street in-between Hampden Street and Solon Street, and Brook Street East of Juniper Road. The volumes are summarized in Table 1. The half-hour breakdown of the ATR counts can be seen in Attachment C.

## Table 1 Existing Traffic Volume Summary

| Location | Traveling | Total Volume [a] | Heavy Vehicle Volume [b] | HV % |
|---|---|---|---|---|
| Brook St, South of Brook Path | NB | 972 | 75 | 8% |
| | SB | 1197 | 70 | 6% |
| Brook St, between Hampden St and Solon St | NB | 1869 | 55 | 3% |
| | SB | 1457 | 51 | 4% |
| Brook St, East of Juniper Rd | WB | 2809 | 80 | 3% |
| | EB | 3316 | 97 | 3% |

The ATR data, shown in Table 1, shows that, south of the Brook Path on Brook Street, there is a volume of heavy vehicles that is sufficient to warrant Condition A of Massachusetts Amendments to the MUTCD for Heavy Commercial Vehicle Exclusion. There is an increase in heavy vehicle volume east of Juniper Street, but there is also a significant increase in total vehicular volume which decreases the heavy vehicle percentages.

### Travel Times and Distances

The alternate route travel times and distances as compared to the excluded route are summarized in Table 2 below. The travel time and distance information, as shown in Table 2, suggest that there is no significant difference in travel time and distance traveled using the proposed alternate route.

## Table 2 Alternate Route Travel Times and Distances

| Wellesley Ave at Brook St to/from Great Plain Ave at Brook St | | | |
|---|---|---|---|
| | **Route** | **Travel Time** | **Distance Traveled** |
| Proposed Excluded Route | Via Brook Street | 3 Minutes | 1.0 Miles |
| Proposed Alternate Route | Via Wellesley Street | 3 Minutes | 1.0 Miles |
| **Grove St at Benvenue St to/from Great Plain Ave at Brook St** | | | |
| | **Route** | **Travel Time** | **Distance Traveled** |
| Proposed Excluded Route | Via Brook Street/Benvenue St | 3 Minutes | 1.2 Miles |
| Proposed Alternate Route | Via Wellesley Street | 5 Minutes | 2.0 Miles |

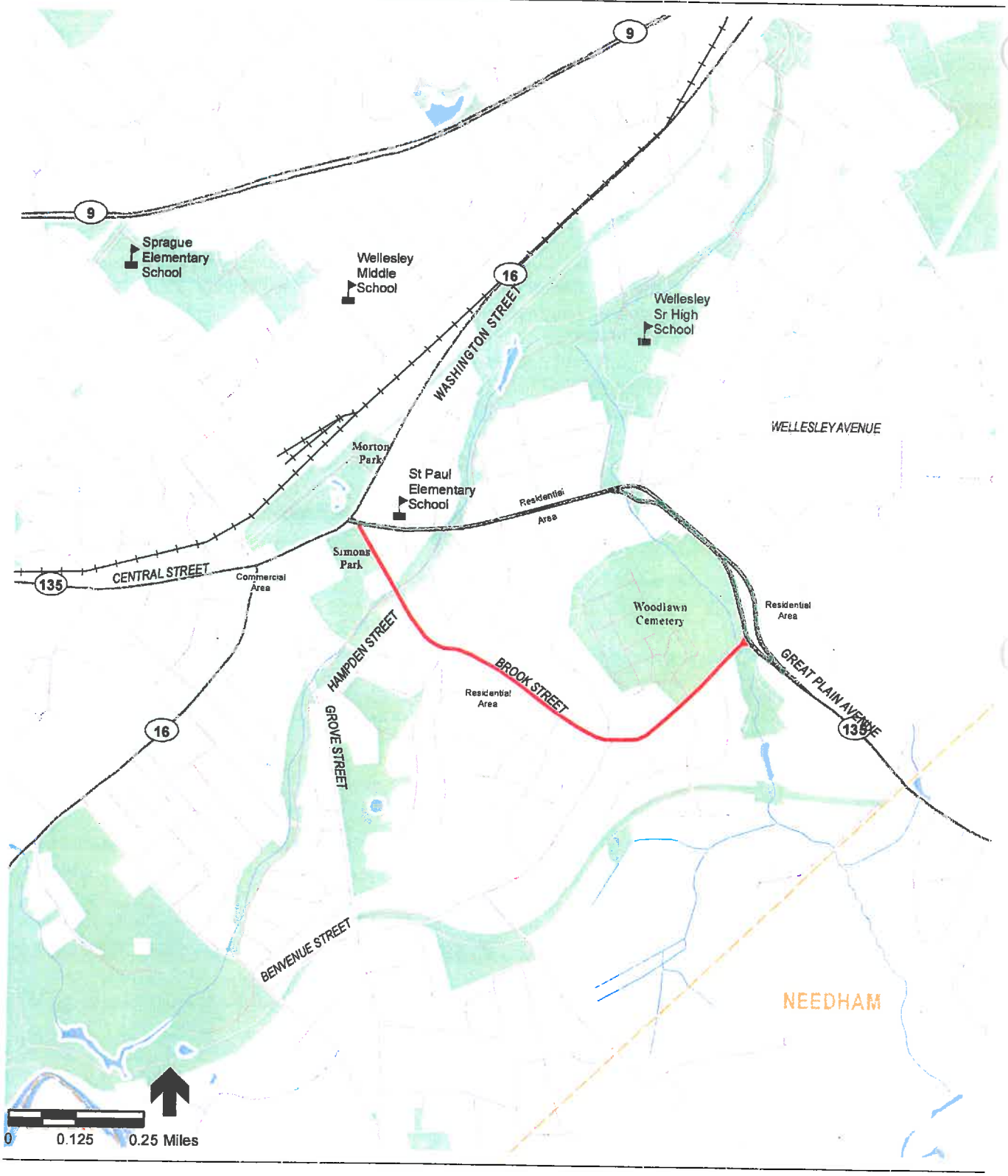
Source: Google Maps

a. Travel times are based on time trials performed during morning peak hours.

## Conclusion

VHB's review indicates that there is sufficient data to warrant a truck exclusion for commercial vehicles with a carrying capacity of 2 ½ tons or more for the entire length of Brook Street from Wellesley Avenue (Route 135) to Great Plain Avenue (Route 135). The roadway's heavy vehicle percentage south of Brook Path falls within the criteria set forth by the Massachusetts Amendments to the MUTCD, Section 10A-9 Heavy Commercial Vehicle Exclusion. Furthermore the proposed alternate route shows no significant differences in travel time and distance traveled as compared to the proposed excluded route. Heavy commercial vehicle exclusion signage as well as truck route signage would be placed at the intersection of Brook Street at Wellesley Avenue (Route 135) and Brook Street at Great Plain Avenue (Route 135). Heavy commercial vehicle exclusion warning signage would be placed near the intersection of Grove Street at Benvenue Street to give forewarning to heavy commercial drivers who intend to use Brook Street. A written statement from the municipality as to the need for the exclusion, and acknowledgement of acceptance of the responsibility for installation and maintenance of appropriate signage can be seen in Attachment D.

\\vhb\proj\Wat-TS\13676.01 Wellesley-OnCall-Assig 1\GIS\Project\Wellesley base map.mxd




## Legend

Proposed Excluded Route

Proposed Alternative Route

vhb

Attachment A
Truck Route Map
Brook Street Truck Exclusion
Wellesley, Massachusetts

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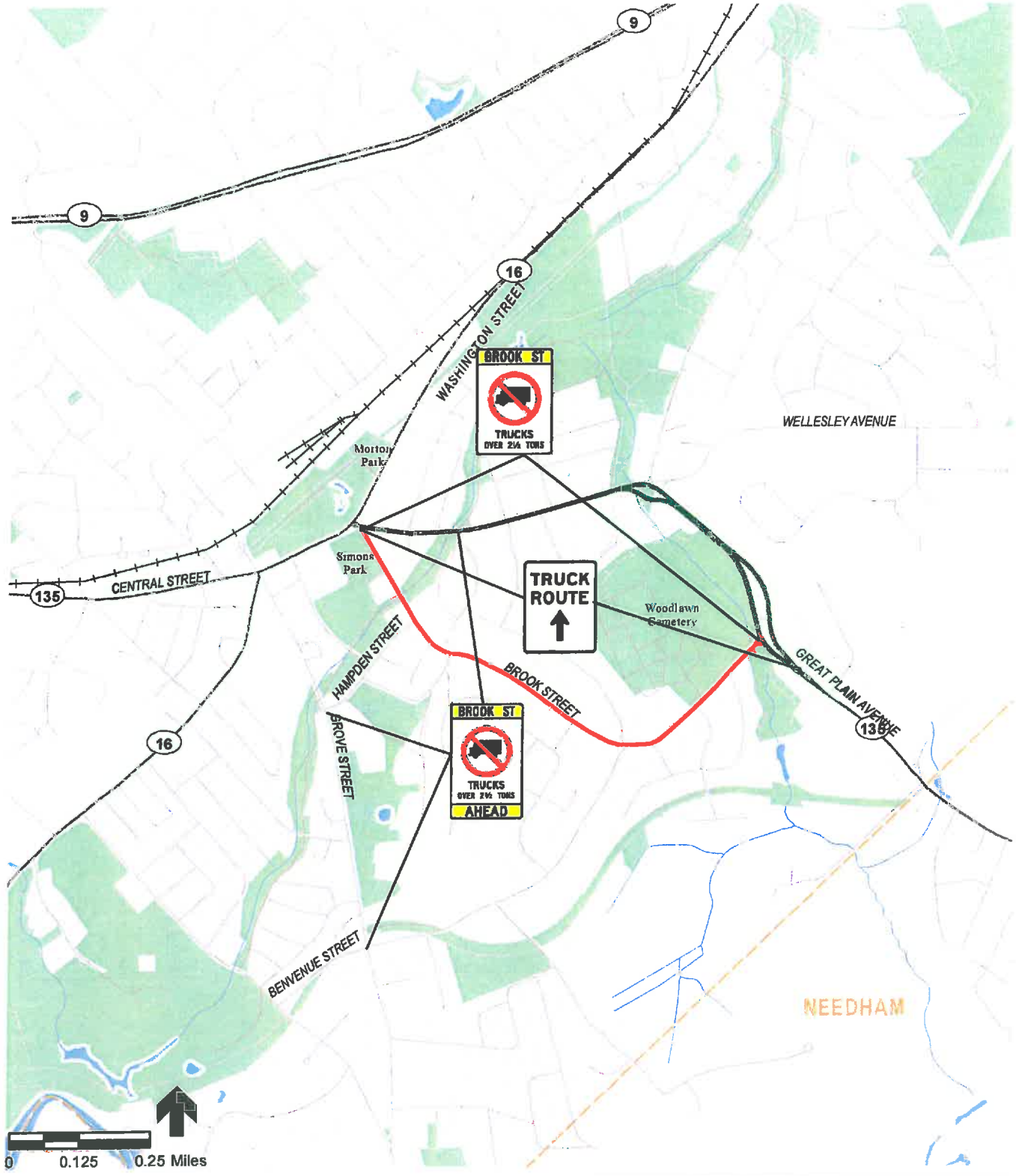


## Legend

Proposed Excluded Route

Proposed Alternative Route

vhb

Attachment B
Truck Exclusion Signage
Brook Street Truck Exclusion
Wellesley, Massachusetts

| | | NB | | | SB | | | NB | | | SB | | | EB | | | WB | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | Time | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % |
| 01-Jun-16 | 12:00 AM | 1 | 5 | 20% | 0 | 0 | 0% | 1 | 3 | 33% | 0 | 0 | 0% | 0 | 2 | 0% | 1 | 1 | 100% |
| | 12:30 AM | 0 | 2 | 0% | 0 | 2 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 1 | 2 | 50% | 0 | 0 | 0% |
| | 1:00 AM | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 1 | 0% | 0 | 1 | 0% |
| | 1:30 AM | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 1 | 0% |
| | 2:00 AM | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 2:30 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 1 | 2 | 50% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 3:00 AM | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% |
| | 3:30 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 4:00 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 0 | 0% |
| | 4:30 AM | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 1 | 0% | 0 | 8 | 0% | 0 | 0 | 0% |
| | 5:00 AM | 0 | 2 | 0% | 0 | 2 | 0% | 0 | 3 | 0% | 0 | 1 | 0% | 0 | 7 | 0% | 0 | 0 | 0% |
| | 5:30 AM | 0 | 9 | 0% | 0 | 3 | 0% | 0 | 9 | 0% | 0 | 3 | 0% | 0 | 20 | 0% | 1 | 8 | 13% |
| | 6:00 AM | 0 | 7 | 0% | 0 | 2 | 0% | 0 | 17 | 0% | 0 | 3 | 0% | 3 | 52 | 6% | 1 | 8 | 13% |
| | 6:30 AM | 0 | 24 | 0% | 1 | 39 | 3% | 1 | 20 | 5% | 3 | 13 | 23% | 5 | 112 | 4% | 1 | 29 | 3% |
| | 7:00 AM | 2 | 47 | 4% | 1 | 60 | 2% | 2 | 40 | 5% | 3 | 19 | 16% | 4 | 212 | 2% | 3 | 46 | 6% |
| | 7:30 AM | 3 | 85 | 4% | 4 | 61 | 7% | 3 | 67 | 4% | 5 | 56 | 9% | 4 | 276 | 1% | 5 | 84 | 6% |
| | 8:00 AM | 3 | 92 | 3% | 1 | 75 | 1% | 2 | 67 | 3% | 2 | 30 | 7% | 12 | 302 | 4% | 6 | 74 | 8% |
| | 8:30 AM | 7 | 71 | 10% | 2 | 73 | 3% | 7 | 43 | 16% | 4 | 27 | 15% | 5 | 278 | 2% | 5 | 65 | 8% |
| | 9:00 AM | 1 | 33 | 3% | 4 | 40 | 10% | 2 | 19 | 11% | 6 | 28 | 21% | 9 | 157 | 6% | 2 | 71 | 3% |
| | 9:30 AM | 1 | 53 | 2% | 4 | 49 | 8% | 3 | 32 | 9% | 5 | 32 | 16% | 5 | 122 | 4% | 0 | 60 | 0% |
| | 10:00 AM | 1 | 46 | 2% | 4 | 38 | 11% | 0 | 19 | 0% | 4 | 35 | 11% | 3 | 98 | 3% | 1 | 67 | 1% |
| | 10:30 AM | 3 | 54 | 6% | 3 | 43 | 7% | 6 | 44 | 14% | 6 | 37 | 16% | 7 | 113 | 6% | 3 | 87 | 3% |
| | 11:00 AM | 3 | 50 | 6% | 3 | 32 | 9% | 4 | 43 | 9% | 1 | 20 | 5% | 6 | 101 | 6% | 3 | 85 | 4% |
| | 11:30 AM | 2 | 78 | 3% | 1 | 42 | 2% | 3 | 23 | 13% | 4 | 43 | 9% | 2 | 96 | 2% | 3 | 100 | 3% |
| | 12:00 PM | 2 | 56 | 4% | 3 | 43 | 7% | 2 | 27 | 7% | 3 | 45 | 7% | 5 | 101 | 5% | 4 | 87 | 5% |
| | 12:30 PM | 2 | 54 | 4% | 2 | 44 | 5% | 2 | 26 | 8% | 2 | 34 | 6% | 2 | 82 | 2% | 4 | 77 | 5% |
| | 1:00 PM | 3 | 49 | 6% | 3 | 36 | 8% | 1 | 34 | 3% | 3 | 33 | 9% | 2 | 67 | 3% | 3 | 51 | 6% |
| | 1:30 PM | 7 | 78 | 9% | 2 | 37 | 5% | 6 | 38 | 16% | 1 | 27 | 4% | 3 | 48 | 6% | 7 | 99 | 7% |
| | 2:00 PM | 0 | 42 | 0% | 4 | 45 | 9% | 0 | 20 | 0% | 5 | 40 | 13% | 4 | 89 | 4% | 3 | 75 | 4% |
| | 2:30 PM | 4 | 77 | 5% | 0 | 58 | 0% | 3 | 32 | 9% | 1 | 41 | 2% | 3 | 108 | 3% | 3 | 103 | 3% |
| | 3:00 PM | 5 | 106 | 5% | 2 | 56 | 4% | 8 | 36 | 22% | 3 | 54 | 6% | 2 | 106 | 2% | 3 | 112 | 3% |
| | 3:30 PM | 2 | 67 | 3% | 1 | 68 | 1% | 1 | 27 | 4% | 3 | 44 | 7% | 2 | 99 | 2% | 4 | 113 | 4% |
| | 4:00 PM | 3 | 89 | 3% | 3 | 38 | 8% | 3 | 17 | 18% | 2 | 42 | 5% | 3 | 82 | 4% | 1 | 123 | 1% |
| | 4:30 PM | 0 | 97 | 0% | 1 | 41 | 2% | 1 | 32 | 3% | 2 | 46 | 4% | 0 | 71 | 0% | 4 | 177 | 2% |
| | 5:00 PM | 1 | 94 | 1% | 1 | 54 | 2% | 5 | 24 | 21% | 1 | 43 | 2% | 1 | 87 | 1% | 4 | 175 | 2% |
| | 5:30 PM | 1 | 77 | 1% | 4 | 55 | 7% | 2 | 25 | 8% | 2 | 57 | 4% | 3 | 86 | 3% | 2 | 198 | 1% |
| | 6:00 PM | 0 | 74 | 0% | 0 | 33 | 0% | 0 | 23 | 0% | 0 | 44 | 0% | 1 | 77 | 1% | 2 | 167 | 1% |
| | 6:30 PM | 0 | 43 | 0% | 2 | 38 | 5% | 1 | 12 | 8% | 0 | 31 | 0% | 0 | 70 | 0% | 2 | 115 | 2% |
| | 7:00 PM | 0 | 34 | 0% | 2 | 34 | 6% | 1 | 26 | 4% | 2 | 47 | 4% | 1 | 42 | 2% | 1 | 77 | 1% |
| | 7:30 PM | 1 | 28 | 4% | 0 | 28 | 0% | 2 | 22 | 9% | 0 | 25 | 0% | 1 | 36 | 3% | 1 | 52 | 2% |
| | 8:00 PM | 1 | 17 | 6% | 1 | 30 | 3% | 1 | 11 | 9% | 0 | 32 | 0% | 0 | 27 | 0% | 2 | 41 | 5% |
| | 8:30 PM | 0 | 20 | 0% | 1 | 25 | 4% | 0 | 13 | 0% | 0 | 21 | 0% | 2 | 27 | 7% | 0 | 31 | 0% |
| | 9:00 PM | 0 | 17 | 0% | 0 | 23 | 0% | 0 | 7 | 0% | 0 | 16 | 0% | 0 | 28 | 0% | 0 | 38 | 0% |
| | 9:30 PM | 0 | 20 | 0% | 1 | 21 | 5% | 0 | 14 | 0% | 1 | 14 | 7% | 0 | 19 | 0% | 0 | 25 | 0% |
| | 10:00 PM | 0 | 8 | 0% | 0 | 9 | 0% | 0 | 2 | 0% | 0 | 9 | 0% | 0 | 9 | 0% | 0 | 11 | 0% |
| | 10:30 PM | 0 | 3 | 0% | 0 | 3 | 0% | 0 | 2 | 0% | 0 | 4 | 0% | 0 | 6 | 0% | 0 | 12 | 0% |
| | 11:00 PM | 0 | 6 | 0% | 0 | 7 | 0% | 0 | 5 | 0% | 0 | 5 | 0% | 0 | 6 | 0% | 0 | 8 | 0% |
| | 11:30 PM | 0 | 5 | 0% | 0 | 3 | 0% | 0 | 2 | 0% | 0 | 3 | 0% | 0 | 4 | 0% | 0 | 3 | 0% |

| | | A | | | | | | B | | | | | | C. Brook Street, east of Jumper Road | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | NB | | | SB | | | NB | | | SB | | | EB | | | WB | | |
| Date | Time | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % |
| 2-Jun-16 | 12:00 AM | 0 | 3 | 0% | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 3 | 0% |
| | 12:30 AM | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 3 | 0% |
| | 1:00 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 1 | 0% |
| | 1:30 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 3 | 0% |
| | 2:00 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 3 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 2:30 AM | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 3:00 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 3:30 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 1 | 1 | 100% | 0 | 3 | 0% | 0 | 0 | 0% |
| | 4:00 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 4:30 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 4 | 0% | 0 | 0 | 0% |
| | 5:00 AM | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 3 | 0% | 0 | 8 | 0% | 0 | 0 | 0% |
| | 5:30 AM | 0 | 8 | 0% | 0 | 5 | 0% | 1 | 6 | 17% | 0 | 4 | 0% | 1 | 23 | 4% | 0 | 5 | 0% |
| | 6:00 AM | 0 | 6 | 0% | 0 | 5 | 0% | 1 | 17 | 6% | 0 | 1 | 0% | 0 | 46 | 0% | 1 | 7 | 14% |
| | 6:30 AM | 1 | 15 | 7% | 1 | 35 | 3% | 0 | 15 | 0% | 3 | 15 | 20% | 2 | 102 | 2% | 0 | 20 | 0% |
| | 7:00 AM | 3 | 40 | 8% | 1 | 50 | 2% | 2 | 37 | 5% | 2 | 18 | 11% | 1 | 189 | 1% | 5 | 44 | 11% |
| | 7:30 AM | 2 | 74 | 3% | 2 | 60 | 3% | 3 | 46 | 7% | 2 | 41 | 5% | 6 | 287 | 2% | 3 | 87 | 3% |
| | 8:00 AM | 2 | 116 | 2% | 1 | 79 | 1% | 4 | 66 | 6% | 1 | 43 | 2% | 14 | 331 | 4% | 2 | 81 | 2% |
| | 8:30 AM | 2 | 80 | 3% | 3 | 75 | 4% | 6 | 38 | 16% | 6 | 52 | 12% | 9 | 224 | 4% | 3 | 78 | 4% |
| | 9:00 AM | 2 | 48 | 4% | 3 | 60 | 5% | 2 | 28 | 7% | 6 | 36 | 17% | 3 | 169 | 2% | 0 | 64 | 0% |
| | 9:30 AM | 2 | 44 | 5% | 4 | 61 | 7% | 2 | 25 | 8% | 4 | 40 | 10% | 6 | 120 | 5% | 1 | 49 | 2% |
| | 10:00 AM | 0 | 40 | 0% | 1 | 32 | 3% | 2 | 25 | 8% | 2 | 29 | 7% | 2 | 81 | 2% | 2 | 60 | 3% |
| | 10:30 AM | 3 | 46 | 7% | 2 | 35 | 6% | 5 | 33 | 15% | 5 | 38 | 13% | 5 | 111 | 5% | 4 | 72 | 6% |
| | 11:00 AM | 3 | 67 | 4% | 4 | 39 | 10% | 5 | 56 | 9% | 4 | 40 | 10% | 5 | 90 | 6% | 1 | 53 | 2% |
| | 11:30 AM | 1 | 61 | 2% | 1 | 38 | 3% | 3 | 45 | 7% | 5 | 45 | 11% | 1 | 83 | 1% | 2 | 93 | 2% |
| | 12:00 PM | 4 | 47 | 9% | 0 | 41 | 0% | 4 | 42 | 10% | 2 | 32 | 6% | 2 | 81 | 2% | 3 | 69 | 4% |
| | 12:30 PM | 2 | 35 | 6% | 3 | 42 | 7% | 2 | 23 | 9% | 6 | 33 | 18% | 4 | 93 | 4% | 2 | 62 | 3% |
| | 1:00 PM | 1 | 49 | 2% | 3 | 36 | 8% | 6 | 54 | 11% | 4 | 32 | 13% | 1 | 104 | 1% | 4 | 81 | 5% |
| | 1:30 PM | 2 | 65 | 3% | 6 | 54 | 11% | 5 | 49 | 10% | 4 | 37 | 11% | 4 | 93 | 4% | 7 | 93 | 8% |
| | 2:00 PM | 2 | 69 | 3% | 2 | 63 | 3% | 3 | 69 | 4% | 5 | 35 | 14% | 2 | 93 | 2% | 4 | 78 | 5% |
| | 2:30 PM | 2 | 120 | 2% | 1 | 61 | 2% | 11 | 71 | 15% | 0 | 48 | 0% | 3 | 116 | 3% | 4 | 129 | 3% |
| | 3:00 PM | 6 | 116 | 5% | 1 | 68 | 1% | 6 | 45 | 13% | 4 | 77 | 5% | 6 | 102 | 6% | 4 | 133 | 3% |
| | 3:30 PM | 1 | 88 | 1% | 2 | 50 | 4% | 3 | 38 | 8% | 1 | 50 | 2% | 5 | 140 | 4% | 3 | 137 | 2% |
| | 4:00 PM | 2 | 90 | 2% | 1 | 57 | 2% | 1 | 17 | 6% | 6 | 61 | 10% | 3 | 86 | 3% | 5 | 152 | 3% |
| | 4:30 PM | 1 | 84 | 1% | 3 | 40 | 8% | 2 | 28 | 7% | 0 | 55 | 0% | 4 | 84 | 5% | 3 | 170 | 2% |
| | 5:00 PM | 2 | 86 | 2% | 0 | 54 | 0% | 4 | 21 | 19% | 1 | 45 | 2% | 1 | 73 | 1% | 4 | 225 | 2% |
| | 5:30 PM | 2 | 84 | 2% | 0 | 55 | 0% | 1 | 17 | 6% | 0 | 57 | 0% | 5 | 99 | 5% | 3 | 225 | 1% |
| | 6:00 PM | 0 | 72 | 0% | 1 | 38 | 3% | 1 | 23 | 4% | 3 | 56 | 5% | 2 | 84 | 2% | 2 | 147 | 1% |
| | 6:30 PM | 0 | 70 | 0% | 2 | 46 | 4% | 3 | 28 | 11% | 1 | 46 | 2% | 1 | 78 | 1% | 3 | 141 | 2% |
| | 7:00 PM | 2 | 49 | 4% | 0 | 37 | 0% | 0 | 18 | 0% | 1 | 38 | 3% | 0 | 57 | 0% | 0 | 77 | 0% |
| | 7:30 PM | 2 | 35 | 6% | 0 | 31 | 0% | 5 | 29 | 17% | 1 | 25 | 4% | 0 | 60 | 0% | 1 | 58 | 2% |
| | 8:00 PM | 0 | 29 | 0% | 0 | 24 | 0% | 0 | 22 | 0% | 0 | 22 | 0% | 1 | 40 | 3% | 0 | 47 | 0% |
| | 8:30 PM | 1 | 18 | 6% | 1 | 19 | 5% | 1 | 21 | 5% | 0 | 23 | 0% | 2 | 22 | 9% | 0 | 38 | 0% |
| | 9:00 PM | 0 | 15 | 0% | 0 | 22 | 0% | 0 | 9 | 0% | 0 | 20 | 0% | 0 | 14 | 0% | 1 | 43 | 2% |
| | 9:30 PM | 0 | 13 | 0% | 0 | 18 | 0% | 0 | 3 | 0% | 0 | 17 | 0% | 0 | 14 | 0% | 0 | 29 | 0% |
| | 10:00 PM | 0 | 12 | 0% | 2 | 14 | 14% | 0 | 4 | 0% | 0 | 12 | 0% | 0 | 4 | 0% | 0 | 24 | 0% |
| | 10:30 PM | 0 | 7 | 0% | 0 | 4 | 0% | 0 | 4 | 0% | 0 | 6 | 0% | 0 | 7 | 0% | 0 | 16 | 0% |
| | 11:00 PM | 0 | 1 | 0% | 0 | 4 | 0% | 0 | 1 | 0% | 0 | 6 | 0% | 0 | 4 | 0% | 0 | 9 | 0% |
| | 11:30 PM | 0 | 8 | 0% | 0 | 3 | 0% | 0 | 4 | 0% | 0 | 3 | 0% | 0 | 2 | 0% | 0 | 5 | 0% |

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| | | NB | | | SB | | | NB | | | SB | | | EB | | | WB | | |
| Date | Time | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % | Trucks | Volume | Truck % |
| 3-Jun-16 | 12:00 AM | 0 | 3 | 0% | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 3 | 0% | 0 | 7 | 0% | 0 | 5 | 0% |
| | 12:30 AM | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 4 | 0% |
| | 1:00 AM | 0 | 3 | 0% | 0 | 5 | 0% | 0 | 2 | 0% | 0 | 3 | 0% | 0 | 3 | 0% | 0 | 2 | 0% |
| | 1:30 AM | 0 | 0 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 1 | 0% | 0 | 2 | 0% |
| | 2:00 AM | 0 | 1 | 0% | 0 | 5 | 0% | 0 | 1 | 0% | 0 | 3 | 0% | 0 | 1 | 0% | 0 | 2 | 0% |
| | 2:30 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 1 | 0% |
| | 3:00 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 3:30 AM | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 4:00 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| | 4:30 AM | 0 | 0 | 0% | 0 | 1 | 0% | 0 | 2 | 0% | 0 | 0 | 0% | 0 | 10 | 0% | 0 | 1 | 0% |
| | 5:00 AM | 0 | 7 | 0% | 0 | 1 | 0% | 0 | 6 | 0% | 0 | 2 | 0% | 0 | 9 | 0% | 0 | 4 | 0% |
| | 5:30 AM | 0 | 8 | 0% | 0 | 3 | 0% | 0 | 5 | 0% | 0 | 3 | 0% | 0 | 13 | 0% | 0 | 8 | 0% |
| | 6:00 AM | 0 | 5 | 0% | 0 | 4 | 0% | 1 | 11 | 9% | 0 | 6 | 0% | 1 | 40 | 3% | 1 | 8 | 13% |
| | 6:30 AM | 1 | 20 | 5% | 0 | 21 | 0% | 0 | 16 | 0% | 0 | 5 | 0% | 4 | 88 | 5% | 2 | 30 | 7% |
| | 7:00 AM | 2 | 30 | 7% | 3 | 62 | 5% | 1 | 36 | 3% | 5 | 28 | 18% | 7 | 176 | 4% | 3 | 42 | 7% |
| | 7:30 AM | 0 | 49 | 0% | 2 | 72 | 3% | 3 | 46 | 7% | 2 | 36 | 6% | 5 | 226 | 2% | 2 | 88 | 2% |
| | 8:00 AM | 4 | 95 | 4% | 1 | 50 | 2% | 3 | 27 | 11% | 4 | 31 | 13% | 5 | 217 | 2% | 4 | 64 | 6% |
| | 8:30 AM | 2 | 74 | 3% | 4 | 60 | 7% | 3 | 33 | 9% | 4 | 53 | 8% | 5 | 188 | 3% | 1 | 73 | 1% |
| | 9:00 AM | 4 | 49 | 8% | 3 | 41 | 7% | 6 | 22 | 27% | 6 | 31 | 19% | 9 | 147 | 6% | 3 | 59 | 5% |
| | 9:30 AM | 0 | 64 | 0% | 0 | 51 | 0% | 0 | 25 | 0% | 2 | 44 | 5% | 3 | 112 | 3% | 2 | 70 | 3% |
| | 10:00 AM | 2 | 41 | 5% | 5 | 43 | 12% | 1 | 17 | 6% | 3 | 40 | 8% | 1 | 89 | 1% | 1 | 60 | 2% |
| | 10:30 AM | 3 | 50 | 6% | 1 | 41 | 2% | 2 | 23 | 9% | 2 | 28 | 7% | 1 | 81 | 1% | 2 | 70 | 3% |
| | 11:00 AM | 6 | 62 | 10% | 2 | 56 | 4% | 4 | 30 | 13% | 2 | 40 | 5% | 2 | 110 | 2% | 2 | 57 | 4% |
| | 11:30 AM | 2 | 102 | 2% | 0 | 44 | 0% | 4 | 53 | 8% | 2 | 45 | 4% | 3 | 101 | 3% | 6 | 105 | 6% |
| | 12:00 PM | 1 | 75 | 1% | 1 | 59 | 2% | 4 | 45 | 9% | 3 | 44 | 7% | 3 | 117 | 3% | 2 | 121 | 2% |
| | 12:30 PM | 4 | 90 | 4% | 3 | 45 | 7% | 2 | 35 | 6% | 2 | 53 | 4% | 1 | 99 | 1% | 4 | 90 | 4% |
| | 1:00 PM | 0 | 63 | 0% | 1 | 44 | 2% | 0 | 29 | 0% | 2 | 36 | 6% | 3 | 95 | 3% | 2 | 70 | 3% |
| | 1:30 PM | 4 | 52 | 8% | 3 | 47 | 6% | 3 | 30 | 10% | 2 | 28 | 7% | 1 | 95 | 1% | 2 | 72 | 3% |
| | 2:00 PM | 3 | 43 | 7% | 3 | 45 | 7% | 3 | 27 | 11% | 2 | 38 | 5% | 2 | 103 | 2% | 7 | 98 | 7% |
| | 2:30 PM | 1 | 83 | 1% | 0 | 49 | 0% | 2 | 25 | 8% | 1 | 46 | 2% | 6 | 122 | 5% | 4 | 103 | 4% |
| | 3:00 PM | 2 | 90 | 2% | 0 | 59 | 0% | 4 | 26 | 15% | 3 | 52 | 6% | 6 | 109 | 6% | 3 | 121 | 2% |
| | 3:30 PM | 4 | 91 | 4% | 0 | 53 | 0% | 5 | 31 | 16% | 0 | 57 | 0% | 5 | 107 | 5% | 9 | 152 | 6% |
| | 4:00 PM | 2 | 70 | 3% | 2 | 57 | 4% | 2 | 23 | 9% | 1 | 35 | 3% | 3 | 84 | 4% | 2 | 144 | 1% |
| | 4:30 PM | 3 | 83 | 4% | 1 | 63 | 2% | 2 | 29 | 7% | 0 | 48 | 0% | 2 | 84 | 2% | 6 | 167 | 4% |
| | 5:00 PM | 2 | 100 | 2% | 0 | 54 | 0% | 1 | 31 | 3% | 1 | 49 | 2% | 1 | 84 | 1% | 2 | 197 | 1% |
| | 5:30 PM | 0 | 68 | 0% | 1 | 50 | 2% | 1 | 22 | 5% | 2 | 67 | 3% | 2 | 68 | 3% | 4 | 163 | 2% |
| | 6:00 PM | 0 | 59 | 0% | 0 | 34 | 0% | 0 | 27 | 0% | 1 | 31 | 3% | 1 | 70 | 1% | 2 | 112 | 2% |
| | 6:30 PM | 0 | 45 | 0% | 0 | 34 | 0% | 0 | 30 | 0% | 0 | 32 | 0% | 2 | 54 | 4% | 0 | 63 | 0% |
| | 7:00 PM | 0 | 39 | 0% | 0 | 52 | 0% | 1 | 30 | 3% | 2 | 39 | 5% | 1 | 43 | 2% | 0 | 72 | 0% |
| | 7:30 PM | 0 | 48 | 0% | 0 | 35 | 0% | 0 | 19 | 0% | 0 | 34 | 0% | 2 | 52 | 4% | 1 | 61 | 2% |
| | 8:00 PM | 0 | 14 | 0% | 2 | 36 | 5% | 0 | 15 | 0% | 2 | 31 | 6% | 0 | 28 | 0% | 0 | 39 | 0% |
| | 8:30 PM | 0 | 10 | 0% | 3 | 25 | 12% | 0 | 6 | 0% | 0 | 21 | 0% | 0 | 21 | 0% | 0 | 23 | 0% |
| | 9:00 PM | 0 | 21 | 0% | 0 | 30 | 0% | 0 | 17 | 0% | 0 | 24 | 0% | 1 | 25 | 4% | 0 | 40 | 0% |
| | 9:30 PM | 0 | 25 | 0% | 0 | 23 | 0% | 1 | 18 | 6% | 0 | 24 | 0% | 0 | 32 | 0% | 0 | 31 | 0% |
| | 10:00 PM | 0 | 18 | 0% | 0 | 17 | 0% | 0 | 7 | 0% | 0 | 18 | 0% | 0 | 20 | 0% | 0 | 17 | 0% |
| | 10:30 PM | 0 | 10 | 0% | 0 | 14 | 0% | 0 | 10 | 0% | 0 | 10 | 0% | 0 | 22 | 0% | 0 | 25 | 0% |
| | 11:00 PM | 0 | 7 | 0% | 1 | 9 | 11% | 0 | 10 | 0% | 0 | 4 | 0% | 0 | 17 | 0% | 0 | 14 | 0% |
| | 11:30 PM | 0 | 3 | 0% | 0 | 7 | 0% | 0 | 4 | 0% | 0 | 6 | 0% | 0 | 8 | 0% | 0 | 6 | 0% |

- Brook St./Amherst Street Intersection Improvement Update

In April of 2016, the Traffic Committee held a meeting on the Brook/Benvenue intersection. Neighbors in the area attended and raised concerns with the intersection of Brook Street at Amherst Road. A vehicle at the intersection with Amherst Road hit a young boy on a bicycle traveling down Brook Street that increased the neighborhood concerns. A site walk of the area was conducted in May of 2016 and Engineering developed preliminary designs. A neighborhood meeting was conducted in November 2016 to review the designs and was well received. Dave Hickey has been finalizing the design and estimate. The plan is to utilize traffic and parking funds approved at the ATM ($180,000) to narrow the road width to improve sight lines and pedestrian crossings, install improved drainage and sidewalks in the area to achieve improved safety.

Included in your packet is

- ❖ Concept plan of the intersection
- ❖ Budget for Traffic & Parking capital expenditures
- ❖ Memo on history of this project

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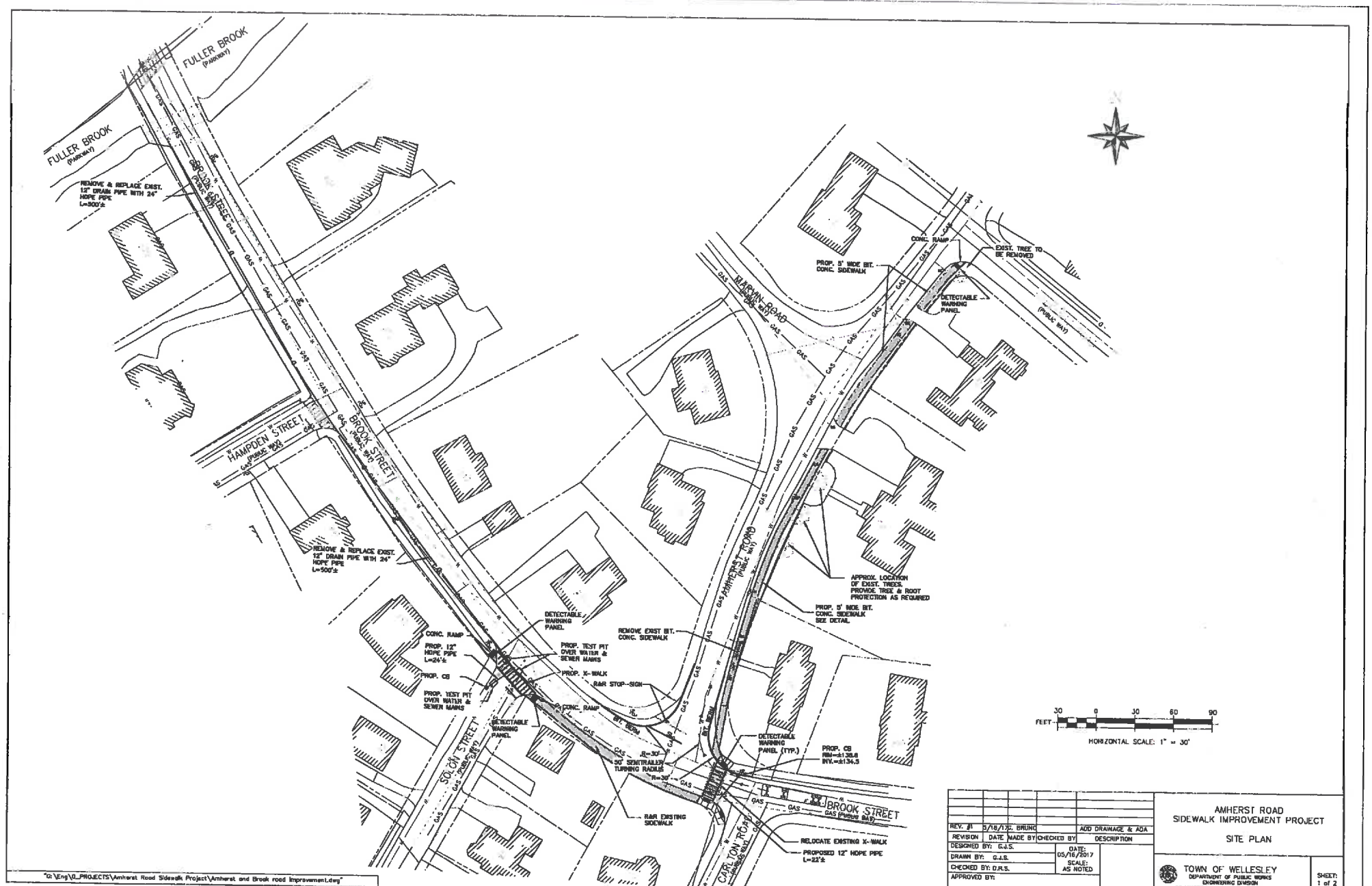
Lower Brook Street / Amherst Street Timeline

| | |
|---|---|
| Initial Neighborhood Meeting | April 7, 2016 |
| Site walk with neighbors | May 10, 2016 |
| Draft proposal review with neighbors | November 29, 2016 |
| $180,000 in Traffic and Parking Budget - 2017 ATM | March 28, 2017 |
| Review proposal with Selectmen | June 1, 2017 |
| If approved - construction begins | Fall 2017 |




"Q:\Eng\D_PROJECTS\Amherst Road Sidewalk Project\Amherst and Brook road Improvement.dwg"

| REV. # | DATE | MADE BY | CHECKED BY | DESCRIPTION |
|---|---|---|---|---|
| 1 | 5/18/17 | BRUNO | | ADD DRAINAGE & ADA |

DESIGNED BY: G.J.S.
DRAWN BY: G.J.S.
CHECKED BY: D.R.S.
APPROVED BY:
DAVID J. HICKEY, JR., P.E. JOB ENGINEER
DATE: 05/16/2017
SCALE: AS NOTED

# AMHERST ROAD SIDEWALK IMPROVEMENT PROJECT

## SITE PLAN

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
20 MUNICIPAL WAY, WELLESLEY, MA 02481

SHEET: 1 of 2



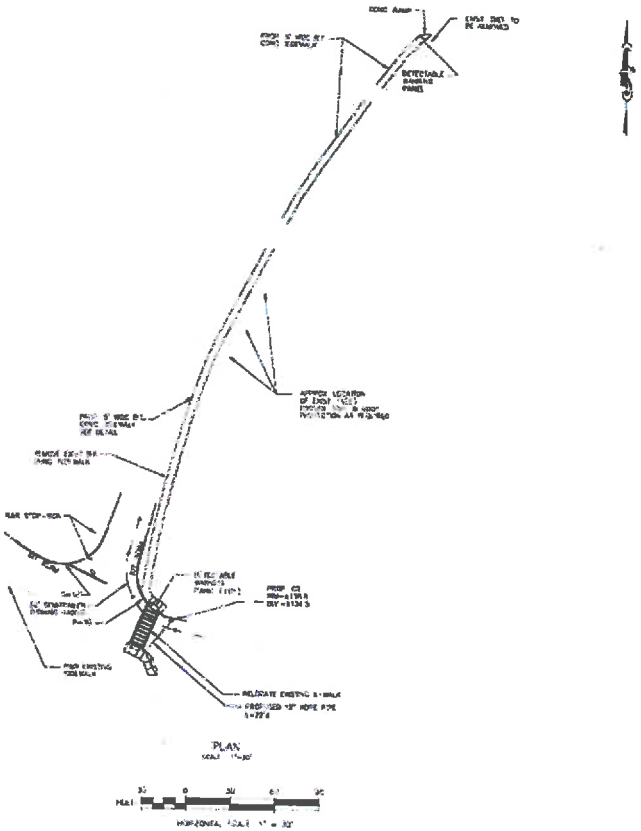
May 26,2017

## Connolly, Terry

**From:** Hickey, David
**Sent:** Friday, May 26, 2017 3:21 PM
**To:** Connolly, Terry
**Subject:** FW: Amherst Road and Brook Street Intersection Improvements Project
**Attachments:** ACAD-Amherst and Brook road improvement.dwg.pdf; ACAD-Amherst and Brook road improvement.dwg Details.pdf

Terry,
Attached is the current Brook Amherst plan. We are still working on finalizing a few things. So please consider it a progress plan. The current estimate is $187,500, which includes new sidewalk, sidewalk replacement, ADA ramps, curbs, drainiage, signs, striping and an allowance for police details. I hope that helps.
Dave

# Brook St. @ Amherst St. Improvements




LOOKING SOUTH FROM
#7 AMHERST ROAD

LOOKING SOUTH FROM
RADCLIFFE ROAD

INTERSECTION OF AMHERST ROAD
AND
BROOK STREET

AMHERST ROAD
SIDEWALK IMPROVEMENT PROJECT
SITE PLAN

TOWN OF WELLESLEY

## Jop, Meghan

**From:** Jack Morgan Wellesley <jack.morgan1@comcast.net>
**Sent:** Wednesday, May 11, 2016 2:48 PM
**To:** Jop, Meghan; Marjorie Freiman; Larsen, Hans; Ellen Gibbs; Barbara Searle; David Murphy; Cunningham, Chief Terrence M.; Pakstis, Mike
**Subject:** Fwd: Today's meeting

Further feedback
Sent from my iPhone

Begin forwarded message:

**From:** <bhm411@comcast.net>
**Date:** May 11, 2016 at 2:44:01 PM EDT
**To:** "Pilecki, Jack" <jpilecki@wellesleyma.gov>, "Connolly, Terry" <tconnolly@wellesleyma.gov>, "Jack Morgan - Selectman" <jack.morgan1@comcast.net>, "Hickey, David" <dhickey@wellesleyma.gov>, "kitbowry" <kitbowry@gmail.com>
**Cc:** "Jop, Meghan" <mjop@wellesleyma.gov>, "Pakstis, Mike" <mpakstis@wellesleyma.gov>, <MRegan@VHB.com>
**Subject: Re: Today's meeting**

Hello -

This looks like a very thorough listing of everything we talked about yesterday. Thank you for drawing it up and sharing it with everyone.

And thank you to you, Dave Hickey and Jack Morgan for spending so much time with the Amherst/Brook Street neighbors walking the neighborhood and witnessing some of the interesting traffic patterns over here. Your genuine interst and thoughtful responses to our concerns are really appreciated. Hopefully it will be helpful to you as you think about possibilities of what might be done to calm traffic and insure pedestrian safety. We all realize we are not going to get rid of the traffic but if anything can be done in terms of safety I am all for it.

If I can be of any help as things move forward please let me know.

Thanks very much -
Barbara McMahon
7 Amherst Road

**From:** Pilecki, Jack
**Sent:** Tuesday, May 10, 2016 2:02 PM
**To:** Connolly, Terry ; Jack Morgan - Selectman ; Hickey, David ; bhm411@comcast.net ; kitbowry
**Cc:** Jop, Meghan ; Pakstis, Mike ; MRegan@VHB.com
**Subject:** Today's meeting

**Please review before we send this out to the neighborhood. Trying to keep it simple but keep the ball rolling! Let me know if I have forgotten something please. Jack**

This morning, May 10th, several neighbors and members of engineering, Board of Selectmen, and police department met to further discuss the issues talked about at the April 7th meeting. Below is the list of "action items" we developed.

- Amherst between Radcliffe and Brook: work toward adding sidewalk when it currently doesn't exist. Need to speak to residents who abut this area.
- Amherst @ Brook: Look at redesigning the intersection to "T-off" Amherst by narrowing it. Engineering is currently studying this.
- Hampton: Possibly install "School Ahead" sign or something similar.
- Brook near Hampton: Possibly install "School Ahead" sing or something similar.
- Brook @ Solon: Engineering will study drainage issue including storm drain on Brook up the hill.
- Hampton @ Brook: Repaint crosswalk
- Brook @ Amherst: Repaint crosswalk.
- Brook St. crosswalk @ Amherst: Add reboundable delineator crosswalk sign.
- Brook @ Brook path crosswalk: Reinstall reboundable delineator crosswalk sign.
- Dana Hall issues: I spoke with the CEO of Dana Hall after our meeting today. He clearly wants to be a "good neighbor" and help in any way. He will speak to the fruit truck delivery person and any other deliver people and tell them not to use Amherst or Brook. WPD will check on the speeding bus issue.
- Wellesley Ave. crosswalk @ Amherst: WPD will increase enforcement as best as possible.
- Amherst: Consider adding advisory speed limit signs of 25MPH. Need to determine location and check with residents first.
- Amherst/Brook/Hampton: Perform speed, truck, and destination/origin study. This will help us understand the area better and hopefully put us in a better position to make Brook Street a commercial vehicle exclusion area.
- Amherst/Marvin intersection. Dave Hickey will locate previous review with regards to signage.

At the next quarterly update meeting with the Board of Selectmen, the Traffic Committee will bring the Board up to speed on all of this. Residents will be notified by email. We are encouraging everyone in the neighborhood to notify their neighbors who are not on the e-mail distribution list to get their names on it. Contact Terry Connolly at tconnolly@wellesleyma.gov or Jack Pilecki at jpilecki@wellesleyma.gov to be added to the distribution list.

Many thanks,

**Deputy Chief Jack Pilecki**
**Wellesley Police Department**
**485 Washington Street**
**Wellesley, MA 02482**
**781-235-0062**
**jpilecki@wellesleyma.gov**

## Jop, Meghan

**From:** Jack Morgan
**Sent:** Wednesday, November 30, 2016 10:43 AM
**To:** Marjorie Freiman; Ellen Gibbs; David Murphy; Barbara Searle; Larsen, Hans; Jop, Meghan
**Cc:** Connolly, Terry; Pilecki, Jack; Hickey, David; mregan@vhb.com
**Subject:** Brook Amherst Road Meeting

The Traffic Committee held a remarkably successful meeting with neighbors from the Brook Street / Amherst Road neighborhood. Jack Pilecki did his usual outstanding job in conducting the meeting. Dave Hickey, Mike Regan from VHB gave succinct, thoughtful presentations and were especially clear, positive, and responsive in dealing with numerous citizen questions.

There was a very positive consensus in favor of the plans Dave Hickey is finalizing for improvements to the intersection, extension of a sidewalk on the south side of Amherst between Brook Street and Radcliffe Road, installation of a new catch basin at the intersection to improve drainage, and sidewalk improvements on Brook Street. This will not be a small project and Dave is still looking at drainage problems at Solon Street / Brook Street and other issues, including additional input receive last night about storm water runoff erosion and other issues. I have asked Terry to discuss budget implications with Hans, including the possibility of putting a placeholder on the warrant for ATM. The BOS may want to have some preliminary discussion of the financial / budget / ATM issues at our upcoming meetings even before we get a full review of the project.

As a separate outgrowth from the initial neighborhood meeting last spring, Mike performed a truck traffic analysis and the team has developed a strong case for a truck exclusion on the entire length of Brook Street from Wellesley Ave. to Great Plain Ave. This was unanimously supported by the attendees at the meeting with the modest tweak of two additional advisory signs at the intersections of Hampden and Grove and Amherst and Wellesley Ave. The BOS will need to authorizing the sending of the required request to Mass DOT. Terry feels, and I agree, that we should solicit comments from neighbors along the entire length of Brook Street before taking this action - only those within 400 ft. of the Brook / Amherst intersection were noticed in advance of last night. I have asked Terry to put this on the agenda for one of our January meetings and appropriately notice the broader neighborhood.

The Traffic Committee, Barbara McMahon, Kit Bowry, and John Celi all remarked afterward on what a positive meeting and process this had been. Even one of the few curmudgeons in attendance had a great quote from what I guess is a well worn Central European proverb but was new to me -"We are too poor to afford cheap things"

Jack
Jack Morgan
*Board of Selectmen*
*617.775.4852*

***Please use this jmorgan@wellesleyma.gov address for communicating with me on Board of Selectmen related items***

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- Discuss Great Plain Avenue Design Modifications

The traffic committee has identified this intersection as a problem point in town for drivers, resulting in more than 15 vehicle accidents in the past year. Drivers do not necessarily respect the stop signs that are installed, treating it more like a rotary. The committee had tasked VHB with looking at some alternatives, which they would like to discuss with you at the meeting and gather your feedback on how to proceed.

The documents for this topic include:

- ❖ Scope of Service to provide conceptual analysis

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Phone 617.924.1770
Fax 617.924.2286
www.vhb.com
Engineers | Scientists | Planners | Designers

101 Walnut Street
PO Box 9151
Watertown, MA 02472-4026

# Client Authorization

☒ New Contract On-Call Assignment #3 Date May 22, 2017

☐ Amendment No. 3 Project No. 13676.03

Project Name Town of Wellesley Traffic On-Call Contract
Wellesley Avenue at Great Plain Avenue and Seaver Street Intersection

To: Terry Connolly
Deputy Director
Town of Wellesley
525 Washington Street
3rd Floor
Wellesley, MA 02482

E-mail: tconnolly@wellesleyma.gov

Phone No: 781-431-1019

| | Cost Estimate | |
|---|---|---|
| | Amendment | Contract Total |
| Labor | | $21,000 |
| Expenses | | $2,600 |
| **TOTAL** | | **$23,600** |

☐ Lump Sum ☒ Time & Expenses

☐ Cost + Fixed Fee ☐ Labor Multiplier

**Estimated Date of Completion: 8/31/2017 (Based on assumed NTP of 5/31/2017)**

**Scope of Services:**

**Assignment #3 – Wellesley Avenue at Great Plain Avenue & Seaver Street – Conceptual Intersection Design Services**

The Town of Wellesley (TOWN) has retained VHB, Inc. to provide engineering services involved in the conceptual design of intersection improvements for the intersection of Wellesley Avenue at Great Plain Avenue and Seaver Street in Wellesley, Massachusetts. The project also includes traffic data collection, analysis and attendance at meetings with the Town.

The need for improvements at this location was highlighted by the Wellesley Police department, noting a high number of vehicle crashes. Based on MassDOT data, the intersection is a HSIP cluster for 2012-2014 (the latest data available through MassDOT) with 36 crashes reported during that time period. Wellesley Police records from 2011-2016 indicate 86 crashes over that period, averaging over 14 crashes per year.

Conceptual intersection designs will be advanced with the goal of maintaining the existing landscape area within the center of the existing intersection known as 'F Kenneth Hardy Land'. Options could include modern roundabout options, realigned minor approaches or partial and full signalization of the intersection.

This agreement does not include field survey, preliminary or final design services.

There are likely wetland resource or protected areas in the vicinity of the project with Fuller Brook running under Wellesley Avenue just west of the intersection. Should the Town decide to advance the project into design, environmental permitting services will be required.

It is understood that the Scope of Services under this Agreement may be changed by actions of the TOWN. Changes to the project scope may require additional compensation or adjustments to VHB's fee.

**Scope of Work**

This scope of work consists of five tasks, as described in detail below:

- Task 1 – Base Plan / Field Check
- Task 2 – Traffic Data Collection and Analysis
- Task 3 – Conceptual Design
- Task 4 – Environmental Permit Due Diligence
- Task 5 – Meetings

**Task 1: Base Plan / Field Check**

The Town will provide existing conditions plans for the project area as CAD files, GIS files, or hard copies. If the only base information available is as hard copies, VHB will scan and digitize the base plan information into a working CAD drawing for the conceptual design development

VHB will utilize these existing conditions plans/base mapping information for the conceptual design efforts. To address the potential for changed site conditions since the development of record drawings, VHB will perform a site visit to observe the current existing conditions. The goal is to identify major changes in the existing conditions that would be relevant in the development of a conceptual design. This will not be an exhaustive field check of existing conditions. VHB will attempt to note changes to the existing conditions with focus on features such as paved areas, curbing, landscaping, sidewalk, walls, and visible surface utilities that are located within the limits of work.

For the purposes of this concept development, VHB will rely on the right-of-way graphically shown on the Town provided existing conditions plans as accurate.

Actual field survey is not included in this effort.

**Task 2: Traffic Data Collection / Analysis**

VHB will collect traffic data within the project area to support the conceptual design of a roundabout at the project intersection. We anticipate the need for automatic traffic recorder (ATRs) at four (4) locations and the need for turning movement counts (TMCs) at one (1) location. Given the existing geometry of the project intersection, several counters will be required to track vehicles through the intersection. The ATRs will be 48-hour counts that will collect vehicle

classification and speed. The TMCs will be collected for both morning and afternoon peak periods and will occur during the week. VHB will analyze the traffic data and summarize in a traffic technical memorandum.

VHB will prepare an evaluation of the traffic impacts and/or benefits that the conceptual design options will have on the surrounding roadway. Traffic signal warrant analysis will be performed and signalized operations will be evaluated using the Synchro software. SIDRA software will be used to evaluate the roundabout options. The technical memorandum will address:

- Level of service
- Queuing
- Pedestrian and bicycle accommodation

VHB will also review crash data provided by the Town for the project intersection. A collision diagram will be prepared to depict specific crash locations and attempt to identify crash trends.

**Task 3: Conceptual Designs**

VHB will prepare up to three (3) conceptual intersection design options for review and comment by the Town. The conceptual design includes:

- Conceptual design plans, including pavement markings and signs and roadway/roundabout geometry
- Typical cross sections identifying lane, shoulder and sidewalk widths
- Identify potential right-of-way requirements (temporary and permanent easements)
- Identify project limits and construction materials
- Order of Magnitude conceptual cost estimate prepared for budget planning purposes

**Task 4: Environmental Permit Due Diligence**

The project area abuts Fuller Brook. VHB environmental engineers will prepare a brief memorandum that outlines the environmental impacts and preliminarily identifies the required permitting process. The technical memorandum will be based on database research and review of Town maps/data.

**Task 5: Meetings**

Four (4) meetings with the Town's departments or committees have been included in this proposal. In addition, VHB has budgeted two (2) meetings residents/Town Boards to review the conceptual designs. Services include preparation, travel, attendance, supporting graphics (when required) and documentation in the form of meeting notes. For the purposes of this Agreement, VHB has assumed attendance will be necessary at six (6) meetings, twenty-six (26) hours in support of the conceptual design.

**TOWN-FURNISHED INFORMATION / SERVICES**

It is understood that VHB will perform services under the sole direction of the Town. The Town shall provide VHB with project-related technical data or services including, but not limited to, the following:

Ref: 13676.03
May 22, 2017
Page 5

**Prepared By:** AD **Department Approval:** MPR

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated September 20, 2016

**Vanasse Hangen Brustlin, Inc. Authorization**

By _____

Print _____

Title _____

Date _____

**Client Authorization** ***(Please sign original and return)***

By _____

Print _____

Title _____

Date _____

- Proposed Policy – Complete Streets

The State has for the last several years been urging communities to adopt a policy called "Complete Streets". The premise behind this name is that in the planning phase for new streets or streets that need repair, that they some of them be adapted so that they provide transportation opportunities for all modes of transportation, not just cars and trucks. The State has adopted this model for its streets, and they require this to be followed on streets for which they provide funding, such as the transportation improvement program (TIP). They are urging communities to adopt a policy locally, which the traffic committee has been discussing for some time.

Given that this is coming before the board for the first time, perhaps this is a good policy to consider as a "first read" to discuss in general, and consider adoption at a later meeting after all of your questions have been addressed.

Included in your package are the following:

- ❖ MassDOT Complete Streets Funding Program Guidance (Introduction – Chapter 2)
- ❖ Draft Policy from the Traffic Committee

**NO MOTION**

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# Tier 1 Complete Streets Training and Policy Development

Learn more about Complete Streets principles, develop a comprehensive policy that includes these principles, and commit to adopting them in current and future infrastructure development.

# Tier 1
# Complete Streets Training and Policy Development

- ☐ Set up an account on MassDOT Complete Streets Portal
  www.masscompletestreets.com
- ☐ Have a municipal employee attend Complete Streets 101 or 201 Training

or

- ☐ Develop draft Complete Streets Policy and circulate internally.
- ☐ Self-score policy using MassDOT policy scoring criteria (Chapter 3 of Complete Streets Guidance Document). Policy must score above 80 points to qualify.
  - ☐ *Add 4 points if your municipality is/becomes a member of the Community Compact Cabinet and an additional 4 points if Complete Streets is one of your Community Compact Best Practices.*
- ☐ Pass Complete Streets Policy by the municipality's highest elected official or governing body (e.g., Mayor, Board of Selectmen, or City Council).
- ☐ Submit approved Complete Streets Policy to MassDOT through Complete Streets Portal for MassDOT scoring and approval.
  - ☐ *Note: Submitted policy must be on municipal letterhead and signed by municipality's highest elected official or governing body (e.g., Mayor, Board of Selectmen, or City Council).*

- ☐ Upload Intent to Become a Complete Streets Eligible Municipality letter.
  - ☐ *Note: Letter of intent must be on municipal letterhead and signed by municipality's highest elected official or governing body (e.g., Mayor, Board of Selectmen, or City Council).*
  - ☐ *Municipality must submit and pass Complete Streets Policy within 12 months of submitting letter of intent.*

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For the latest on Complete Streets funding and how VHB can help, visit **www.vhb.com/massmunicipal**

**Laura Castelli** | lcastelli@vhb.com | 617.607.2764
**Albert Ng** | ang@vhb.com | 617.607.2922
**Bill DeSantis** | wdesantis@vhb.com | 401.457.2024


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# Tier 2 Prioritization Plan Development

Focus on creating a Complete Streets Prioritization Plan, a targeted investment strategy to enhance safety, mobility, or accessibility. The plan will identify the streets, infrastructure, cost estimate, and timeline for the municipality's desired Complete Street improvements, and should align with local master plans and roadway maintenance schedules.

# Tier 2
# Prioritization Plan Development

- ☐ VHB prepares Tier 2 Funding Package for submission to MassDOT
  - ☐ *Technical Assistance Contract Form*
  - ☐ *Complete Streets Scope of Work Attachment A—VHB's scope of work*
  - ☐ *Workhour Estimate Form—Standard DOT form showing VHB's hours and fee broken down in accordance with DOT requirements*
  - ☐ *HED-640 Form—Standard DOT form used to calculate wage rates for each labor classification*
  - ☐ *FAR Audit and A&E Board Approval—Standard DOT information used to calculate overhead rate*
- ☐ Municipality submits Tier 2 Funding Package documentation via email to the DOT Complete Streets Program Administrator at CompleteStreetsProgram@dot.state.ma.us
- ☐ MassDOT reviews Tier 2 Funding Package documentation and, if approved, sends back a standard contract form for municipality to review and sign.
- ☐ Municipality reviews and signs standard contract form and returns back to MassDOT.
- ☐ MassDOT creates a contract package. Contract package works its way through internally at MassDOT and then MassDOT issues municipality a Notice to Proceed (NTP).
- ☐ Municipality contracts with VHB to develop Prioritization Plan.
- ☐ VHB and municipality complete Prioritization Plan and submit it through the Complete Streets Portal for MassDOT approval.
- ☐ MassDOT approves Prioritization Plan.
- ☐ Municipality develops and submits Complete Street Project Application form.

For the latest on Complete Streets funding and how VHB can help, visit **www.vhb.com/massmunicipal**

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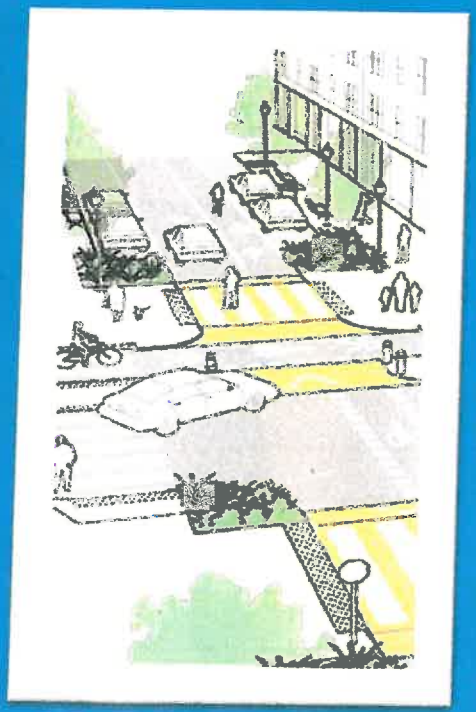

massDOT
Massachusetts Department of Transportation

# Complete Streets Funding Program Guidance

January 2016

# Table of Contents

# Appendix

*(contained in separate downloadable document)*

# Introduction: Complete Streets are for Everyone

A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit, and motorized vehicles – for people of all ages and abilities. Designing streets with these principles contributes toward the safety, health, economic viability and quality of life in a community by improving the pedestrian and vehicular environments and providing safer, more accessible and comfortable means of travel between home, school, work, recreation and retail destinations. More broadly, embedding Complete Streets principles in policy and practice help promote more livable communities.

In addition, the creation of Complete Streets encourages an active transportation lifestyle and is supported by the United States Centers for Disease Control and the Massachusetts Department of Public Health as a way to decrease obesity and reduce risk for chronic diseases (heart disease, arthritis, diabetes, etc.). Also inherent in the development of a Complete Street is meeting the most current accessibility guidelines outlined by the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (AAB), which are upheld by Code of Massachusetts Regulations 521 (521 CMR).

Complete Streets improvements may be large scale, such as corridor-wide improvements that include a separated bicycle lane, new crosswalks and new bus stops; or a small scale improvement, such as a new bus shelter to encourage transit use. Other Complete Street project examples include improved street lighting, minor changes to traffic signal timings, new bicycle or pedestrian facilities, a median refuge island, or improved connection to transit. The design of a Complete Street should be context sensitive and incorporate improvements or treatments that fit with the need and within the character of a community.

The Massachusetts Department of Transportation (MassDOT) recognizes the importance of supporting projects that provide context-sensitive, multimodal transportation options on appropriate roadways. In 2013 MassDOT issued its own *Healthy Transportation Policy Directive* to ensure that all MassDOT projects are designed and implemented in a way that all our customers have access to safe and comfortable healthy transportation options at all MassDOT facilities and in all the services we provide.

MassDOT also recognizes the importance of supporting Complete Streets on local roads for the benefits they provide, and to assist in closing critical gaps in transportation networks. MassDOT is pleased to provide a new Complete Streets Funding Program to further the understanding and development of Complete Streets on local roads across the Commonwealth.

This *Complete Streets Funding Program Guidance* document describes the full requirements of the program, including guidance on best practices in Complete Streets Policy development and implementation. The Complete Streets Portal provides the online application and program participation process.

MassDOT has allocated $12.5 million for the first two years of this effort. Future funding will be based on the availability of funds and the interest and success of the program.

# Chapter 1: Background and Overview

The Massachusetts Department of Transportation (MassDOT) Complete Streets Funding Program was created by legislative authorization through the 2014 Transportation Bond Bill[1] with the intent of rewarding municipalities that demonstrate a commitment to embedding Complete Streets in policy and practice. MassDOT was provided with seven criteria to develop the program, along with the requirement that one-third of the funding be spent on Massachusetts municipalities below the median household income. MassDOT conducted a robust stakeholder process, described below, to further develop the program criteria and keep within the spirit of the legislative intent. A more detailed description of the *Program Response to Transportation Bond Bill Requirements* is contained in Appendix A.

Briefly, the reward for municipalities that choose to participate is:

1) Funding for technical assistance to analyze their community needs and develop a Complete Streets Prioritization Plan, and

2) Funding for construction of Complete Streets infrastructure projects.

The eligibility requirements are designed to demonstrate a municipality's commitment to embedding Complete Streets in policy and practice, while also allowing a level playing field for entry into the program. In other words, MassDOT is seeking to meet a community where it is at, and allow flexibility in the level of commitment and implementation.

To be eligible for technical assistance a municipality must attend training and pass a Complete Streets Policy in the manner prescribed; and to be eligible for project funding the municipality must complete a Complete Streets Prioritization Plan, which is a targeted investment strategy.

The Complete Streets Funding Program is structured with three Tiers to meet municipalities where they are at in the development of their Complete Streets Policy and practices:

**Tier 1 – Complete Streets Training and Policy Development**

**Tier 2 – Complete Streets Prioritization Plan Development**

**Tier 3 – Project Construction Funding**

A full explanation of the program reward, eligibility requirements, model policy guidance and flexible options for entry into the program are discussed in Chapters 2, 3, and 4. In Chapter 5 more general guidance is given on best practices for incorporating Complete Streets in municipal operations, and in Chapter 6 the MassDOT training, Portal process, and contracting process are explained.

[1] House Bill 4046, An Act financing improvements to the Commonwealth's transportation system. April 18, 2014. https://malegislature.gov/Bills/188/House/H4046

## Outreach Process for Program Development

MassDOT led an extensive stakeholder engagement effort for over a year to develop the Complete Streets Funding Program requirements. This included presentations and meetings with municipal public works and planning officials, the Massachusetts Healthy Transportation Compact Advisory Group, the Massachusetts Bicycle and Pedestrian Board, the Massachusetts Partnership for Health Promotion and Chronic Disease Prevention's Built Environment Community of Practice, the Transportation Managers Group, and Regional Planning Agencies. Additional information about this process can be found in Appendix A.

The stakeholder engagement process included meetings with 19 municipalities during August and September of 2015. Municipalities were represented by Department of Public Works (DPW) directors and planning officials. The municipalities MassDOT sought input from varied in size and location and included Gateway Communities, communities below the Commonwealth's median household income, and some with environmental justice and Title VI areas. MassDOT met with municipalities as far south as New Bedford and Tisbury; as far west as Amherst and Belchertown; and as far north as Lawrence. Some of the municipalities MassDOT consulted with already passed a Complete Streets policy.

## Lessons Learned from Outreach Process

Municipalities clearly acknowledged the need to include more Complete Streets elements on all project types. However, the current Chapter 90 funding does not reach far enough to do more than address immediate needs. Without additional funding options municipalities are unable to adequately address the needs of multiple modes.

Municipalities are concerned that the additional funding required to meet the Complete Streets commitment required by the statue on all municipal road projects reduces their overall spending ability. The example of the Safe Routes to School program (SRTS) was cited – in trying to meet the requirements of the Healthy Transportation Policy Directive (P-13-0001) and Engineering Directive (E-14-006), several SRTS projects had to be re-scoped and the result was an average increase in project cost of 30 percent

Municipalities are also concerned that they cannot meet the mode share goal and lack the baseline data needed to even develop such a goal as outlined in the statute.

All stakeholder input was considered throughout the development process of the Complete Streets Funding Program and is reflected in the structure and requirements of the program as presented in Chapter 2 and the Complete Streets Policy Guidance and Scoring System presented in Chapter 3.

# Benefits of Complete Streets

Employing Complete Streets principles in the project development process entails a balanced approach to address the needs of all modes; the result is an integrated transportation network that promotes safer and more convenient access and travel for all users and people of all abilities. Effective application of these principals may also provide the following benefits:

- **Safety** – Safety may be improved through the reduction of number and severity of crashes. There are several strategies to improve safety that can be deployed through a complete streets approach including: road diets, medians and pedestrian crossing islands in urban and suburban

areas, corridor access management, roundabouts, and pedestrian hybrid beacons. The last two of which are considered proven safety countermeasures by the Federal Highway Administration (FHWA). These and other measures often enhance safety for all users. For example, medians with pedestrian crossing islands allow pedestrians and bicyclists to cross streets in two, simplified stages; medians also reduce left turning and access-related crashes for vehicles.

Complete Streets measures also promote a better understanding of the function of the roadway environment and often result in more predictable and desirable behaviors. Such behaviors include a reduction in the incidence of speeding, which has the effect of improving safety for all users as well. Other behaviors such as sidewalk bicycle riding- especially against the flow of motorized traffic where intersection and driveway conflicts may occur- may be reduced as well.

- **System Efficiency** – Complete Streets support an efficiently planned transportation system that maximizes space for each mode of travel. This helps to increase overall system capacity and reduce congestion.
- **Public Transportation** – Complete Streets provide opportunities for more reliable transit service and can improve connections between customers and transit and enhance access to transit stops.
- **Livable Communities** – Complete Streets promote more livable communities by fostering stronger communities where residents are able to interact and have equal access to transportation. Children, older adults, people with disabilities, and others who choose to not drive a vehicle all have equal access to other transportation choices that promote a healthy lifestyle and physical activity. Complete Streets have also been shown to lower overall transportation costs, thus providing better transportation equity.
- **Transportation Options** – An increasing number of people are showing an interest in living in areas that provide transportation options for various reasons. Complete Streets can offer these transportation choices that have also been shown reduce household costs on transportation.
- **Health** – Complete Streets help improve quality of life by providing transportation options and by encouraging active transportation through improved connections to activities. The travel paradigm has begun to shift toward healthier options such as walking and biking.
- **Energy** – Complete Streets promote travel by modes that are more energy efficient such as walking, biking, and transit. In many Complete Streets projects this mode shift away from travel by automobile has been realized, which helps lessen dependence on oil.
- **Environment** –Complete Streets have multiple environmental benefits. The largest source of transportation greenhouse gas emissions is from automobiles. By maximizing alternative modes of transportation, Complete Streets aid in reducing vehicle trips thereby reducing greenhouse gas emissions and improving air quality. Complete Streets can also reduce pavement width, which reduces deleterious impacts of stormwater runoff on water quality and reduces the urban heat island effect.
- **Economic Development** – Complete Streets can provide accessible connections between land uses, thus providing greater opportunity for people to access activities that support daily life, recreation and entertainment, and other activities. The more activity an area can generate, the greater the investment. Numerous Complete Streets projects have demonstrated economic benefits through higher property values and increased business revenues.

## Considerations and Challenges to Implementation

While support for multimodal facilities is a well-established goal, there may be multiple challenges to achieving desired Complete Streets that balance multiple transportation modes safely and efficiently. These challenges may be dependent upon the type of road, composition and volume of traffic, and the surrounding roadway environment. Some potential challenges on Complete Streets projects include:

- **Physical Constraints –** Implementing Complete Streets designs may be a challenge at locations with significant constraints. This may be most relevant in urban areas and downtown villages (where demands by all users are the heaviest and right-of-way is often constrained) or in a park or historic settings where there may be impacts to natural, historic, and/or cultural resources.
- **Intersections –** Intersections are an integral component of Complete Streets. Intersections are where the greater percentage of conflicts occur along a roadway for all users. Intersections may be dissimilar along a corridor, with different approaches, volume, control, and geometric characteristics. Many times, intersections typically have to be treated individually.
- **Driveways –** Driveways have attributes similar to intersections in that they may differ greatly in volume and geometric characteristics when compared to the roadway corridor. Driveways interrupt the desired cross section, introducing elements that may impact a Complete Streets design.
- **The Transportation Network –** The entire transportation network should be considered to effectively apply the appropriate facilities for users of all abilities, in particular, the safety and needs of children, elderly, and those with disabilities. For example, bicyclists should be provided a complete bicycle network that offers safer routes to destinations. However, not every roadway can be designed to accommodate all types of bicyclists. Facilities for bicyclists must be appropriate for the land use, roadway classification, traffic speed, composition, and volume context. A Complete Streets approach should consider the appropriateness and safety of facilities on the roadway network; that is the appropriate context should be considered.

  The public should also be engaged to understand the needs and perceptions that relate to travel by each mode. This is necessary to ensure there is a return on the investment for a given facility and that new facilities help a municipality achieve its larger safety and mode share goals.
- **Special Conditions –** Streets may be designated to address traffic needs for special conditions. While all public roads are designed with emergency vehicle access in mind, even during construction, selected streets may be critical for event management (i.e. concerts, sporting events, festivals, etc.), incident management needs, or as an evacuation route, which may limit or constrain how the street is able to meet the needs of multiple modes.
- **Snow Removal –** The road environment must provide adequate space for snow storage as well as all designated modes of transportation. Municipalities must ensure that all transportation infrastructure, including sidewalks and bike lanes/separated bicycle facilities are in usable condition year-round.
- **Ownership and Cross-Jurisdictional Issues –** It is not uncommon for a specific road to have ownership by multiple jurisdictions. This may add complexity as different municipalities or agencies may have different goals that need to be considered when designing a Complete Streets project.

- **Organizational Changes –** Applying a Complete Streets approach may depart from the common practices of a jurisdiction. Some of the perceptions of deploying a Complete Streets approach may have to be overcome, which can begin by providing staff with training on new planning, design, and operational approaches utilized in Complete Streets designs. It may also be necessary to re-evaluate policies and procedures long established through automobile-centered investment and design.

- **Long-Term Maintenance and Funding –** As is with many transportation projects, funding a Complete Streets project may be one of the biggest challenges. Funding challenges may exist at the project onset, from potential property acquisitions, to long-term operations and maintenance costs. Maintenance issues may be further exacerbated by complex or multi-jurisdictional roadway ownership; in particular, maintenance of sidewalks, which are often the responsibility of adjacent property owners.

# Chapter 2: Program Overview

The objective of the Complete Streets Funding Program is to reward municipalities that demonstrate a commitment to embedding Complete Streets in policy and practice with technical assistance and construction funding. This chapter provides an overview of the Program, including its objectives, rewards, eligible projects, and structure and process.

## Program Objectives

The Complete Streets Funding Program's objectives are as follows:

1. Provide technical assistance and incentives for adoption of Complete Streets policies at the municipal level so that a broader range of communities are encouraged to enter the program in order to be eligible for project funding.
2. Encourage municipalities to adopt a strategic and comprehensive approach to Complete Streets, rather than simply seeking funding for a single project, by providing technical assistance to municipalities to create Complete Streets Prioritization plans (described below).
3. Facilitate better pedestrian, bicycle, and transit travel for users of all ages and abilities by addressing critical gaps in pedestrian, bicycle, and transit infrastructure by funding Complete Streets projects in cities and towns that have already adopted policies and undertaken planning.
4. Distribute funding to reward municipalities who have committed to adopting Complete Streets best practices through the Community Compact Cabinet.
5. Ensure that underserved municipalities are served equitably by the program as anticipated by statute.

## Program Reward

The objective of the Complete Streets Funding Program is to reward municipalities that demonstrate a commitment to embedding Complete Streets in policy and practice. There are two program rewards outlined below.

**Program Reward**

(for municipalities that meet the eligibility requirements)

**1. Technical Assistance – up to $50,000** for analysis in support of a Complete Streets Prioritization Plan. (Funding is not available for assistance in Policy development.)

**2. Construction Funding – up to $400,000** (Design is not an eligible expense. Chapter 90 monies can be used to support design)

### Technical Assistance

The technical assistance funding will to determine municipality's Complete Street needs. This could be in the form of a network gap analysis or safety audit.

The first reward is for technical assistance funding, up to $50,000, for analysis and completion of a Complete Streets Prioritization Plan. The Complete Streets Prioritization Plan will be a targeted investment strategy to improve safety, mobility or accessibility. It will identify the streets, infrastructure, cost estimate and timeline for the municipality's desired Complete Street improvements, and should align with local master plans and roadway maintenance schedules. The technical assistance funding provides municipalities the means to fund planning studies or conduct analysis, if it doesn't already exist, to support a prioritized list of projects.

This funding can be used to engage third-party consultants or offset costs for assistance from regional planning associations in such activities as a network gap analysis or walk, bicycle or safety audit. Technical assistance funds are handled independently of construction funds and do not count against the $400,000 total municipalities are eligible for under construction funding.

The municipality is required to enter into a contract with MassDOT and will receive funding through a reimbursement process. Additional information regarding contracting with MassDOT is located in the *Contracting with MassDOT* section in Chapter 6.

### Construction

One of the primary purposes of this funding program is to ultimately provide funds to municipalities for the construction of infrastructure projects that support Complete Streets goals and principles. The second reward is for construction of Complete Streets infrastructure projects listed on the Complete Streets Prioritization Plan. An award of up to $400,000 will be available to eligible municipalities for construction.

Municipalities that complete the requirements outlined by Tiers 1 and 2 (discussed in detail in the *Program Structure and Process* section of this chapter) are eligible for construction of Complete Streets infrastructure projects. Prior to receiving funds, the municipality is required to enter into a contract with MassDOT. Additional information regarding contracting with MassDOT is located in the *Contracting with MassDOT* section in Chapter 6. Eligible and ineligible project types are described in the following section. Projects eligible for funding through the Transportation Improvement Program (TIP) may not qualify for Complete Streets funding in their entirety, although it is likely they would have components that could.

## Eligibility

Many projects are candidates to incorporate Complete Streets elements and may be eligible for Complete Streets construction funding, including:

- New construction
- Reconstruction
- Some types of rehabilitation
- Resurfacing and changes in the allocation of pavement width on an existing roadway (e.g., removal of on-street parking or reduction in the number of travel lanes)[2]

[2] While MassDOT Complete Streets construction funding could be available for roadway width reallocation measures identified above, funding shall not be awarded for roadway resurfacings costs.

## Eligible Roadways

Implementation of Complete Streets elements is appropriate on many public roadways, including arterials, collectors, and local streets.

## Eligible Project Types

Projects may incorporate one or more Complete Street elements to improve safety and/or pedestrian, bicycle, transit, vehicular, or freight mobility. Specific project types that are eligible for Complete Streets construction funding can be found in Appendix B.

If a project or element does not appear on the list in Appendix B, it may still be eligible for funding. The applicant should provide justification for the decision based upon the classification of comparable projects.

Specific project types not eligible for Complete Streets funding are also outlined in Appendix C.

## Exceptions

The following exceptions should be noted:

- Corridors where non-motorized use is prohibited, such as freeways that are posted with signs that exclude non-motorized modes;
- When the cost of accommodation will be excessively disproportionate to the need or probable use[3]; or
- When minimal population or other factors indicate an absence of need.

# Eligibility Requirements and Program Process

The Complete Streets Funding Program eligibility requirements are organized into three Tiers, each of which carries specific responsibilities for both the municipality and MassDOT. In Tier 1, the municipality demonstrates its commitment to Complete Streets principles by passing a Complete Streets policy through its official approval channels. Tier 2 seeks to have municipalities look holistically at Complete Street needs, safety, or network gaps, and develop a hierarchy of funding priorities that align with local plans and roadway work. Tier 3 is where a municipality identifies projects from its priority plan for funding, MassDOT determines which projects are to be funded, and then the municipality and MassDOT enter into a contract. The following sections provide additional details on the funding program and Tiers.

**Program Tiers**

**Tier 1 – Training and Complete Streets Policy Development**

**Tier 2 – Complete Streets Prioritization and Plan Development**

**Tier 3 – Project Approval and Notice to Proceed**

[3] The FHWA defined "excessively disproportionate" as exceeding 20 percent of the cost of the larger transportation project.

## Tier 1 – Training and Policy Development

This first Tier of the program is designed to assist municipalities in developing a comprehensive Complete Streets policy and incorporating Complete Streets principles into current and future infrastructure development practices.

MassDOT will provide assistance through hosting workshops as part of the Baystate Roads program. These workshops cover two levels: Complete Streets 101 Introductory Training and Complete Streets 201 Advanced Training. To complete Tier 1, each municipality must send at least one representative to at least one training workshop. For more information on training workshops and eligible municipal employees, see the *Training* section of Chapter 6.

Municipalities who have developed a Complete Streets policy can submit it to MassDOT for review and scoring. The Complete Streets policy must score at least 80 points out of a possible 100 points to be approved by MassDOT. Any Complete Streets policy that scores less than 80 will be returned to the municipality for revision. The scoring system is designed to confirm that the municipality's Complete Streets policy is sufficiently comprehensive. Additional details on the review and scoring process are available in Chapter 3, *Complete Streets Policy Guidance and Scoring System*. The Complete Streets policy must be passed by the municipality's highest elected official or governing body (Mayor, Board of Selectmen or City Council).

Additional points will be available to municipalities who become members of the Community Compact Cabinet (+4 points) and who choose Complete Streets as one of their Best Practices (+4 points) up to a maximum score of 100. More information on Community Compacts is included below.

Alternatively, a municipality can provide MassDOT with a Tier 1 commitment letter in order to access up to $50,000 in technical assistance funding to work on their Complete Streets Prioritization Plan (see Tier 2 section below). The Tier 1 commitment letter (see below) and the $50,000 in technical assistance funding enables the municipality to work on its Complete Streets policy and Prioritization Plan in parallel, thus broadening the group of municipalities that will be eligible for project funding in FY17 and beyond. As long as the municipality fulfills all of the Tier 1 requirements or provides a letter committing to complete the Tier 1 requirements within the year, the municipality can proceed to Tier 2.

### Tier 1 Commitment Letter

In order to become eligible to receive technical assistance funding prior to fulfilling the Tier 1 requirements, a municipality must provide Intent *to Become a Complete Streets Eligible Municipality* letter:

- Statement of intent to complete Tier 1 requirements within 1 year of MassDOT verification including:
    - Submitting a Complete Streets Policy for scoring (≥80 points)
    - Passing Complete Streets Policy by highest elected official or governing body
- Signature of highest ranking municipal administrator (Mayor, Town Manager, etc.)

**Tier 1 Required Municipal Actions**

1. Have a municipal employee **attend Complete Streets 101 or 201 Training**.
2. **Submit a Complete Streets Policy** (Bylaw, Ordinance, or Administrative Policy) that has been approved by the highest elected official or board with one public meeting, or alternatively
3. **Upload *Intent to Become a Complete Streets Eligible Municipality* letter** (allows municipality to qualify for Technical Assistance funding in Tier 2).

## Community Compacts

A Community Compact is a voluntary, mutual agreement entered into between the Commonwealth and individual cities and towns to elevate partnerships, to work toward mutual accountability, reduce red tape, and to promote best practices. The program was established by an Executive Order signed by Governor Baker in January 2015 as a way to elevate the Administration's partnership with municipalities throughout the Commonwealth.

In a Community Compact, a community will self-identify and agree to implement at least one best practice over a two year period that they select from seven best practice areas. The Complete Streets best practice, one of the best practices in the area of Transportation and Citizens Safety, states that:

> *Complete Streets policies and programs provide accommodations for all users and modes, create safer and more livable neighborhoods, and encourage healthy transportation alternatives. The municipality will become certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads.*

As of the date of this Guidance document there were 55 communities that signed Community Compacts. Approximately 20 percent have selected Complete Streets as their best practice commitment.

Communities that sign a compact receive priority for specific Commonwealth technical assistance resources to help achieve their chosen best practice(s). The Massachusetts Department of Revenue Division of Local Services administers the program and serves as the primary point of entry for communities looking for resources in best practice development and implementation.

## Tier 2 – Complete Streets Prioritization Plan Development

This second Tier of the program looks to the municipality to determine its Complete Streets needs and prioritize its Complete Streets infrastructure projects through the development of a Complete Streets Prioritization Plan. Municipalities can enter into Tier 2 in one of three ways, outlined below:

**Tier 2 Entry Options**

| Option 2a | Option 2b | Option 2c |
|---|---|---|
| 1. Fulfill all Tier 1 requirements<br>2. Want to submit their Complete Streets Prioritization Plan for review | 1. Fulfill all Tier 1 requirements<br>2. Want to request Technical Assistance (up to $50k) to develop a Complete Streets Prioritization Plan | 1. Commit to fulfilling Tier 1 requirements (through letter of intent to MassDOT, see Tier 1) and developing a Complete Streets Prioritization Plan.<br>2. Want to request Technical Assistance (up to $50k) to develop a Complete Streets Prioritization Plan |

Option 2a provides municipalities that have already completed a Complete Streets Prioritization Plan to submit it to MassDOT for review. The municipality must provide the Prioritization Plan in the provided format (downloadable from the Complete Streets Portal).

Options 2b and 2c allow municipalities to access to up to $50,000 in technical assistance funding to work on their Complete Streets Prioritization Plan. Option 2b is available to those municipalities who have fulfilled all Tier 1 requirements. Option 2c is available for those municipalities who have not completed Tier 1 but commit to fulfilling the Tier 1 requirements within a year of MassDOT verification of the commitment letter. In order to receive technical assistance funding under either Option 2b or 2c, the municipality must enter into a contract with MassDOT.

In developing its needs assessment, the municipality can draw from planning documents and sources and/or engage with consultants or other resources to help them to generate a master list of potential Complete Streets projects. Documents or planning studies that may be drawn from include (but are not limited to):

- Capital Investment Plans
- Network Gap Analyses
- Roadway Maintenance Plan
- Pavement Management System
- Private Development Review processes
- ADA Transition Plan/Assessments
- Safety Audits
- Bike/Ped Audits

The list of potential projects will be vetted by the municipality through its own prioritization process. The prioritized list will then be formatted into the MassDOT Prioritization Plan template and submitted to MassDOT for approval. After acceptance of the municipality's Prioritization Plan, the municipality will have completed Tier 2. Municipalities that complete Tier 1 and Tier 2 requirements become a MassDOT Complete Streets Eligible Municipality and are eligible to submit projects for funding in Tier 3.

**Tier 2 Required Municipal Actions**

| Option 2a | Option 2b | Option 2c |
|---|---|---|
| 1. Format Prioritization Plan into MassDOT template<br>2. Submit Prioritization Plan to MassDOT for approval | 1. Apply for technical assistance funding (up to $50,000)<br>2. Enter into a contract with MassDOT<br>3. Develop and submit Complete Streets Prioritization Plan on provided template to MassDOT for approval | 1. Commit to fulfilling Tier 1 *(through Letter of Intent to Become Complete Streets Eligible Municipality)* and Tier 2 requirements within a year<br>2. Apply for technical assistance funding (up to $50,000)<br>3. Enter into a contract with MassDOT<br>4. Develop and submit Complete Streets Prioritization Plan on provided template to MassDOT for approval |

## Tier 3 – Project Approval and Notice to Proceed

Tier 3 presents municipalities with the opportunity to receive funding for Complete Streets infrastructure projects. Municipalities can only enter Tier 3 after the successful completion of Tier 1 and Tier 2, fulfilling all requirements and receiving MassDOT approval of its Complete Streets policy and Prioritization Plan. Through the project prioritization process, municipalities have identified candidate Complete Streets infrastructure projects for funding. The municipality will annually submit an application for funding, highlighting five projects for which they would like to receive funding[4]. For year 1 of the Complete Streets Funding Program (FY16), funding can range up to $400,000 (with no minimum) for each municipality. This funding cap can include numerous, less expensive projects or a single project. Since the level of award per municipality could vary based on the total number of applications received, municipalities are encouraged to consider the cost of individual projects when preparing their applications. MassDOT is committed to working diligently to fund all eligible projects prioritized by the municipalities. However, funding awards will depend on the overall number of municipalities seeking funding and will be based on several criteria:

- How well each project accomplishes Complete Streets goals:
  - Safety
  - Connectivity
  - Mobility
  - Accessibility
- Equity
  - Municipality median household income at or the below statewide average

[4] It should be noted that only Tier 3 project approvals are required on an annual basis. While updating of the Prioritization Plan is encouraged every five years, the Tier 1 and Tier 2 obligations are only required in the first year.

  - Gateway Community
  - Environmental justice/Title VI area
- Geographic distribution of funding
- Number of submitted projects
- Available funding

Based on funding available and the number of project applications received in Tier 3, MassDOT may chose projects ranked lower in priority for a given municipality.

In order to receive funds from MassDOT, the municipality must enter a contract with MassDOT. The municipality and appropriate District State Aid office will be notified of approved projects. The municipality will then enter a State Aid process, similar to the Chapter 90 process.

**Tier 3 Required Municipal Actions**

1. **Submit Tier 3 application with project priority list**
2. **Enter contract with MassDOT**
3. **Enter State Aid process**

## Schedule and Cost Estimate

As communities identify priority Complete Streets projects and apply for funding in Tier 3, they should also establish the anticipated schedule and prepare conceptual cost estimates for each project.

*Schedule*

Projects put forward for consideration will be expected to complete permitting and design, secure all necessary rights of way, and obligate all other funding sources within the current fiscal year. Any project that receives an award but does not demonstrate readiness within a reasonable timeframe that would enable construction during the upcoming construction season, will lose its funding commitment for that year and will not be eligible to submit the project for funding consideration again until the following round. Funds committed to projects that are unable to demonstrate readiness in a reasonable timeframe will be redistributed to other projects that are ready to proceed to construction.

It is MassDOT's intent that funding be awarded to projects that are ready to proceed. To meet the minimum threshold for consideration for the Complete Streets Program, infrastructure projects must make reasonable efforts to demonstrate:

- A timeline and funding source for completing design in a timeframe that allows for construction in the upcoming construction season; and
- Project design that is consistent with MassDOT's Complete Streets design guidelines (as well as other MassDOT design guides and Engineering Directives), which call for accommodation of all roadway users in a manner that is appropriate to the type of roadway and location; and
- A complete list of required state and local permits; and

- Demonstration that all required permits can be reasonably obtained such that construction can be completed within the fiscal year for which the money is awarded; and
- All rights of way are secured or evidence that the rights of way will be secured such that construction can be completed within the fiscal year for which the money is awarded; and
- Demonstration that all sources necessary to fully fund the project have been obtained and a complete draw schedule that reflects a construction start during the upcoming construction season. Sources must be fully committed.

*Cost estimate*

Each potential project will be evaluated based upon its ability to enable or encourage bicycling, walking and transit trips rather than individual automobile trips. Eligible projects will be selected based on the municipality's priorities and needs. To insure a fair and equitable distribution of available funds, construction costs will be a critical factor in the final selection of Complete Streets projects.

Costs for pedestrian and bicycle safety infrastructure often vary greatly among regions. The FHWA document *Costs for Pedestrian and Bicyclist Infrastructure Improvements, A Resource for Researchers, Engineers, Planners and the General Public* provides meaningful estimates of infrastructure costs by collecting up-to-date cost information for pedestrian and bicycle treatments from municipalities across the country. Using this information, applicants can better understand the cost of pedestrian and bicycle treatments in their communities and make informed decisions about which infrastructure enhancements are best suited for implementation.

It must be noted that costs in this document can vary widely from state to state and also from site to site. Therefore, the cost information contained in the FHWA report should be used only for estimating purposes and not necessarily for determining actual bid prices for a specific infrastructure project. Applicants should field review all proposed projects sites to identify potential items of work specific to each project and supplement the information in the FHWA report with MassDOT cost estimating and weighted bid prices, which are available from the representative district office.

## Traffic & Parking Operating Request

| Obj | Munis Object # Account Title | Explanation | FY14 Actual | FY15 Actual | FY16 Actual | FY17 Budget | FY18 Request | $ Variance FY17-18 |
|---|---|---|---|---|---|---|---|---|
| 583190 | Meter Replacement | Rebuild or replace parking meters | 10,521 | 17,530 | 60,570 | 100,000 | 100,000 | - |
| 58xxxx | Parking Lot Light Improvements | Install LED and lighting efficiency measures (actual quotes from ESI) | - | - | - | - | 100,000 | 100,000.00 |
| 58xxxx | Parking Lot Paving | Paving of Municipal lots (1 of 4) | - | - | - | - | 100,000 | 100,000.00 |
| 58xxxx | Brook/Benvenue Intersection | | - | - | - | - | 300,000 | 300,000.00 |
| 58xxxx | Amherst/Brook | | - | - | - | - | 180,000 | 180,000.00 |

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- Status of Various Projects – Route 9 – Dave Hickey will be prepared to give an update on the various projects that are underway on Route 9, the schedule, and any issues you should be aware of. These include:

  - ❖ National Grid Gas Main repair & replacement
  - ❖ Route 9/Kingsbury Street Signalization Project
  - ❖ Route 9 Repaving Project

**NO MOTION**

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## 5. Meeting with PBC to review Memorandum of Understanding

Included in your packet is a copy of the MOU that you have reviewed previously. The PBC has had this under consideration for a while and briefly had circulated a shortened version that was not approved by the full committee. Thus it is recommended that the two boards confer on the attached version and determine whether or not it can be approved at this time.

## Joint Meeting with the Permanent Building Committee

**Move** to elect Marjorie Freiman as Chair of the joint meeting.

**Move** to elect Matt King as Secretary of the joint meeting.

**Motion** to approve the memorandum of understanding between the PBC and FMD as presented.

**Move** to dissolve the joint meeting.

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TOWN OF WELLESLEY MASSACHUSETTS

**BOARD OF SELECTMEN**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

MARJORIE R. FREIMAN, CHAIR
ELLEN F. GIBBS, VICE CHAIR
JACK MORGAN
BETH SULLIVAN WOODS
THOMAS H. ULFELDER

FACSIMILE: (781) 239-1043
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BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

## MEMORANDUM OF UNDERSTANDING

The purpose of this document is to clarify and consolidate in writing the roles and responsibilities of the Permanent Building Committee (PBC) and the Facilities Maintenance Department (FMD) with regard to staff support for the PBC beginning July 1, 2017.

This Memorandum of Understanding (hereinafter "MOU") dated _____, 2017 between the Board of Selectmen and the Permanent Building Committee hereby provides as follows:

WHEREAS, the Town of Wellesley has a Permanent Building Committee established in 1959 for the purpose of erecting, altering, rehabilitating, remodeling, acquiring, demolishing and removing Town buildings with the exception of the Municipal Light Plant and Housing Authority buildings; and

WHEREAS, the Permanent Building Committee is responsible under Article 14 of the Town's General Bylaws to develop financial estimates for all projects, oversee the design of every project, oversight of the construction for those projects which receive a town appropriation, and to work to achieve the project goals of the proposed board; and

WHEREAS, The Permanent Building Committee has historically performed all aspects of managing the Town's major capital projects with staff assigned to it directly; and

WHEREAS, the FY18 town budget re-allocates funding for staff support from the Permanent Building Committee to the Facilities Maintenance Department and both the PBC and the FMD have formed a working group to delineate this new working relationship; and

WHEREAS, the Board of Selectmen and PBC are committed to providing the highest-quality staff support and management of all capital projects regarding the Town's major

physical assets and managing the business aspects of these assets in the best manner possible.

NOW THERFORE, for the mutual promises set forth below, the Parties agree as follows:

## *Permanent Building Committee*:

The PBC will continue to be responsible for the following matters:

1. Review and confirm the scope and budget for all projects within their purview under the Town's General Bylaw Article 14
    a. Review feasibility studies and recommend budgets to various town boards
    b. Assign a liaison to projects
    c. Review and approve/execute all contracts
    d. Review consultant reports
2. Request project funding for all projects
    a. Approve project budgets
    b. Evaluate procurement models and approach
    c. Determine whether the OPM role will be handled in-house or contracted out
    d. Approve scope and budget for project commissioning and peer review services
    e. Make presentations to Advisory Committee & Town Meeting
3. Oversee the hiring of the Owner's Project Manager
4. Oversight of the design review process
    a. Review project design at each stage of development
    b. Approve design at each stage of development
5. Oversight of the construction process through project completion
    a. Retain Clerk of the Works for Projects as appropriate
    b. Review project status during construction
    c. Approve project at completion
6. Form working groups as necessary to participate in different aspects of projects, (i.e. FF&E)
7. Approve payment for all requisitions and invoices associated with projects
8. Communicate with the FMD Director any unmet expectations in overall service delivery and work with the Director to resolve

## *Facilities Maintenance Department:*

The FMD will take on responsibility for the following matters:

1. Provide all staff support to PBC needed to carry out the PBC's obligations under Article 14 of the General Bylaws, including:
    a. Design & Construction Manager
    b. Project Manager

c. Projects Administrator, or other administrative support staff

Although these staff are primarily assigned to support PBC projects, they will perform other tasks in the FMD provided those do not conflict with PBC responsibilities.

2. Manage the day-to-day work of the designer, Owner's Project Manager (OPM) and construction contractor. Typical project tasks include but are not limited to:
    a. Develop and disseminate any RFPs required by the PBC
    b. Develop and disseminate any Bids for projects, accept bids, analyze results
    c. Staff review & recommendation to PBC on various stages of design and project implications of such
    d. Negotiate all contracts for services or construction of projects
    e. Maintain all project records and documents
    f. Coordinate with relevant Town departments and permitting agencies for each project
    g. Manage design and construction through the completion of each project, resolving day-to-day questions and concerns directly with designers, OPM and construction contractors. Refer all significant questions or issues to the PBC and recommend resolution on each. Significant items include but is not limited to:
        i. Program changes
        ii. Changes in aesthetics, layout or design
        iii. Changes to project budget or schedule
    h. Review change order proposals and make recommendations for approval to the PBC. The PBC may delegate signature authority to FMD up to an agreed upon dollar limit for the purpose of addressing minor changes that would otherwise delay the progress of a project.
    i. Review requisitions for payment and recommend approval to the PBC
3. Prepare agendas for the PBC's meetings and provide staff support at all meetings
    a. Develop agenda, coordinate with PBC Chair, post in accordance with open meeting law
    b. Provide an executive staff summary for the PBC on all current projects and relevant supporting materials including construction budget status updates
    c. Take minutes of all meetings and post when approved
4. Develop and recommend project budgets for each project
5. Manage all other administrative tasks of the PBC including but not limited to:
    a. Maintain and track budgets for all projects
    b. Pay all invoices approved by the PBC
    c. Draft presentations that PBC will make to various boards & committees
6. Act as the Town's Owner's Project Manager on projects approved by the PBC, and based on staff availability and other project requirements.
7. Develop and maintain a database of standard contracts and procedures for use by the PBC on all projects.

8. Develop a policies and procedures manual to guide the future work of the PBC and FMD.
9. Communicate with the PBC through the Chairman any unforeseen issues or conditions that would affect the work of the Committee and work with the Committee to resolve.

Jointly, the Facilities Director or his designee, Chairman of the PBC and the BOS liaison or their designee shall meet on a quarterly basis (more often if the parties deem necessary) to review the responsibilities and to resolve any issues that may have arisen in the previous quarter. Both parties will communicate any immediate issues or concerns that are identified so that they can be addressed as soon as is reasonably possible. Should any changes be warranted in this agreement they shall bring them to the attention of the Executive Director for resolution and possible change to this MOU.

Executed this ___ day of _____, 2017.

| Board of Selectmen: | Permanent Building Committee: |
|---|---|
| _____ | _____ |
| Marjorie R. Freiman, Chair | Matthew L. King, Chairman |
| _____ | _____ |
| Ellen F. Gibbs | Thomas E. Goemaat |
| _____ | _____ |
| Jack Morgan | David L. Grissino |
| _____ | _____ |
| Beth Sullivan Woods | Suzanne G. Littlefield |
| _____ | _____ |
| Thomas H. Ulfelder | Laurence D. Shind |

## 6. 900 Worcester Street, PSI-17-01 Traffic Review

The PSI process, requires that the Selectmen need to provide comments on the traffic studies that have been submitted by the developer Brian DeVellis to the Planning Board. It is anticipated that Mr. DeVellis and his traffic engineer Daniel Dumais of MDM Transportation Consultants will attend the meeting, (Bob Michaud of MDM will be on vacation) as well as the Town's traffic engineer Kien Ho from BETA Engineering.

In your packets is a response to comments raised by Beta prepared by MDM. The responses address most of Beta's initial comments. The applicant proposes in some instances that the additional data collection be completed prior to the start of construction; this includes baseline data on neighborhood traffic on Beechwood, Manor, and Overbrook.

Meghan will be working with Beta to prepare conditions for the Board to consider as well as preparing a layman's report on the PSI process and proposal before you. We will send that on Tuesday. Michael Zehner will be joining the Board at your morning meeting on June 1st to review PSI permitting.

The major revision submitted is a response to the concern on cross traffic to the neighborhood – Figure 22. The signal design proposed has been modified to prohibit traffic from crossing Route 9 to/from Lexington Road. The intersection now would allow for cars heading westbound to have a left turning lane into the 900 Worcester Site, or continue straight. The signal will activate only for cars exiting the site at the main site drive and would only allow exiting vehicles to go east or west on Route 9.

Staff will work with Beta to outline major issues for the Board to consider, but initial thoughts include the following:

1. Whether we require the installation of the signal for the project to move forward, meaning if MassDOT says no the Town would require the developer to return to permitting.
2. Condition to require approval of the event parking plan by both the Chief of Police and Planning Board prior to Certificate of Occupancy.
3. Baseline and follow up studies (12 months post occupancy) on cut through traffic on Beechwood, Manor, Overbrook Drive
4. Condition for bus stop for the MWRTA

The items included in the packet are:

- ❖ Response to Beta Comments submitted by MDM Consulting

**A DRAFT MOTION WILL BE DEVELOPED BY STAFF PRIOR TO THE MEETING.**

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MDM TRANSPORTATION CONSULTANTS, INC.
Planners & Engineers

PRINCIPALS
Robert J. Michaud, P.E.
Ronald D. Desrosiers, P.E., PTOE
Daniel J. Mills, P.E., PTOE

# MEMORANDUM

**DATE:** May 26, 2017

**TO:** Town of Wellesley
Planning Board
525 Washington Street
Wellesley, MA 02482

**FROM:** Robert J. Michaud, P.E. – Managing Principal
Daniel A. Dumais, P.E. – Senior Project Manager

**RE:** **Response to Comments – BETA**
900 Worcester Street, Wellesley, Massachusetts

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MDM Transportation Consultants, Inc. (MDM) has prepared the following responses to transportation-related comments as issued in a letter by BETA dated May 18, 2017. To facilitate review, specific comments are paraphrased with corresponding responses; requested technical updates/clarifications are incorporated into an amended Traffic Impact and Access Study (TIAS) dated May 26, 2017 that is provided under separate cover.

**Proposed Building Plan**

Comment 1. *"Discuss where the spectator seats will be located, e.g. how many will be provided for each use and will they all be occupied at one time."*

**Response:** The project will include 79 fixed spectator seats for the east rink, 537 fixed seats for the east rink and 234 fixed spectator seats for the natatorium for a total of 850 seats. Consistent with the Applicant's other facilities, an operational management plan will be developed and implemented with details to be provided during the Site Plan approval stage. The Applicant will have the ability to manage and stagger events/game times and other programmed uses at the Site to efficiently manage operations and parking. The Applicant will avoid scheduling overlapping special events and may opt to limit or restrict access/use of certain non-event facilities during these times to ensure ample parking is available at the Site.

Comment 2: *"BETA recommends the Applicant coordinate with the Town of Wellesley Fire Department to ensure the proposed site plan, particularly the travel path, provides adequate fire access."*

**Response:** The Applicant continues to work with the Town of Wellesley Fire Department to

ensure that the proposed site plan adequately accommodates emergency access/egress and circulation, including capability to accommodate a 3-point turn within the property. Detailed swept path analysis and exhibits will be produced during the Site Plan review process.

Comment 3: *"Consider providing Stop Signs and Stop Lines for approaches connecting the two parking lots at the intersection of the eastern driveway."*

**Response**: The Applicant will review the plans and "STOP" signs and "STOP" lines will be provided where appropriate as the project moves into the site plan review process under as part of the Site Plan review process.

**Study Area**

Comment 4: *"In addition to the above intersections, the study should include the Beechwood Road, Manor Avenue, Overbrook Drive, Russell Road, and Fells Road neighborhoods. It is recommended this study include traffic volumes, speeds, and vehicle classification for a minimum of 72 hours for each neighborhood"*

**Response**: The Applicant will collect the requested traffic volume and travel speed data on area neighborhood street including Beechwood Road, Manor Avenue, Overbrook Drive, Russell Road and Fells Road to establish baseline conditions. These volumes will set the baseline traffic volumes along the neighborhood roadways which will also be part of a traffic monitoring program associated with the project. These data shall be collected during the Site Plan review process or as directed by the Town prior to Site development.

Comment 5: *"BETA recommends the Applicant complete the Pedestrian and Bicycle Safety Study as noted in the Wellesley PSI Requirements. This should include a discussion regarding the Cochituate Aqueduct Trail."*

**Response**: The April 2017 TIAS has been updated to include a pedestrian and bicycle safety study within the study area. The Updated TIAS includes pedestrian and bicycle volumes networks for the weekday morning, weekday evening, and Saturday midday peak hours and identifies existing available pedestrian/bicycle infrastructure at and proximate to the Site.

**Traffic Volumes**

Comment 6: *"The weekday afternoon peak hour traffic volume provided in Table 1 of the TIAS does not appear to match data provided in the Appendix. Please clarify."*

**Response**: The afternoon peak hour traffic volume provided in **Table 1** of the April 2017 TIAS are confirmed to match the ATR data provided in the TIAS Appendices for Thursday, March 23, 2017 for the peak hour of 4:45 PM to 5:45 PM.

Comment 7: *"Explain how the one hour of traffic data was determined to be the peak hour. Typically, TMC are collected from 7:00-9:00AM, 4:00-6:00PM, and 11:00AM-1:00PM."*

**Response:** The TMC data provided at the Worcester Street (Route 9)/Lexington Road/Site Driveway as reported in the April 2017 TIAS coincide with the peak hour of the adjacent intersections in the study area which were counted during the cited 2-hour peak hour periods. Accordingly, the expanded TMC data to include the full 2-hour counts at this location were not included in the Attachments. The counts indicate that no heavy vehicles observed beyond through travel on Route 9 for which heavy vehicle count sheets are included in the updated TIAS.

Comment 8: *"Since the TMC sheets did not include heavy vehicles, explain how the heavy vehicle percentages were determined for analysis purposes."*

**Response:** Heavy vehicle count sheets are included in the updated TIAS; these sheets were not originally included in the April TIAS Appendices.

**Travel Speeds**

Comment 9: *"Please clarify the means of data collection. Was a speed radar gun utilized, or were other detection methods utilized?"*

**Response:** Vehicle speeds were obtained for Route 9 adjacent to the Site using a *Spot Speed* study and Jamar® traffic data collector (TDC-12). Specifically, vehicles traveling both eastbound and westbound were timed over a known distance and then the travel times were converted into travel speeds in miles per hour (mph). The Spot Speed Study included 100 free flow movements in each travel direction along Route 9 immediately adjacent to the Site, representing a statistically significant sampling size following industry standards. While other means of obtaining spot speeds are possible such as radar, the methodology employed in the TIAS follows accepted industry practices, with the added benefit of avoiding the potential for influencing driver behavior as is sometimes the case with radar guns.

Comment 10: *"The TIAS did not discuss the time period of the spot speed study. Clarify if these speeds were collected during commuting peak periods where congestion may impact speed readings."*

**Response:** The Spot Speed Study was conducted on Monday, March 27, 2017 between 9:00AM and 10:00AM and only vehicles traveling at a free flow speed were recorded. The use of free-flow speeds is preferred for analysis purposes, as travel speeds during peak hours is likely lower and less conservative when calculating sight line requirements for a driveway - the primary purpose of conducting the spot speed study.

**Safety Evaluation**

Comment 11: *"Upon completion, the advisory opinion regarding MEPA thresholds should be provided for review. Should the Project satisfy MEPA thresholds the Applicant is expected to complete the RSA for the intersection of Route 9 at Overbrook Drive/CVS Driveway in accordance with MassDOT."*

**Response:** As indicated in the April 2017 TIAS, while the intersection was observed to have a crash rate of 0.63, which is below the District 3 average of 0.90, MassDOT has listed the intersection as a Highway Safety Improvement Program (HSIP) crash cluster for 2012-2014. Roadway improvements were completed for this location in August 2014 as part of the CVS Pharmacy re-development, however, no Road Safety Audit has been completed to date. Should the project require MEPA review, the Applicant will complete an RSA for the intersection of Route 9 at Overbrook Drive/CVS Driveway.

**Sight Line Analysis**

Comment 12: *"The methodology discussed in the TIAS represents ISD for a two-lane highway. Since Route 9 is a four-lane highway with median, vehicles may require more time to make the left turning maneuver. Based on the AASHTO Green Book this increases the recommended sight distance to approximately 588 feet for left turns. Despite the increased distance, the measured available sight distance of greater than 800 feet is acceptable."*

**Response:** MDM notes that there is no option currently being considered that would allow left-turns onto Route 9 without a traffic signal. The ISD criteria shown looking to the east is for the Lexington Road approach to Route 9. The language has been clarified in the update TIAS. That said, MDM concurs that the available sight distances are acceptable and no further review is required.

Comment 13: *"The calculated sight distances discussed in this section were based on passenger cars. Trucks typically take longer to accelerate and therefore require longer sight distances. According to AASHTO, the recommended ISD for a single unit truck (or a bus) is approximately 735 feet. Based on the field measurements discussed in the TIAS, the available sight distance of greater than 800 feet is acceptable."*

**Response:** MDM concurs that the available sight distances are acceptable and no further review is required.

**Planned Roadway Improvements**

Comment 14: *"BETA recommends the Applicant coordinate with MassDOT and provide an estimated project schedule for these improvements. Particularly those related to proposed roadway and sidewalk changes that may coincide with the potential installation of a traffic signal at the Site Driveway."*

**Response:** The Applicant will continue to coordinate with MassDOT with respect to planned roadway improvements and proposed project mitigation. MassDOT is planning transportation improvements (Project 608180) to Route 9 that will include resurfacing using NHS funding. The project limits will include Route 9 from MassDOT's limits of its Add-A-Lane project at Route 128 to a point just east of Overbrook Drive at the Natick Town Line. The resurfacing project is pending through the District 6 office and is listed with an estimated completion date of Spring 2018. A larger planned roadway improvement (Project 607340) which includes sidewalk repairs, signal improvements, reflectorized pavement markings and recessed roadway reflectors is also in the preliminary design stage. The project limits will include Route 9 between Dearborn Street and the Natick Town Line. As indicated the design is in the preliminary design stage with no current construction period provided.

**No-Build Traffic Volumes**

Comment 15: *"To be consistent with all the TIAS completed in the Town of Wellesley, BETA recommends a 1.0% per year compounded growth rate."*

**Response:** The April 2017 TIAS has been updated to include the use of a 1% per year compounded growth rate over a 7-year period. This growth rate is higher than historic rates and provides a conservative assessment of future year conditions.

**Trip Generation**

Comment 16: *"The morning trip generation (1 trip) for the athletic field may be higher depending on the operating program/schedule."*

**Response:** Based on a review of the Applicants existing facility in Middleton, MA (Essex Sports Center) events are typically scheduled on the turf field prior to 10:00 am on weekdays and 9:00 am on Saturdays. This is consistent with MDM's observations of other similar indoor turf field facilities including for instance the Fore Kicks sports complex in Marlborough. ITE trip rates inherently reflect this trend are result in negligible trip generation prior to AM peak commuter periods. The Applicant will provide more detail on facility programming that supports this during the Site Plan approval process.

Comment 17: *"Discuss consideration for using LUC 493 – Athletic Club, which generates more trips by square footage than LUC 492 – Health/Fitness Club."*

**Response:** MDM initially reviewed the trip generation rates and combination of rates for various land use categories in ITE's Trip Generation Manual including Health/Fitness Club, Athletic Club, and Recreational Community Center Based on discussions with the Applicant a Health/Fitness Club was determined to best fit the health/fitness club component of the Site.

ITE LUC 492 also provides a substantially greater number of sites (and hence reliability of trip rate) than the LUC 493 category. The resulting trips present a reasonable basis for analysis following ITE Trip Generation Handbook guidance.

Comment 18: *"Given the use of operating hours to determine daily trip generation, discuss overall operating hours/programming and how this might impact traffic. Are all site features expected to be in full use at the same time, or will there be staggered programs?"*

**Response:** Consistent with the Applicant's other facilities, an operational management plan will be developed and implemented with details to be provided during the Site Plan approval stage. The Applicant will have the ability to manage and stagger events/game times and other programmed uses at the Site to efficiently manage operations and parking. The Applicant will avoid scheduling overlapping special events and may opt to limit or restrict access/use of certain non-event facilities during these times to ensure ample parking is available at the Site.

Comment 19: *"It was noted that the site is expected to generate approximately 10-15 special events per year (swim meets, hockey tournaments, etc.) that may draw additional trips. Trip generation for special events should be discussed and analyzed."*

**Response:** The Applicant will provide a special event management plan to accommodate the various special events proposed for the Site which are estimated at 10-15 events per year. These special events are typically expected to occur on holiday weekends and are anticipated to include the Wellesley/Newton hockey games. This special event management plan will provide an operating scenario that relies solely on available on-site parking capacity and that will limit or restrict use of other Site facilities to the extent necessary to ensure that no off-site parking is necessary to accommodate special event operations. Special event programming to allow concurrent non-event facility use will be considered only if ample reserve off-site parking is available, which is subject to ongoing discussion with the adjoining office use.

**Trip Distribution and Assignment**

Comment 20: *"Figure 9 in the TIAS shows approximately 60% of trips traveling to/from the east via Route 9 which is inconsistent with the exercise provided in the Appendix and subsequent turning movement volume diagrams."*

**Response:** Supporting calculations for Site trip distribution are provided in the TIAS Appendices which are consistent with Figure 9; the Appendices also include a separate calculation of trip distribution for the adjacent office use which shows a different pattern than the Site (60 percent oriented to/from the west versus 40% for the Site uses). The Updated TIAS also contains these data; the TIAS correctly applies these trip patterns in the assignment of traffic volumes and signal warrant analyses.

Comment 21: *"Discuss how trip distribution will be affected for special events."*

**Response:** The trip distribution for special events will depend on several factors including the event type, event timing, and participant type (local, regional, and/ or national). The various events will be outlined in the special event management plan which will be prepared in consultation with Town, and for which a separate special events traffic evaluation/sensitivity analysis will be developed to ensure traffic operations are consistent with cumulative Site trip impacts documented in the Updated TIAS.

**Adjacent Office Re-Distribution**

Comment 22: *"BETA recommends the Applicant collect traffic volumes at the 888-892 Worcester Street driveways to validate the number of existing trips generated by the adjacent office property."*

**Response:** Traffic volumes will be collected at the 888-892 Worcester Street driveways as part of the Site Plan review process to validate assumptions uses in the TIAS.

Comment 23: *"On-site traffic circulation impacts associated with the cross-over traffic from the 888-892 Worcester Street offices should be addressed."*

**Response:** On-site traffic impacts associated with the cross-over traffic and on-site traffic flow will be further reviewed as the Site Plans are refined and updated during the Site Plan review process. The Applicant will consider an alternative location of the cross-connecting driveway that is slightly south of the current conceptual location to ensure that proper on-site circulation can be achieved without undue impact to travel or parking operations.

**Traffic Signal Warrant**

Comment 24: *"Clarify how empirical data was used to determine hourly driveway volumes used for the signal warrant analysis. Please provide the empirical data for ease of review and understanding."*

**Response:** The requested empirical data and worksheets are included in the Updated TIAS. The hourly driveway volumes used in the signal warrant analysis were estimated by applying a combination of ITE and empirical trip patterns. The Institute of Transportation Engineers Parking Generation[1] contains an hourly breakdown of trip demands for office use which are applied to the adjacent office buildings at 888-892 Worcester Street. Empirical parking data for health and fitness clubs in Framingham and Westborough were used to project hourly traffic for the health/fitness center and skating rink/turf field uses. The empirical data patterns are normalized to match daily trip totals that are consistent with ITE daily volumes for each use.

[1]Parking *Generation*, 4th Edition; Institute of Transportation Engineers; Washington, DC; 2010.

As a conservative measure, the signal warrant analysis considered the existing traffic volumes along Route 9 and only the projected left-turn exit volume in the analysis. Accordingly, hourly exiting trips were adjusted to reflect an exiting proportion of 60% for the office trips (assuming a cross-connection is provided) and 40% distribution of exiting trips for the sports complex. Additional engineering support for warrants may also consider up to 25% of exiting right-turn volume exiting the Site given the high-speed nature of travel on Route 9; however, these right-turns are excluded from the analysis of warrants to present a conservative assessment.

Based on the above, MUTCD traffic signal Warrant 1 is satisfied. Thus, with the proposed sports complex in place and cross-connecting driveway to the adjacent 888-892 Worcester Road office building a traffic signal is warranted and justified at the Route 9 intersection with Lexington Road/Primary Site Driveway. While not directly accounted for in the traffic signal warrant analysis, it should be noted that signal control would also specifically benefit pedestrian crossings of Route 9 along a route that is proximate to the Cochituate Aquifer (Crosstown) Trail system and would create gaps for westbound left turns into the facility and right turns onto Route 9 from the facility.

Comment 25: *"Request that the Town and BETA be included in future meetings with MassDOT."*

**Response:** The Applicant anticipates additional meetings with MassDOT for discuss the Project access and will include the Town and BETA in all such requested future meetings.

**Traffic Operations Analysis**

Comment 26: *"Upon examination of Synchro output sheets provided in the Appendix, it appears that the traffic volume analyzed at the intersection of Weston Road and the Route 9 Westbound ramps does not match volumes shown in the turning movement diagrams. Clarify traffic volumes and update the analysis accordingly."*

**Response:** The Route 9 Westbound on-Ramp was modeled as a separate intersection from the Weston Road intersection with Cleveland Road and the Route 9 Westbound off Ramp to more accurately model actual operations. Revised traffic volume networks and capacity analysis results are provided in the updated TIAS which reflect the higher background growth rate.

Comment 27: *"Similarly, traffic volumes at the intersection of Route 9 at Overbrook Drive/CVS Drive were found to be slightly different than those shown in the turning movement diagrams. Please clarify and update accordingly."*

**Response:** The April 2017 TIAS has been updated and the traffic volumes have been adjusted as required. Revised traffic volume networks and capacity analysis results are provided in the updated TIAS which reflect the higher background growth rate.

Comment 28: *"The intersection of Route 9 at Overbrook Drive/CVS Drive was analyzed as coordinated during existing and no-build conditions. How will the existing coordination be impacted by future coordination with the proposed site driveway signal?"*

**Response:** The proposed site driveway signal is expected to operate on the same cycle length as Overbrook Drive/CVS and is assumed to operate under coordinated control with that intersection during the weekday morning and weekday evening peak periods. As shown in the April 2017 TIAS, the signal will continue to operate with nominal increases in delay and queues compared to No-Build conditions. Determination of whether these locations should be coordinated or whether cycle times/timing adjustments are necessary to optimize operations will be considered in more detail during the engineering design stage with input from the Town and subject to MassDOT review and approval.

Comment 29: *"The build analysis does not propose any signal timing alterations at the intersection of Route 9 at Overbrook Drive/CVS Drive, despite the recommended coordination with the proposed site drive. Discuss whether signal timing adjustments may improve overall traffic operations on Route 9."*

**Response:** The Route 9 at Overbrook Drive/CVS Drive signal was recently upgraded in August 2014 as part of the CVS Pharmacy re-development. Determination of whether these locations should be coordinated or whether cycle times/timing adjustments are necessary to optimize operations will be considered in more detail during the engineering design stage with input from the Town and subject to MassDOT review and approval.

Comment 30: *"Analysis output sheets in the Appendix suggest that pedestrian phases are not included for the Route 9 at Overbrook Drive and Route 9 at Site Driveway traffic signals. Discuss how the presence of pedestrian phases may impact overall operations on Route 9."*

**Response:** The presence of pedestrian phases typically results in the traffic signal dropping the coordination to re-allocate time to the pedestrian phase. The traffic counts conducted in March and April identified nominal (less than 5) pedestrian activity at the Route 9 intersection with Overbrook Drive/CVS Drive during the peak hours. The Applicant will work with MassDOT to provide appropriate pedestrian accommodations at the proposed signal at the Route 9 intersection with the Site Driveway/Lexington Road and will review both exclusive and concurrent pedestrian phasing.

Comment 31: *"Traffic analysis results in Table 8, Table 9, and Table 10 of the TIAS show analysis summaries for each intersection by approach, rather than by lane use."*

**Response:** The April TIAS shows the analysis summaries for each intersection by approach. The results by lane use are provided in the detailed capacity analysis worksheets provided in the Appendices.

Comment 32: *"It is unclear, based on the tables, how much these approaches with LOS F degrade or improve as there is little comparison shown in the Table. For example, the Route 9 Eastbound Ramp at Weston Road is noted to "operate with long delays" and that the ramp will experience a "net reduction of up to 100 vehicles during the peak hour with associated net reduction in travel delay," however the Synchro analysis worksheets reveal an increase in delay for this approach during the morning peak hour as a result of the project."*

**Response:** The project was estimated to result in a net increase of approximately 16 right turns during the weekday morning peak hour on the Route 9 EB ramp approach to Weston Road. Therefore, the increase in delay between No-Build and Build is approximately 1 additional right turn onto Weston Road every four minutes or less during the weekday morning peak hour.

Comment 33: *"The queue lengths provided in Table 11 and Table 12 were found to be inconsistent with those provided in the Appendix. Please clarify and update accordingly."*

**Response:** The April 2017 TIAS has been updated and the queue lengths have been adjusted as required.

Comment 34: *"Table 12 shows an eastbound left turn lane on Route 9 at the Site Driveway. This left turn movement was noted in the TIAS as being prohibited. Clarify if the signal will allow left turns and if the left turn lane will be provided."*

**Response:** Per discussions with the Town, there will be no eastbound left-turn lane provided and left-turns onto Lexington Road will continue to be prohibited; the Updated TIAS contains analysis worksheets that are consistent with this restriction. Given the sensitivity of the neighborhood to potential cut-through traffic, left-turns into the neighborhood will continue to be accommodated via Overbrook Drive. As presented in the Updated TIAS, the Applicant has also further refined the concept access improvement plan to eliminate through movements between Lexington Road and the Site, thereby eliminating neighborhood impact for potential "cut-through" traffic.

Comment 35: *"Field observation revealed longer westbound queues in the evening, typically extending back Weston Road and beyond. The long queues will easily block the left turn lane entering the site. Similarly, during the morning commuting period, the queue on Route 9 Eastbound typically extends from the Kingsbury Street signal to Weston Road and beyond. The traffic analysis does not reflect or take into consideration these existing operational issues."*

**Response:** The westbound queues along Route 9 may occasionally block the left-turn lane into the Site, however, there is no feasible design of the left-turn lane that can be provided to prohibit occasional queue blockage. While occasional queue blockage occurs along Route 9 which may block the left-turn lane, the traffic signal will also provide the benefit of enhanced pedestrian crossings and will provide gaps in traffic to accommodate left-turns into the Site as

well as left- and right-turns from the Site onto Route 9. Based on field observations, the queue along Route 9 in the eastbound direction during the weekday morning peak hour did not appear to significantly affect operations at Weston Road nor the section of roadway adjacent to the Site.

Comment 36: *"The Kingsbury Street signal is scheduled to be reconstructed this year by MassDOT (Project 608180). The MassDOT project will replace two existing unsignalized U-Turn lanes with traffic signals. Since 45% of the site traffic will be arrive and depart from Route 9 east of the site, the proposed Kingsbury Street signals should be included in the study."*

**Response**: The sports complex project will result in an increase in traffic along Route 9 to the east of Weston Street of less than 3% during the peak hours. The reconstruction project by MassDOT along Route 9 at Kingsbury Street has been designed to accommodate background growth and the level of impact from the project will not change operating conditions at Kingsbury Street. Therefore, further analysis to include Kingsbury Street would not present any additional useful information than already exists to support this improvement.

Comment 37: *"Provide a table that summarizes queueing conditions at the Route 9 Ramps."*

**Response** The queuing conditions at the Route 9 ramps provided in the capacity analysis that was include in the Updated TIAS are provided in **Table R1** and **Table R2**. As outlined in the updated report, a delay study was completed at the Weston Road at Route 9 eastbound ramps during the critical weekday morning peak hour to calibrate the Synchro model to actual observed conditions. These observed conditions show substantially lower delays and queues than the unadjusted modeled results. In summary, maximum (95$^{th}$ percentile) vehicle queues on the Route 9 ramps are contained without any impact to travel on Route 9 under all analysis scenarios; maximum queues in the case where a signal is not implemented on Route 9 are 312 feet (AM peak hour) and 234 feet (PM peak hour) which falls well within available storage length of 475 feet to Route 9. Implementation of a signal would reduce these queues to 156 feet (AM peak hour) and 80 feet (PM peak hour).

## TABLE R1
## WESTON ROAD AT ROUTE 9 EB RAMPS

| Approach | Storage Length (feet) | 95th Percentile Queue Length[1] 2024 No-Build | 2024 Build | 2024 Build (Unsignalized) |
|---|---|---|---|---|
| *Weekday Morning Peak Hour* | | | | |
| Eastbound L/T | 475± | 146 | 156 | 312 |
| Northbound L | 65± | <25 | <25 | <25 |
| Northbound T | >1000 | <25 | <25 | <25 |
| Southbound T/R | >1000 | <25 | <25 | <25 |
| *Weekday Evening Peak Hour* | | | | |
| Eastbound L/T | 475± | 124 | 80 | 234 |
| Northbound L | 65± | <25 | <25 | <25 |
| Northbound T | >1000 | <25 | <25 | <25 |
| Southbound T/R | >1000 | <25 | <25 | <25 |
| *Saturday Midday Peak Hour* | | | | |
| Eastbound L/T | 475± | 50 | 52 | 86 |
| Northbound L | 65± | <25 | <25 | <25 |
| Northbound T | >1000 | <25 | <25 | <25 |
| Southbound T/R | >1000 | <25 | <25 | <25 |

[1]95th percentile queue lengths are reported in feet per lane.

## TABLE R2
## WESTON ROAD AT ROUTE 9 WB RAMPS/CLEVELAND ROAD

| Approach | Storage Length (feet) | 95th Percentile Queue Length[1] | | |
|---|---|---|---|---|
| | | 2024 No-Build | 2024 Build 2024 | Build (Unsignalized) |
| *Weekday Morning Peak Hour* | | | | |
| Eastbound L | 125± | <25 | <25 | <25 |
| Eastbound T/R | 425± | <25 | <25 | <25 |
| Westbound L/T | 475± | 62 | 62 | 64 |
| Westbound R | 25± | <25 | <25 | <25 |
| Northbound L/T | >1000 | <25 | <25 | <25 |
| Northbound R | 60± | <25 | <25 | <25 |
| Southbound L/T/R | >1000 | <25 | <25 | <25 |
| *Weekday Evening Peak Hour* | | | | |
| Eastbound L | 125± | 50 | 50 | 52 |
| Eastbound T/R | 425± | <25 | <25 | <25 |
| Westbound L/T | 475± | 218 | 218 | 222 |
| Westbound R | 25± | 50 | 50 | 52 |
| Northbound L/T | >1000 | <25 | <25 | <25 |
| Northbound R | 60± | <25 | <25 | <25 |
| Southbound L/T/R | >1000 | <25 | <25 | <25 |
| *Saturday Midday Peak Hour* | | | | |
| Eastbound L | 125± | <25 | <25 | <25 |
| Eastbound T/R | 425± | <25 | <25 | <25 |
| Westbound L/T | 475± | <25 | <25 | <25 |
| Westbound R | 25± | <25 | <25 | <25 |
| Northbound L/T | >1000 | <25 | <25 | <25 |
| Northbound R | 60± | <25 | <25 | <25 |
| Southbound L/T/R | >1000 | <25 | <25 | <25 |

[1]95th percentile queue lengths are reported in feet per lane.

Comment 38: *"Based on the Appendix sheets, the Route 9 Eastbound Ramp at Weston Road was found to queue approximately 665 feet, which would extend well onto Route 9. Explain how added queueing at the Route 9 Ramps may impact the already congested Route 9 during peak periods."*

**Response:** Based on the calibrated model as presented in the Updated TIAS with queues shown above in **Table R1** and **Table R2**, even under the unsignalized alternative the project would not result in queue along the Route 9 eastbound approach to Weston Road that have any impact on travel along Route 9. That said, MDM does concur that under an unsignalized option, there would be addiontal day occurred, however, under the signalized option there will generally be a reduction in delay and queues.

## Parking

Comment 39: *"These data are more than five years old. New data should be collected for this study."*

**Response:** *Health/Fitness Club.* Supplemental parking data during the peak parking demand periods was collected at the Framingham YMCA in May 2017 indicating a peak parking demand rate for the health club of 3.76 spaces per 1,000 square feet which below the rates used in the report. Therefore, the results of the supplemental parking data indicate that the parking rates outlined in the April 2017 TIAS remain valid. Supplemental parking data is contained in the Updated TIAS Attachments.

*Soccer Use.* A review of the parking demands at the Applicant's existing Essex Sports Complex in Middleton under conditions with turf field use and little hockey or other activity indicates that a peak parking demand of up to 26 vehicles, inclusive of employees and other minor uses of the building, for the use of the single turf field. This rate is highly consistent with the empirical data provided in the April 2017 TIAS for staggered use of a single turf field.

Comment 40: *"The parking demand estimates for special events were not provided. For parking and traffic management purposes, this information should be provided."*

**Response:** The Applicant will provide a special event management plan to accommodate the various special events proposed for the Site which are estimated at 10-15 events per year. These special events are typically expected to occur on holiday weekends and are anticipated to include the Wellesley/Newton hockey games. This special event management plan will provide an operating scenario that relies solely on available on-site parking capacity and that will limit or restrict use of other Site facilities to the extent necessary to ensure that no off-site parking is necessary to accommodate special event operations. Special event programming to allow concurrent non-event facility use will be considered only if ample reserve off-site parking is available, which is subject to ongoing discussion with the adjoining office use.

Comment 41: *"Given the office nature of the adjacent parcel, it is expected that overflow parking would be utilized after business closing hours. Should the adjacent property be used as overflow parking, ensure that all tournaments or heavy traffic events occur outside of business hours."*

**Response:** The Applicant will coordinate and schedule all tournaments and heavy traffic events to occur outside business hours should the adjacent parcel be used for overflow parking.

Comment 42: *"A traffic management plan for special events should be developed for this project."*

**Response:** The Applicant will provide a special event management plan to accommodate the various special events proposed for the Site which are estimated at 10-15 events per year. These special events are typically expected to occur on holiday weekends and are anticipated to include the Wellesley/Newton hockey games. This special event management plan will provide an operating scenario that relies solely on available on-site parking capacity and that will limit or restrict use of other Site facilities to the extent necessary to ensure that no off-site parking is necessary to accommodate special event operations. Special event programming to allow concurrent non-event facility use will be considered only if ample reserve off-site parking is available, which is subject to ongoing discussion with the adjoining office use.

Comment 43: *"Though these compact spaces are covered under the parking by-law, compact spaces are discouraged per the ITE Traffic Engineering Handbook, 7th Edition. Since vehicle sizes have been increasing as larger SUVs have become popular, standard "compact" cars no longer fit within the 7.5' x 15' space. As a result, drivers can become confused as to whether their vehicle is actually a "compact" or "small" vehicle. This can increase the number of larger vehicles attempting to park in these areas. The ITE Traffic Engineering Handbook recommends no more than 10% of parking stalls be labeled Small-Car-Only."*

**Response:** The Applicant will continue to work with the Town on the number and adequacy of the compact parking spaces at the Site.

**Unsignalized Access Alternative**

Comment 44: *"Given the large delays at the Route 9 eastbound ramp, discuss whether a traffic signal at this location will alleviate some delay on the Route 9 ramp and Weston Road. A traffic signal warrant should be performed."*

**Response:** The Applicant and the Town are both working with MassDOT to provide a traffic signal at the Route 9 intersection with the primary site driveway/Lexington Road which would provide a benefit to the Route 9 eastbound ramp approach to Weston Road.

In the absence of a signal on Route 9, the Updated TIAS analysis demonstrates that the Weston Road interchange has ample capacity to accommodate Site-generated trip increases without the need for further improvements; we specifically cite the Route 9 Eastbound Ramp which would sustain a modest increase in demand of about 60 to 70 vehicles per hour and would operate at LOS E or better during peak hours. However, in lieu of a Route 9 signal the Applicant is also willing to consider any reasonable/feasible improvement at the Weston Road interchange that would further enhance capacity such as widening the eastbound ramp to provide separate turn lanes (to the extent right-of-way is available). Signal options at this location are not proposed by the Applicant given the complex nature of issues involving illegal curbside parking, school

period queue impacts and other factors that are beyond its control and that serve to reduce or eliminate the practicality or benefit that a signal may otherwise have at this location.

Comment 45: *"Given the projected spill-back onto Route 9 as a result of the 950 foot long queue, discuss any impacts to the Russell Road and Fells Road neighborhoods generated by cut-through vehicles avoiding the Route 9 interchange."*

**Response**: These extensive queues are not projected to occur based on recently observed operations and updated analysis as presented in the Updated TIAS. In summary, maximum (95th percentile) vehicle queues on the Route 9 ramps are contained without any impact to travel on Route 9 under all analysis scenarios; maximum queues in the case where a signal is not implemented on Route 9 are 312 feet (AM peak hour) and 234 feet (PM peak hour) which falls well within available storage length of 475 feet to Route 9. Implementation of a signal would reduce these queues to 156 feet (AM peak hour) and 80 feet (PM peak hour). Notwithstanding this updated finding, the Russell Road and Fells Road neighborhoods will also be part of a traffic monitoring program associated with the project to ensure that such cut-through is monitored and addressed should it occur as a result of the Project.

Comment 46: *"Long westbound queues generated from the Overbrook Drive intersection in the evening peak hour will block the left turn lane into the site."*

**Response:** See Response 35.

**Recommendations**

Comment 47: *"Given the existing queueing problems on Route 9, evaluate any impacts to the Lexington Road and Beechwood Road neighborhoods generated by potential cut-through traffic."*

**Response**: As presented in the Updated TIAS, the Applicant has also further refined the concept access improvement plan to eliminate through movements between Lexington Road and the Site, thereby eliminating neighborhood impact for potential "cut-through" traffic. The traffic signal will continue to prohibit left turns into Lexington Road. The Lexington Road and Beechwood neighborhoods will also be part of a traffic monitoring program associated with the project.

Comment 48: *"A traffic management plan for special events should be developed for this project."*

**Response**: The Applicant will provide a special event management plan which will include a traffic management plan to accommodate the various special events proposed for the Site which are estimated at 10-15 events per year which are typically expected to occur on holiday weekends and are also anticipated to include the Wellesley/Newton hockey games. This special event management plan will include an overflow parking plan. The special event

management plan will be prepared in consultation to the Town.

Comment 49: *"The bus stop location provided on the site plan is located adjacent to the north side of the building. This location requires busses to exit via the secondary (right-out) driveway which would require westbound destined buses to utilize the Weston Road interchange to reverse direction. The TDM notes that this location would be adjacent to the Main Driveway. Please discuss."*

**Response**: The April 2017 TIAS indicates that the bus drop-off/parking area will be located near a main entranceway to the building. The buses destine to the west on Route 9 will need to use the Weston Road interchange to reverse direction. The number of buses that will be destined to the west on Route 9 during the peak hours is expected to be nominal.

Comment 50: *"Discuss whether preferential parking may or may not reduce the overall number of "useable" parking spaces. How will these spaces be enforced?"*

**Response**: Preferential parking locations for those who for carpools and vanpools will be provided on-site. The number and location of the parking space(s) will be identified more specifically during the local site plan review and approval process. The spaces will be enforced with signage and are not expected to materially reduce the useable parking spaces.

<u>General Comments</u>

Comment 51: *"A post-construction traffic monitoring program should be established for this project, similar to the nearby CVS project."*

**Response**: The Applicant agrees to provide a post construction monitoring program for this project.

Comment 52: *"Traffic impacts related to the project construction should be discussed."*

**Response**: Details of the overall construction schedule, working hours, number of construction workers, worker transportation, and parking, number of construction vehicles, and routes will be addressed in detail in a construction management plan which will be required by MassDOT as part of the Highway Access Permit. The CMP will also address the need for pedestrian detours, lane closures, and/or parking restrictions, if necessary, to accommodate a safe and secure work zone.

To minimize transportation impacts during the construction period, the following measures will be considered for the CMP:

- Construction workers will be encouraged to use public transportation and/or carpool.
- Secure spaces will be provided on-site for workers' supplies and tools so they do not need to be brought to the Project site each day.

The CMP will be executed with MassDOT and the Town prior to commencement of construction and will document all committed measures.

# TRAFFIC IMPACT AND ACCESS STUDY

## *PROPOSED SPORTS COMPLEX*

***900 Worcester Street (Route 9)***
***Wellesley, Massachusetts***

***Prepared for:***
**ESG Associates, Inc.**

**Updated May 2017**

MDM TRANSPORTATION CONSULTANTS, INC.
Planners & Engineers

# TRAFFIC IMPACT AND ACCESS STUDY

## *PROPOSED SPORTS COMPLEX*

*Worcester Street (Route 9)*
*Wellesley, Massachusetts*

*Prepared for:*
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*Updated May 2017*

MDM

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## *FIGURES*

## *FIGURES (CONTINUED)*

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# EXECUTIVE SUMMARY

MDM Transportation Consultants, Inc. (MDM) has prepared a Traffic Impact and Access Study (TIAS) for a proposed sports complex at the site of the former Saint James Church (900 Worcester Road) in Wellesley, Massachusetts. The location of the site relative to adjacent roadways is shown in **Figure 1**. This report documents existing operational and safety-related characteristics of roadways serving the development Site, estimates development-related trip generation and operational impacts, estimates project parking requirements, and identifies potential mitigation actions to support the development.

This TIAS has been developed in conformance with guidelines for preparation of traffic studies as jointly issued by the Commonwealth of Massachusetts Executive Office of Energy & Environmental Affairs/Massachusetts Department of Transportation (EEA/MassDOT).

## E.1 PROJECT DESCRIPTION

The Site located at 900 Worcester Road (Route 9) comprises approximately 7.8± acres bounded by Route 9 and Dale Street – the former location of Saint James Church. Site access/egress includes two driveways along Route 9 and a connection to Dale Street.

Under the proposed development program, the Site will be redeveloped to include a 130,000± sf sport complex which will include two (2) regulation-size ice rink surfaces, a synthetic turf field and a 35,000± sf Health Club facility that includes an Aquatics Center with Olympic-size pool. On-site parking will include 355± surface parking spaces. Site access/egress is proposed via two (2) driveways along Worcester Street (Route 9). Access to the property is planned to be signalized subject to approval of MassDOT, under which scenario a cross-connecting driveway to the adjacent office building at 888 – 892 Worcester Street would be provided. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system. In lieu of signalized traffic control, site access/egress will remain unsignalized consistent with historic site operations, relying on the nearby Weston Road interchange for trips destined

toward Metrowest communities. A secondary driveway will allow exit-only movements onto Route 9 eastbound from the Site, which is principally intended to accommodate bus egress from a designated bus loading/unloading area located along the northerly portion of the building.

## *E.2 STUDY AREA*

This report evaluates transportation characteristics of roadways and intersections that provide a primary means of access to the Site, and that are likely to sustain a measurable level of traffic impact from the development. The study area includes the following primary intersections:

- Route 9 at Overbrook Drive/ CVS Driveway – Signalized
- Route 9 eastbound on/off ramp at Weston Road – Unsignalized
- Route 9 westbound on/off ramp at Weston Road/ Cleveland Road – Unsignalized
- Route 9 westbound on ramp at Weston Road – Unsignalized
- Route 9 at Proposed Primary Site Driveway/ Lexington Road
- Route 9 at Secondary Site Driveway (right-out-only) - Unsignalized

## *E.3 TRIP GENERATION*

In accordance with EEA/MassDOT guidelines, the traffic generated by the proposed development was estimated using trip rates published in ITE's *Trip Generation* for Land Use Codes (LUC's) that most closely correlate with site programming – specifically Soccer Complex (LUC 488) and Health/Fitness Club (LUC 492). Trips for the Ice Rink use are estimated based on empirical trip data collected at the Essex Sports complex in Middleton, MA and New England Sports Center in Marlborough, MA. On this basis, the proposed development is estimated to generate approximately 201 trips during the weekday morning peak hour (45 entering and 156 exiting), 283 trips during the weekday evening peak hour (151 entering and 132 exiting) and 249 vehicle trips during the Saturday midday peak hour (122 entering and 127 exiting). On a daily basis, the development is estimated to generate approximately 2,928 vehicle trips on a weekday and 2,614 vehicle trips on a Saturday.

## *E.4 SUMMARY OF ANALYSIS AND FINDINGS*

Capacity analyses were conducted for each study area intersection to quantify existing and future year traffic operations with and without the development for the weekday morning, weekday evening and Saturday midday peak hours. These time periods represent the highest activity periods of the proposed project and the adjacent roadway system. A traffic signal is planned for the primary site driveway which is projected to meet applicable 8-hour volume warrants under Build conditions assuming a cross-connecting driveway to the adjacent office use; this scenario is the preferred Build option and is subject to MassDOT review and approval. The capacity analysis result indicated the following:

- *Route 9 at Overbrook Drive.* Under No-Build conditions this signalized intersection operates at overall level of service (LOS) C or better during peak hours. The proposed development does not result in any significant change in operations at the signalized intersection compared to No-Build conditions.

- *Route 9 at Lexington Street/Primary Site Driveway.* Under No-Build (unsignalized) conditions the westbound U-Turns at this intersection operates with long delays during the peak hours. Signal control would improve operations to LOS B or better during the peak hours. Assuming coordinated signal control with the nearby Overbrook Drive and Oak Street intersections, the mainline travel along Route 9 will continue to operate with minimal delay during the weekday morning and evening peak hours; westbound U-Turns/left turns will be facilitated with delays of approximately 1 minute or less with queues that are entirely accommodated within available lane storage.

- *Route 9 Eastbound ramps at Weston Road.* Under No-Build conditions left-turns onto Weston Road operate with moderate delays during peak hours. Assuming signal control is implemented at the Site and driveway cross-connection to the adjacent office building, the intersection of Route 9 eastbound ramps at Weston Road will experience a net trip reduction of up to 100 vehicles during the peak hours with associated net reduction in travel delay for left-turns.

- *Route 9 Westbound ramps at Weston Road.* Under No-Build conditions left-turns onto Weston Road will operate with long delays during the weekday evening peak hour. Assuming signal control is implemented at the Site and driveway cross-connection to the adjacent office building, the intersection of Route 9 eastbound ramps at Weston Road will incur a net trip reduction of up to 100 vehicles during the peak hours with associated net reduction in travel delay for left-turns.

- *Route 9 at Secondary Site Driveway (Right-out only).* Under Build conditions, the proposed secondary site driveways approach to Route 9 will operate below capacity during the peak hours. Mainline travel along Route 9 eastbound will remain unimpeded.

In summary, proposed signal control at the primary Site driveway will accommodate peak Site operations with modest delays (LOS B or better) with neutral impact to the nearby interchange of Weston Road at Route 9. A cross-connecting driveway between the property and adjoining office building at 888-894 Worcester Road would result in a further net trip reduction at the interchange during peak hours relative to existing conditions that would result in reduced delays/improved operations relative to No-Build conditions. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system.

*Build (Alternative) Conditions – Unsignalized Primary Site Driveway*

The proposed development without a signal at the primary site driveway does not result in any significant change in operations at the study intersections of Route 9 at Overbrook Drive or Route 9/Weston Road interchange compared to No-Build conditions; under this scenario a moderate increase in left-turns (60-70 peak hour trips) at the Route 9 eastbound ramp/Weston Road is projected during peak facility operating periods.

## *E.5 RECOMMENDATIONS*

Roadway improvements that support projected traffic increases associated with the proposed development are identified that aim to minimize/offset project-related traffic impacts and address access needs for the Site. Recommended improvements include (a) access-related improvements, (b) off-site improvements, (c) special event parking management protocol, and (d) implement a robust TDM program. The mitigation commitments by the Proponent will be further refined as the project undergoes the local and state-level review processes and the MassDOT Access Permit process.

**Access-Related Improvements**

MDM recommends access-related improvements aimed at enhancing traffic operations and/or travel safety including the following which are subject to MassDOT permit requirements:

- *Pedestrian Facilities.* Sidewalks connecting the development to the existing sidewalk system along Route 9 are anticipated to encourage non-vehicle travel. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system.

- *Secondary Driveway Restriction.* The existing secondary driveways serving Site will be restricted to right-turn egress-only movements.

- A "STOP" sign (R1-1), "One-Way" (R6-1), and "Do-Not Enter" (R5-1) signs are recommended on the proposed secondary site driveway intersection with Route 9. Accordingly, a marked "STOP" line and right turn arrow pavement marking will also be installed. The signs and pavement markings will be compliant with the Manual on Uniform Traffic Control Devices (MUTCD).

- Plantings (shrubs, bushes) and structures (walls, fences, etc.) should be maintained at a height of 2 feet or less above the adjacent roadway grade within the sight lines in vicinity of the Route 9 in order to continue to provide unobstructed sight lines.

*Route 9 at Lexington Road/Primary Site Driveway*

In order to accommodate the proposed sports complex and to mitigate traffic impacts at the Route 9 eastbound off-ramp/Weston Road intersection (most notably, the eastbound left-turns), MDM recommends that geometric improvements be implemented at the Primary Site Driveway/Lexington Road intersection along Route 9. As these improvements represent a preferred Build program for access/egress at the Site, they are assumed under the Build condition capacity analyses presented in *Section 4* of this TIAS. Proponent-sponsored improvements at the intersection of Route 9 and Primary Site Driveway/Lexington Road are shown in **Figure 22** and include a) coordinated signal control with the nearby signals at Overbrook Drive and Oak Street; b) an exclusive westbound left-turn lane along Route 9 to enter the site; c) a two-lane Site driveway approach to Route 9 with separate left- and right-turn exiting lanes; d) exclusive pedestrian crossing of Route 9 with pushbutton activation; and (e) closure of the median island break along Route 9 near the secondary site driveway. The design specifically excludes an eastbound left-turn lane and through movements between the Site and Lexington Road on the basis that eastbound Route 9 access to the neighborhoods north of Route 9 are accommodated at nearby Overbrook Drive which has been subject to a monitoring program as part of the recently completed CVS development approvals.

**Special Event Parking Management**

The proposed parking supply at the site of 355± marked parking spaces is projected to adequately accommodate the anticipated parking demand of up to 322 parked vehicles under typical facility operating conditions. To the extent special programming is planned for the sports complex facility (for example, hockey tournaments and swim meets) additional parking may be required subject to a parking management protocol to be developed by Proponent. The Proponent anticipates 10-15 events a year that may require overflow parking and is currently in discussions with owner of the adjacent office buildings located at 888-892 Worcester Street as one potential location to accommodate the special event parking overflow if necessary. The special events typically occur on holiday weekends and are also anticipated to include the Wellesley/Newton hockey games.

**Transportation Demand Management (TDM)**

The Proponent commits to reduce auto dependency for the sports complex by implementing a TDM program. A preliminary list of potential TDM program elements may include the following, subject to refinement of the development program and further evaluation by the Proponent:

- *On-Site Transportation Coordinator.* The Proponent will designate an on-site transportation coordinator. The transportation coordinator will be responsible for disseminating relevant TDM information to employees including posting TDM information at appropriate locations within the buildings. Such postings may include making information on MassRides available to employees at orientation.

- *MassRides.* MassRides is the Executive Office of Transportation's statewide travel options program providing free assistance to commuters, employers, students, and other traveler markets. MassRides programs may encourage workers to use alternative forms of transportation such as carpooling, vanpooling, and to utilize a large database for rideshare matching. The Proponent will promote commuter assistance programs available through MassRides as part of the employee orientation programs. MassRides information will also be posted.

- *Regional Transit Authority (MWRTA) Transit Stop.* The Proponent will work with the MWRTA to dedicated bus stop on-site or adjacent to the Site along Route 9 as part of the existing Bus Route 1 which currently provides flag down service along Route 9.

- *Provide a Bus Drop-Off/Parking Area.* The Proponent will provide a dedicated bus drop-off/ parking area on-site that is adjacent to a main entranceway to promote bus use by local and regional sports teams.

- *Public Transportation Information & Promotion.* Posting of service and schedule information for employees and patrons; on-site sale of transit passes to promote the use of public transportation by employees and patrons.

- *Consideration of an Employee Transit Pass Subsidy.* The Proponent will consider providing a transit pass subsidy for all full-time employees.

- *Pedestrian Infrastructure/Walking Incentives.* The proposed site layout will include additional sidewalks to proposed building that connects to the existing sidewalk system along Route 9 and to the parking areas.

- *Tenant Manual for Employee Services.* The Proponent will prepare a Tenant Manual that will offer their employees: 1) direct deposit of paychecks; 2) transit pass subsidies; and 3) a guaranteed ride home program for employees who van/carpool.

- *On-Site Amenities.* The project will include a number of on-site amenities that will promote employees and patrons to remain on-site. These services include but are not limed to food services, an on-site pro-shop, on-site equipment sales and services, and on-site showers.

- *Electric Vehicle Charging Stations and Preferential Parking for Low-Emission Vehicles.* Preferential parking locations for those who use low-emission vehicles will be provided on-site. The number and location of the electric vehicle charging station(s) will be identified more specifically during the local site plan review and approval process.

- *Preferential Parking for Carpools and Vanpools.* Preferential parking locations for those who for carpools and vanpools will be provide on-site. The number and location of the parking space(s) will be identified more specifically during the local site plan review and approval process.

- *No Idling Signage.* Installation of "No Idling" signs at the site's commercial vehicle parking areas/bus area to reduce the amount of greenhouse gasses emitted.

**Conclusions**

In summary, trip generation for the development is projected to only moderately increase traffic activity on area roadways relative to existing/baseline conditions with no material impact to operating conditions at primary study intersections. This assessment indicates that there is ample capacity at these study locations to accommodate these project-related traffic increases without the need for major infrastructure enhancements.

Proposed signal control at the primary Site driveway will accommodate peak Site operations with modest delays (LOS B or better) with neutral impact to the nearby interchange of Weston Road at Route 9. A cross-connecting driveway between the property and adjoining office building at 888-894 Worcester Road would result in a further net trip reduction at the interchange during peak hours relative to existing conditions that would result in reduced delays/improved operations relative to No-Build conditions. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system.

Potential mitigation actions that are subject to MassDOT input and permits are identified that include access/egress improvements; special event parking management protocol, and Transportation Demand Management (TDM) actions including coordination with the regional transit authority (MWRTA) to integrate the Site as a stop with connections to the nearby intermodal and commuter rail facility.

# 1.0 INTRODUCTION

MDM Transportation Consultants, Inc. (MDM) has prepared a Traffic Impact and Access Study (TIAS) for a proposed sports complex at the site of the former Saint James Church in Wellesley, Massachusetts. The location of the site relative to adjacent roadways is shown in **Figure 1**. This report documents existing operational and safety-related characteristics of roadways serving the development Site, estimates future year operating characteristics of these roadways independent of the development, estimates development-related trip generation, and identifies incremental traffic impacts and parking requirements, and identifies potential mitigation actions to support the development as required.

This TIAS has been developed in conformance with guidelines for preparation of traffic studies as jointly issued by the Commonwealth of Massachusetts Executive Office of Energy & Environmental Affairs/ Massachusetts Department of Transportation (EEA/MassDOT).

## 1.1 PROPOSED DEVELOPMENT

The Site located at 900 Worcester Road (Route 9) comprises approximately 7.8± acres bounded by Route 9 and Dale Street – the former location of Saint James Church. Site access/egress includes two driveways along Route 9 and a connection to Dale Street.

Under the proposed development program, the Site will be redeveloped to include a 130,000± sf sport complex which will include two (2) regulation-size ice rink surfaces, a synthetic turf field and a 35,000± sf Health Club facility that includes an Aquatics Center with Olympic-size pool. On-site parking will include 355± surface parking spaces. Site access/egress is proposed via two (2) driveways along Worcester Street (Route 9). Access to the property is planned to be signalized subject to approval of MassDOT, under which scenario a cross-connecting driveway to the adjacent office building at 888 – 892 Worcester Street would be provided. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system. In lieu of signalized traffic control, site access/egress will remain unsignalized consistent with


**Figure 1**

**Site Location**

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Date: May 2017
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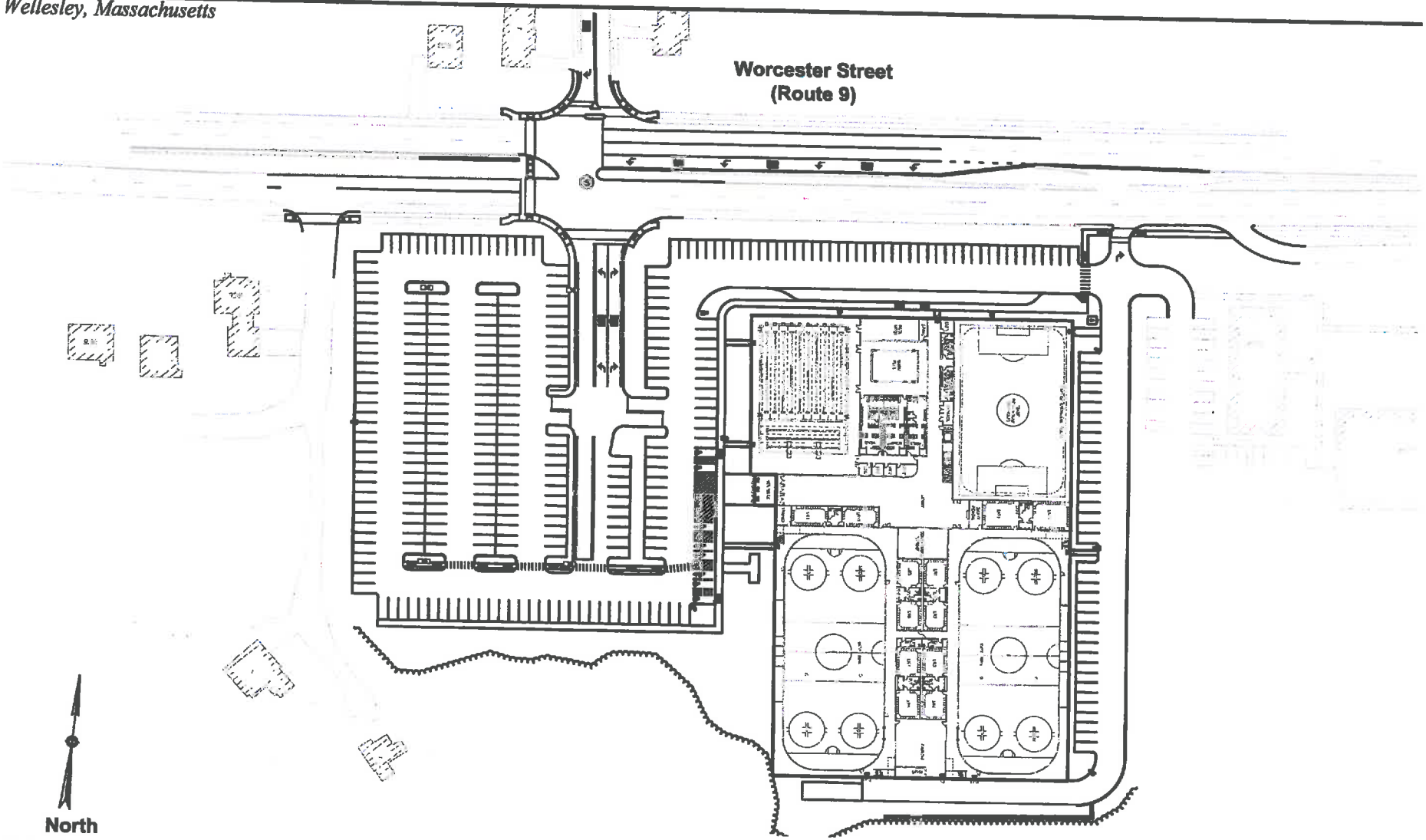
historic site operations, relying on the nearby Weston Road interchange for trips destined toward Metrowest communities. A secondary driveway will allow exit-only movements onto Route 9 eastbound from the Site, which is principally intended to accommodate bus egress from a designated bus loading/unloading area located along the northerly portion of the building. The preliminary Site layout plan prepared by Allen & Major Associates, Inc. is presented in **Figure 2.**

## *1.2 STUDY AREA*

This report evaluates transportation characteristics of roadways and intersections that provide a primary means of access to the Site, and that are likely to sustain a measurable level of traffic impact from the development. The study area includes the following primary intersections:

- Route 9 at Overbrook Drive/ CVS Driveway – Signalized
- Route 9 eastbound on/off ramp at Weston Road – Unsignalized
- Route 9 westbound on/off ramp at Weston Road/ Cleveland Road – Unsignalized
- Route 9 westbound on ramp at Weston Road – Unsignalized
- Route 9 at Proposed Primary Site Driveway/ Lexington Road
- Route 9 at Secondary Site Driveway (right-out-only) - Unsignalized




Site Plan Source: Allen & Major Associates, Inc.

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**Figure 2**

**Preliminary Site Layout**

Date: April 2017
Dwg No. 923 Concept Plan (5-26-2017).dwg

# 2.0 BASELINE CONDITIONS

In order to provide a basis for quantifying the transportation impacts of the development, the Baseline roadway system and the baseline traffic operations of study area roadways were reviewed. This section describes the existing traffic characteristics and operations of roadways and intersection within the study area. Specifically, this section presents an overview of baseline traffic volumes, an inventory of crash data, a review of sight lines, and accounting of public transportation systems serving the area.

## 2.1 STUDY AREA ROADWAY NETWORK

The study area roadways, intersection, and pedestrian facilities are described briefly in this section. A general description of the physical roadway, intersection features, and pedestrian accommodations is provided. The study area includes roadways under local and MassDOT jurisdiction. The study area and intersection are depicted in **Figure 1**.

### 2.1.1 Roadways

**Route 9**

Worcester Street is generally an east-west roadway under state jurisdiction within the study area. Worcester Street is classified by the Massachusetts DOT as an Urban Principal Arterial roadway, and it provides a connection between the Mass Pike (via Exit 12) to the west and Interstate 95 (via Exit 20) to the east. Worcester Street provides two travel lanes in each direction within the study area with additional turn lanes provided at its major intersections. Sidewalks are provided along both sides of Worcester Street. The posted (regulatory) speed limit on Worcester Street in the study area is 50 mph in both travel directions. Land use along Worcester Street in the study area is a mix of residential, commercial, and office uses.

**Weston Road**

Weston Road is generally a north-south roadway under local jurisdiction within the study area that connects Route 16 to the south and the Weston town line to the north. Weston Road is classified as an Urban Minor Arterial roadway, and it provides a single travel lane in each direction separated by a double yellow centerline with access to on/off ramps provided at its intersection with Worcester Street. There is a mix of land uses along Weston Road in the study area that includes residential homes, a commercial plaza including a local market, and an elementary school.

**Lexington Road**

Lexington Road is a north-south roadway under local jurisdiction within the study area that connects Beechwood Street to the north with a right in/right out access to Route 9 to the south. Lexington Street provides a single travel lane in each direction with sidewalks provided on both sides of the roadway. The only land use along Lexington Street in the study area is residential.

## *2.1.2 Intersections*

**Route 9 at Overbrook Drive/ CVS Driveway**

Worcester Street meets Overbrook Drive to form a four-legged, signalized intersection under state jurisdiction. The eastbound and westbound Worcester Street approaches provide an exclusive left turn lane, a through lane, and a shared through/right travel lane. The Overbrook Drive southbound approach provides a shared left/through/right travel lane. The CVS driveway northbound approach provides an exclusive left turn lane and an exclusive right turn lane. Land uses at the intersection include a CVS Pharmacy, a commercial plaza with a Dunkin' Donuts, an insurance office building, a bank, car dealerships, and a gas station.

**Weston Road at Route 9 Westbound Ramp/Cleveland Road**

Weston Road meets the Route 9 Westbound Ramp and Cleveland Road to form a four-legged unsignalized intersections under state jurisdiction. Weston Road provides a single travel lane in the northbound and southbound directions. Cleveland Road provides a single flared approach used as a left and through-right lane under STOP sign control. The Route 9 Eastbound ramp provide a single travel lane under STOP sign control. Land uses at the ramp intersections include a pizza place, a gas station, a local market and cafe, and an animal hospital.

**Weston Road at Route 9 Eastbound Ramp**

Weston Road meets the Route 9 Eastbound Ramps to form a three-legged, unsignalized intersections under state jurisdiction. The ramps provide a single travel lane under STOP sign control. The northbound Weston Road approach to the intersection provides a left turn land and a through lane. The southbound Weston Road approach provides a travel lane. Land uses at the ramp intersections include a library and residences.

## 2.1.3 Pedestrian Facilities

An inventory of the existing sidewalk system and pedestrian crossings in the study area connecting the site to the nearby public transportation centers has been conducted and is documented in **Figure 2A**. The review indicated the following existing characteristics along the primary pedestrian paths as summarized below:

- *Worcester Street (Route 9).* The sidewalk system along the northern and southern side of Worcester Street is approximately 5 feet wide. There is no sidewalk segment along the northern side of Route 9 between the westbound on/off ramp for Weston Road and #889 Worcester Street. The sidewalk system varies between poor and average condition with some cracking and deterioration. A signalized marked pedestrian crossing is provided at the intersection of Route 9/Overbrook Drive/CVS Pharmacy. The handicap ramps and pedestrian signal push buttons within the study area appear to be ADA compliant.

- *Cochituate Aquifer (Crosstown) Trail.* Within the study area, the Crosstown Trail provides a trail connection between Weston Road to the east, travels to the south of the Site adjacent to Morses Pond, intersects with Route 9 between the Site and Overbrook Drive, travels along Route 9 and Overbrook Drive and continues to the northwest into Natick.

- *Weston Road.* A sidewalk system exists along the eastern and western side of Weston Road. This section of sidewalk is approximately 5 feet wide and is generally in average or better condition with minimal cracking or deterioration. The sidewalk section near the Fells Market building is between 10 and 12 feet wide. All the handicapped ramps on appear to be ADA compliant.

- *Overbrook Drive.* A sidewalk system exists along the eastern and western side of Overbrook Drive between Route 9 and Edgemoor Circle and only along the eastern side to the north of Edgemoor Circle. This section of sidewalk is varies between 5 and 9 feet wide and is generally in average or better condition with minimal cracking or deterioration. With the exception of the section near the 5 Overbrook Drive along the eastern side of Overbrook Drive, all the handicapped ramps on appear to be ADA compliant.

- *Lexington Road.* A sidewalk system exists along the eastern side of Lexington Road Drive to a point 350 feet north or Route 9 and along the western side of Lexington Road to a point 440 feet north of Route 9. The sidewalk segments are approximately 5 feet wide and are generally in average condition with some minor cracking and deterioration.


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**Figure 2A**

**Existing Pedestrian Facilities**

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## 2.2 BASELINE TRAFFIC, PEDESTIAN & BICYCLE VOLUMES

Traffic-volume data used in this study were obtained by mechanical and manual methods in March 2017. Automatic traffic recorder counts (ATRs) were conducted along Route 9 adjacent to the Site while manual turning movement counts (TMCs) were conducted at the existing study intersections. Traffic data were collected during the weekday morning (7:00 to 9:00 AM), weekday evening (4:00 to 6:00 PM), and Saturday midday (11:00 AM to 1:00 PM) peak periods. These hours represent the combination of busiest activity periods of the Site and adjacent roadway network.

### 2.2.1 Daily Traffic

Daily traffic volumes along Route 9 adjacent to the Site were collected in March 2017 and are summarized in **Table 1** and included in the **Appendix**.

**TABLE 1**
**EXISTING TRAFFIC VOLUME SUMMARY**
**ROUTE 9 EAST OF LEXINGTON ROAD**

| Time Period | Daily Volume (vpd)[1] | Percent Daily Traffic[2] | Peak Hour Volume (vph)[3] | Peak Flow Direction[4] | Peak Hour Directional Volume (vph) |
|---|---|---|---|---|---|
| Weekday Morning Peak Hour | 53,400 | 8% | 4,243 | 57% EB | 2,403 |
| Weekday Evening Peak Hour | 53,400 | 7% | 3,809 | 53% EB | 2,039 |
| Saturday Midday Peak Hour | 46,428 | 8% | 3,644 | 54% WB | 1,956 |

[1]Two-way daily traffic expressed in vehicles per day without seasonal adjustment.
[2]The percent of daily traffic that occurs during the peak hour.
[3]Two-way peak-hour volume expressed in vehicles per hour.
[4]EB = Eastbound, WB = Westbound

As summarized in **Table 1**, the weekday daily traffic volume on Route 9 adjacent to the Site is approximately 53,400 vehicles per day (vpd) on a weekday and 46,428 vpd on a Saturday. Peak hour traffic flow on Route 9 ranges from approximately 3,644 to 4,243 vehicles per hour (vph) representing 7 to 8 percent of daily traffic flow. Vehicle flow is skewed towards the eastbound direction during the weekday morning and weekday evening peak hours, and skewed towards the westbound direction during the Saturday midday peak hour.

### 2.2.2 Peak-Hour Volumes

Peak-hour traffic volumes at the study area intersections were collected in March 2017. Comparison of the traffic count data maintained by MassDOT for nearby permanent count stations indicates that March is representative of slightly below-average volume conditions. Therefore, a seasonal adjustment (2 percent increase) was made to observed traffic volumes to represent average traffic conditions. Permanent count station data is provided in the **Appendix**. The resulting 2017 Baseline weekday morning, weekday evening, and Saturday midday peak hour traffic volume networks for the study intersections are depicted in **Figure 3**, **Figure 4** and **Figure 5**.

Peak-hour pedestrian and bicycle traffic activity was also observed in March 2017. The resulting 2017 Baseline weekday morning, weekday evening, and Saturday midday peak hour pedestrian and bicycle traffic volumes at the study intersections are provided in **Figure 3A**, **Figure 4A**, and **Figure 5A**.

## 2.3 MEASURED TRAVEL SPEEDS

Vehicle speeds were obtained for Route 9 adjacent to the Site using a *Spot Speed* study. Vehicles traveling both eastbound and westbound were timed over a known distance and then the travel times were converted into travel speeds in miles per hour (mph). **Table 2** summarizes the average and 85th percentile speeds along Route 9 adjacent to the Site. This speed data provides a basis for determining appropriate sight lines for the proposed driveways. Speed data is provided in the **Appendix**.

**TABLE 2**
**SPEED STUDY RESULTS – ROUTE 9**

| Travel Direction | Travel Speeds | | |
|---|---|---|---|
| | Posted[1] | Mean[2] | 85th Percentile[3] |
| Eastbound | 50 | 45 | 51 |
| Westbound | 50 | 47 | 52 |

[1] Regulatory Speed Limit (mph)
[2] Arithmetic mean (mph)
[3] The speed at or below which 85 percent of the vehicles are traveling

As summarized in **Table 2**, the mean (average) travel speed on Route 9 traveling eastbound is 45 mph and the 85th percentile travel speed is 51 mph. In the westbound direction, the mean travel speed is 47 mph and the 85th percentile travel speed is 52 mph. The observed 85th percentile travel speeds are consistent with the 50 mph regulatory speed limit on this section of Route 9 in both travel directions.

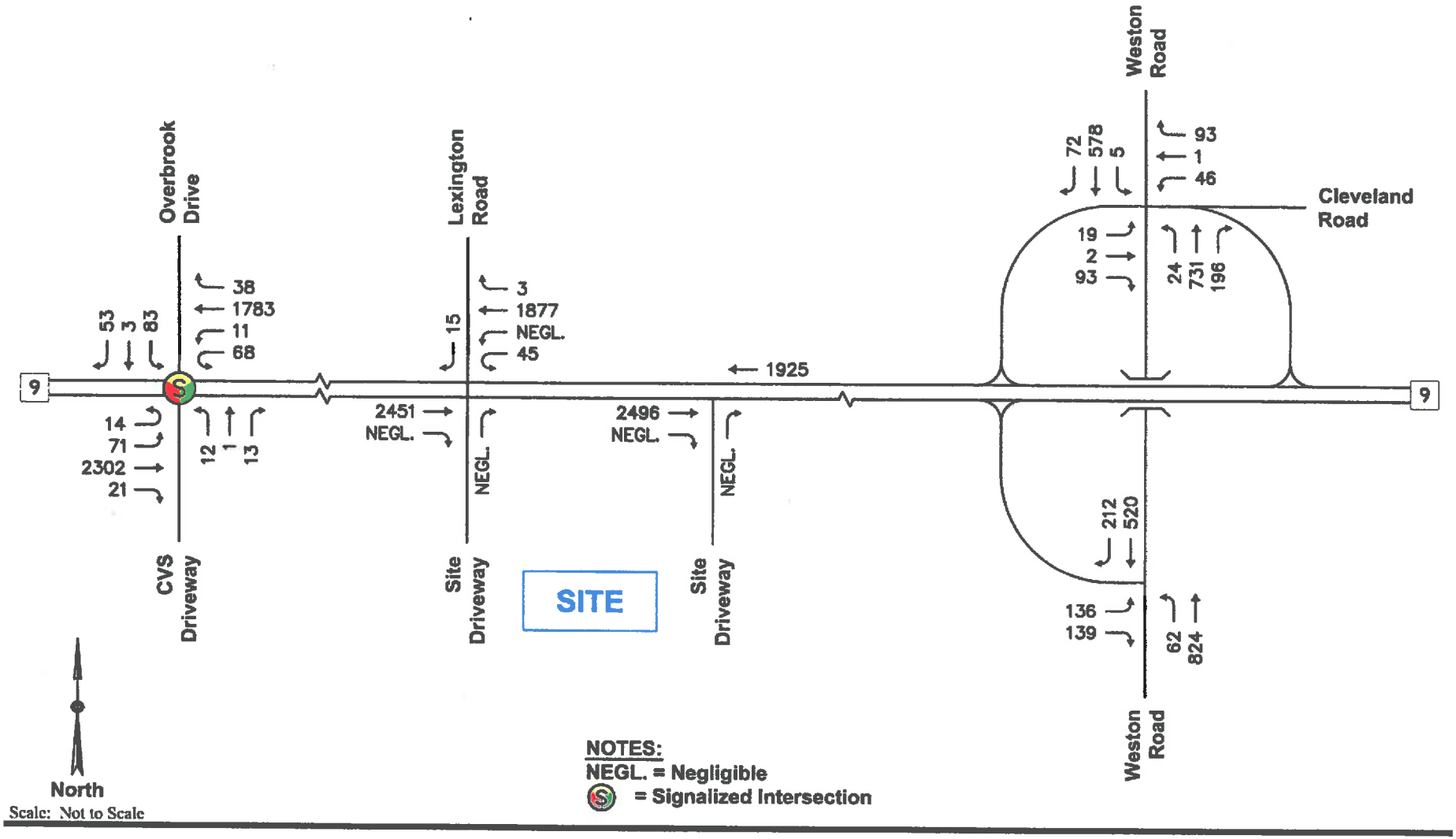


**Figure 3**

**2017 Baseline Conditions**
**Weekday Morning Peak Hour Traffic Volumes**

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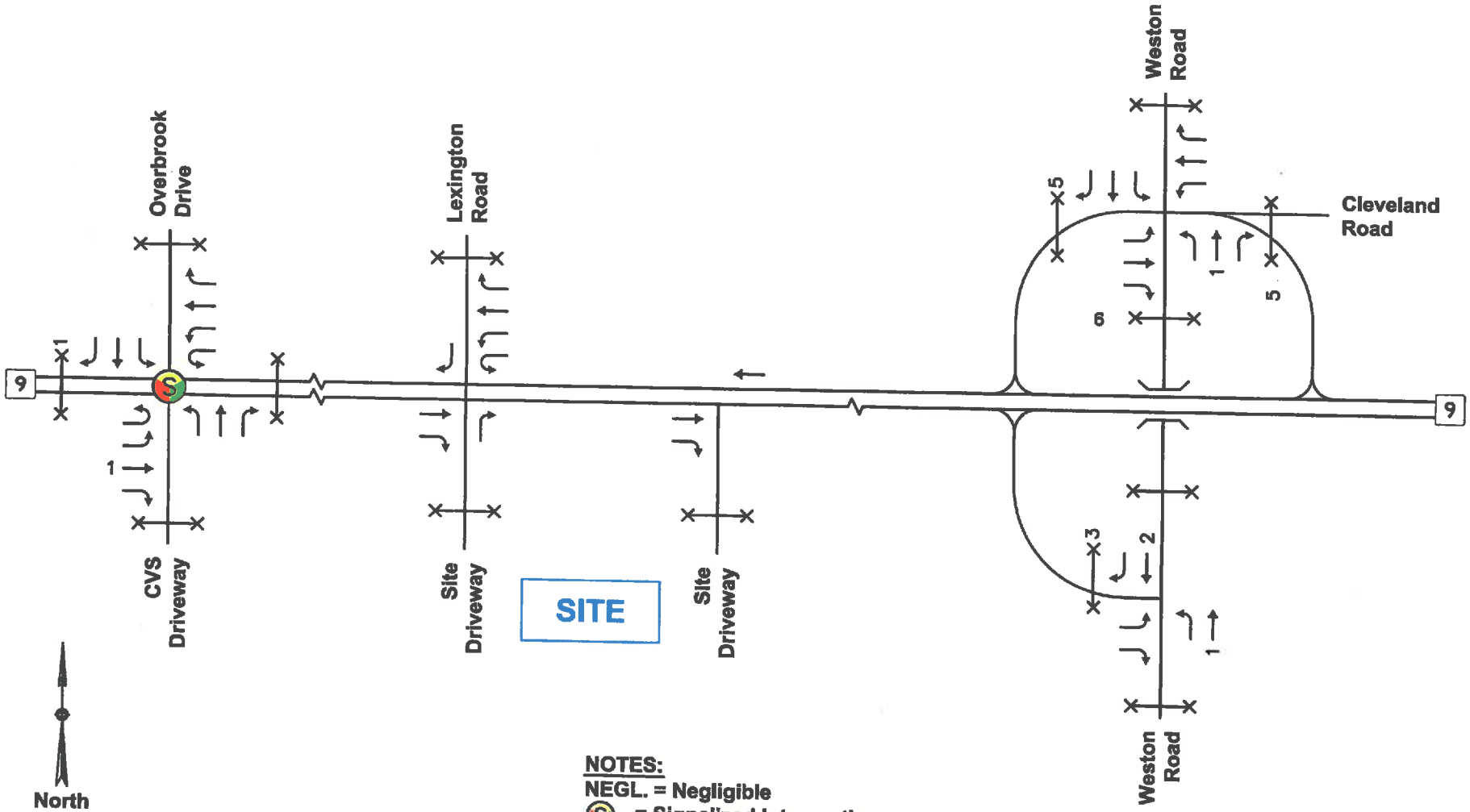


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**Figure 3A**

**2017 Baseline Conditions**
**Weekday Morning Peak Hour Traffic Volumes**
**Pedestrian and Bicycle Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

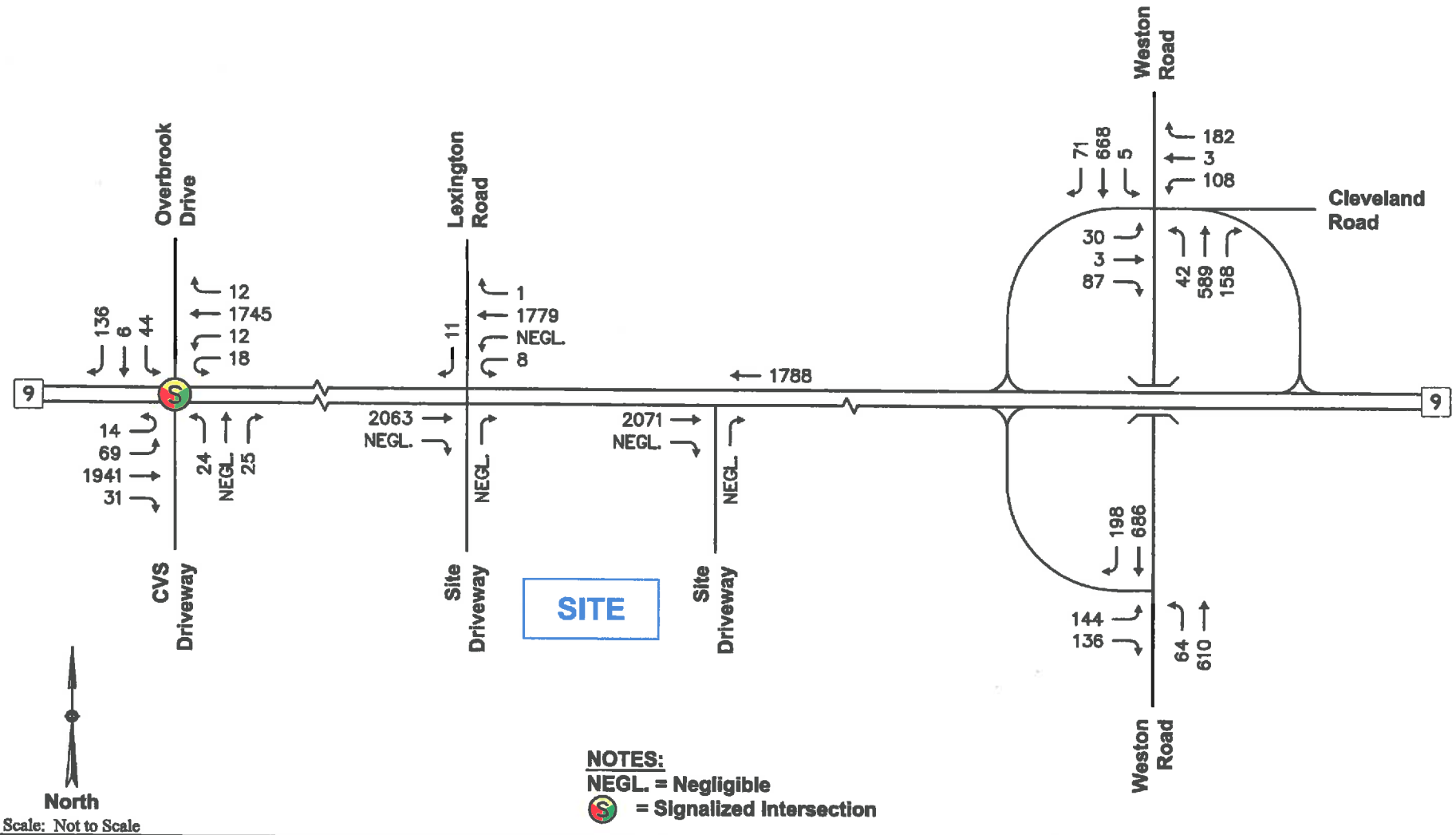


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**Figure 4**

**2017 Baseline Conditions**
**Weekday Evening Peak Hour Traffic Volumes**

Date: May 2017
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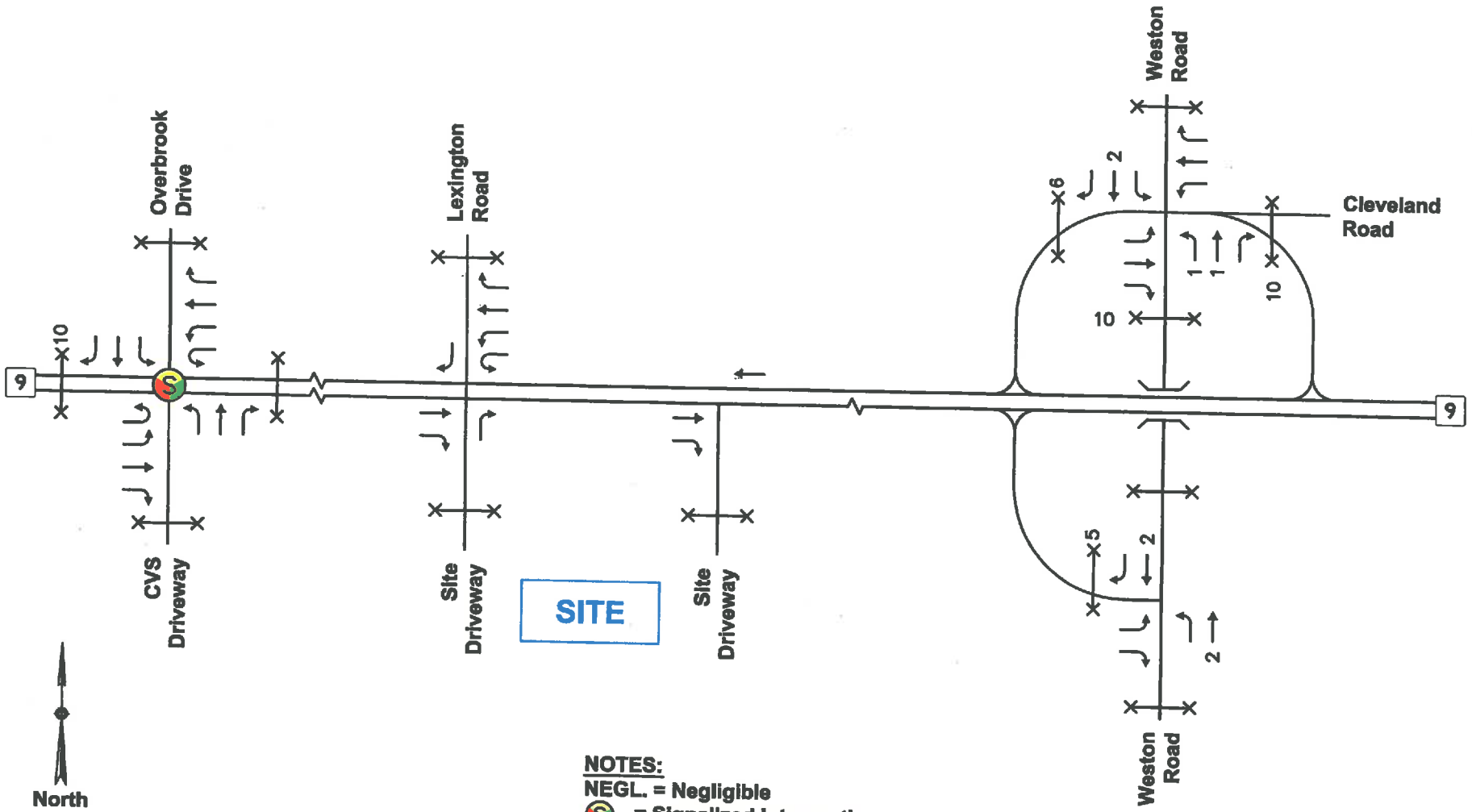


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**Figure 4A**

**2017 Baseline Conditions**
**Weekday Evening Peak Hour Traffic Volumes**
**Pedestrian and Bicycle Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

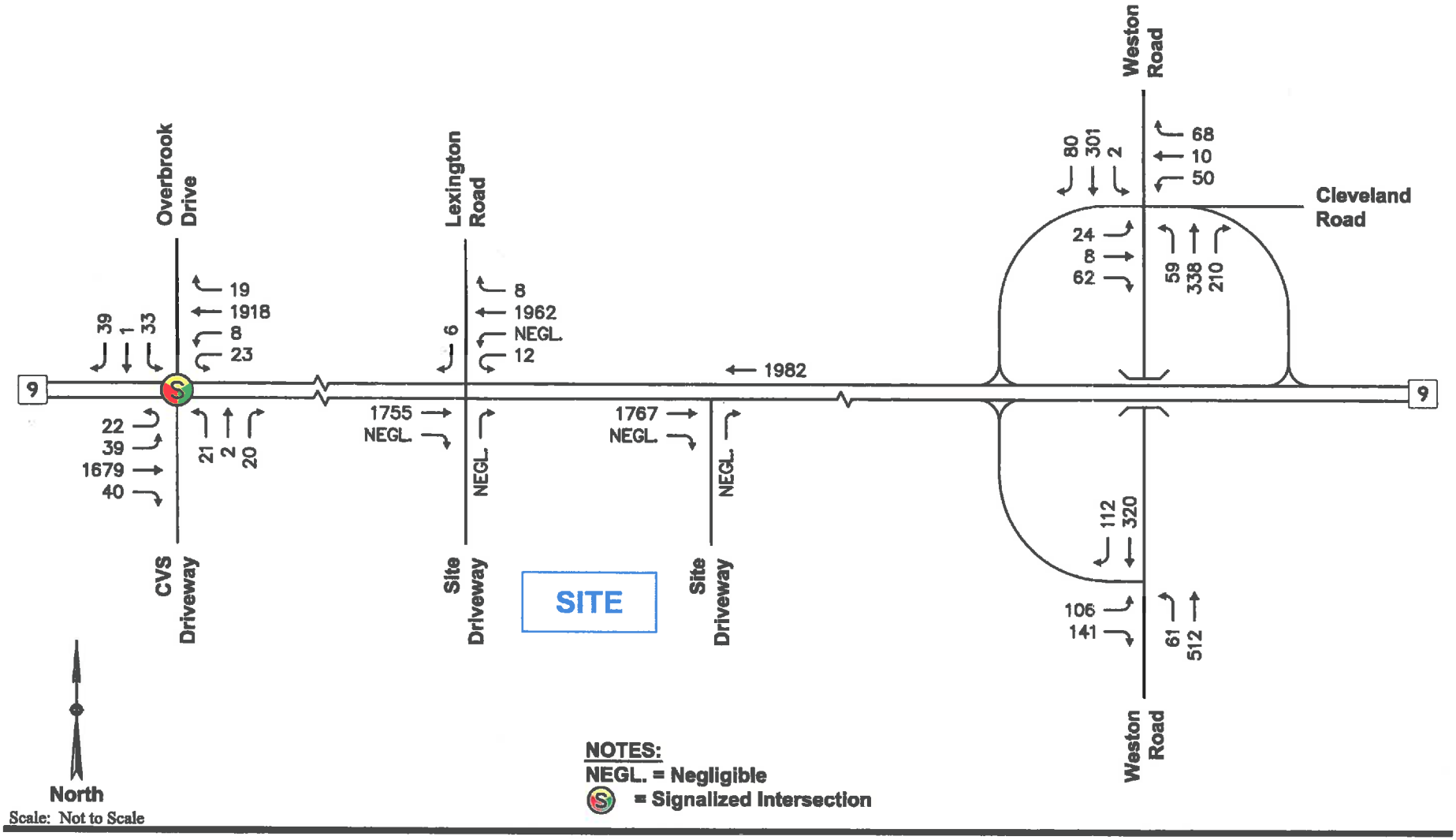


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**Figure 5**

**2017 Baseline Conditions**
**Saturday Midday Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

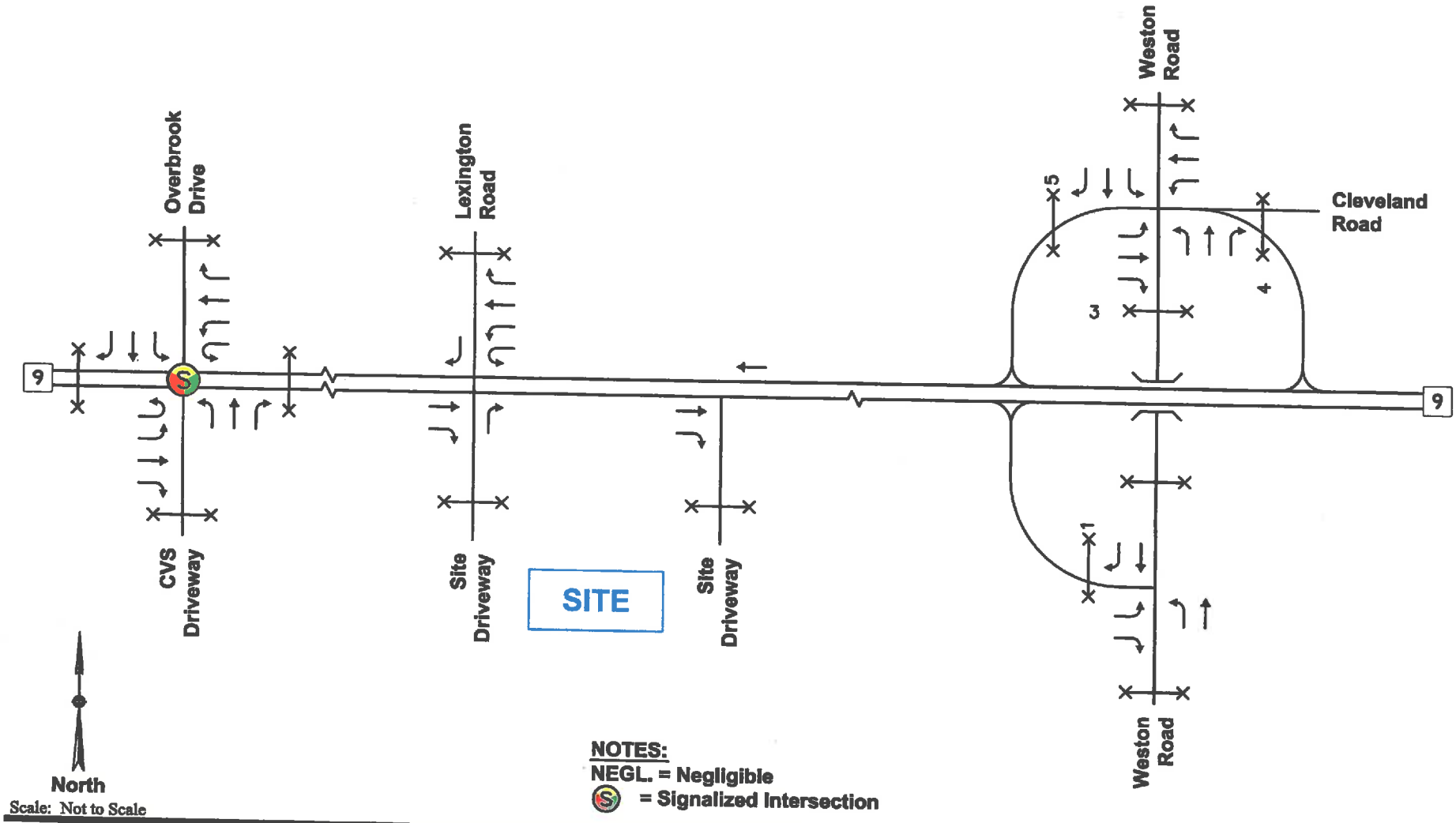


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**Figure 5A**

**2017 Baseline Conditions**
**Saturday Midday Peak Hour Traffic Volumes**
**Pedestrian and Bicycle Volumes**

## 2.4 SAFETY/CRASH EVALUATION

Crash data were obtained from MassDOT for the Town of Wellesley for the three-year period 2012 through 2014 (the most recent 3-year period available) to identify crash trends and safety characteristics for study area intersections. In addition, review of the MassDOT high crash cluster mapping was conducted to determine locations listed as eligible for Highway Safety Improvement Program (HSIP) evaluation and funding. Crash data for the study intersections is summarized in **Table 3** with detailed data provided in the **Appendix.**

Crash rates were calculated for the study area intersections as reported in **Table 3.** This rate quantifies the number of crashes per million entering vehicles. MassDOT has determined the official District 6 (which includes the Town of Wellesley) crash rate to be 0.53 for unsignalized intersections and 0.70 for signalized intersections and the official District 3 (which includes the Town of Natick) crash rate to be 0.65 for unsignalized intersections and 0.90 for signalized intersections. These rates represent MassDOT's "average" crash experience for study area and serve as a basis for comparing reported crash rates for the study intersections. Where calculated crash rates notably exceed the district average, some form of safety countermeasures may be warranted.

**TABLE 3**
**INTERSECTION CRASH SUMMARY – 2012 THROUGH 2014[1]**

| Data Category | INTERSECTION | | | |
|---|---|---|---|---|
| | Route 9 at Overbrook Dr/ CVS Driveway | Route 9 at Lexington Rd/ 900 Worcester St | Weston Road at Route 9 Ramps (WB) | Weston Road at Route 9 Ramps (EB) |
| Traffic Control | Signalized | Unsignalized | Unsignalized | Unsignalized |
| Crash Rate[2] | **0.63** | **0.18** | **0.32** | **0.49** |
| District Avg.[3] | 0.90 | 0.53 | 0.53 | 0.53 |
| *Year:* | | | | |
| 2012 | 13 | 3 | 3 | 4 |
| 2013 | 13 | 4 | 2 | 5 |
| 2014 | 11 | 3 | 4 | 4 |
| Total | 37 | 10 | 9 | 13 |
| *Type:* | | | | |
| Angle | 8 | 0 | 3 | 6 |
| Rear-End | 25 | 9 | 4 | 5 |
| Head-On | 0 | 0 | 0 | 0 |
| Sideswipe | 3 | 1 | 2 | 1 |
| Single Vehicle | 1 | 0 | 0 | 1 |
| Other/Unknown | 0 | 0 | 0 | 0 |
| *Severity:* | | | | |
| P. Damage Only | 30 | 10 | 8 | 11 |
| Personal Injury | 7 | 0 | 1 | 2 |
| Fatality | 0 | 0 | 0 | 0 |
| *Conditions:* | | | | |
| Dry | 30 | 8 | 9 | 10 |
| Wet | 6 | 2 | 0 | 2 |
| Snow | 1 | 0 | 0 | 1 |
| Other/Unknown | 0 | 0 | 0 | 0 |
| *Time:* | | | | |
| 7:00 to 9:00 AM | 7 | 1 | 1 | 3 |
| 4:00 to 6:00 PM | 6 | 4 | 1 | 3 |
| Rest of Day | 24 | 5 | 7 | 7 |

[1] Source: MassDOT Crash Database
[2] Crashes per million entering vehicles
[3] District 3 average = 0.90 for signalized intersections and 0.65 for unsignalized intersections
District 6 average = 0.70 for signalized intersections and 0.53 for unsignalized intersections



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As summarized in **Table 3**:

- *Route 9 at Overbrook Drive/CVS Driveway:* Thirty-seven (37) crashes were reported at or near the Route 9 signalized intersection with Overbrook Drive over the three-year study period resulting crash rate of 0.63, which is below the District 3 average of 0.90. MassDOT has listed the intersection as a Highway Safety Improvement Program (HSIP) crash cluster for 2012-2014. Roadway improvements were completed for this location in August 2014 as part of the CVS Pharmacy re-development, however, no Road Safety Audit has been completed to date. The reported crashes included twenty-five (25) rear-end type collisions, eleven (11) angle/sideswipe type collisions, and one (1) single vehicle crash. The majority (81%) resulted in property damage type collision under dry (81%) roadway conditions during off-peak travel periods (65%). No fatalities or pedestrian-related incidents were reported during the study period.

- *Route 9 at Lexington Road/900 Worcester Street:* Ten (10) crashes were reported at or near the Site Driveway on Route 9 over the three-year study period resulting crash rate of 0.18, which is above the District 6 average of 0.53. The reported crashes included one (1) angle/sideswipe type collision and nine (9) rear-end type collisions. All of the crashes resulted in property damage type collision with the majority of crashes under dry (80%) roadway conditions during off-peak travel periods (50%). No fatalities or pedestrian-related incidents were reported during the study period.

- *Weston Road at Route 9 Ramps (WB):* Nine (9) crashes were reported at or near the unsignalized stop-controlled intersection over the three-year study period resulting crash rate of 0.32, which is below the District 6 average of 0.53. The reported crashes included six (6) angle/sideswipe type collisions and three (3) rear-end type collisions. The majority (89%) resulted in property damage type collision under dry (100%) roadway conditions during off-peak travel periods (78%). No fatalities or pedestrian-related incidents were reported during the study period.

- *Weston Road at Route 9 Ramps (EB):* Thirteen (13) crashes were reported at or near the unsignalized stop-controlled intersection over the three-year study period resulting crash rate of 0.49, which is below the District 6 average of 0.53. The reported crashes included seven (7) angle/sideswipe type collisions, five (5) rear-end type collisions, and one (1) single-vehicle crash. The majority (85%) resulted in property damage type collisions under dry (77%) roadway conditions during off-peak travel periods (54%). No fatalities or pedestrian-related incidents were reported during the study period.

In summary, based on extensive review of MassDOT crash data, all of the study intersections experienced crash rates that are below the MassDOT District averages. The signalized intersection of Route 9 and Overbrook Drive/CVS Driveway is listed as a 2012-2014 HSIP location. Accordingly, this HSIP location is subject to a Road Safety Audit (RSA) to identify potential short-term, medium term and long-term safety/operational improvements. Under current MassDOT policy, projects subject to MEPA review that impact HSIP clusters must complete a RSA prior to issuance of a Section 61 Finding for the project.

## 2.5 PUBLIC TRANSPORTATION FACILITIES

The Metro-West Regional Transit Authority (MWRTA) provides fixed route bus service, Route 1, between Framingham (Central Hub – 37 Waverly Street) and Newton (MBTA Station) with stops in Framingham, Natick, Wellesley, and Newton (Woodland MBTA Station). To remain somewhat conservative, no specific reduction in Site trips was taken to account for use of these travel modes. Specific route and schedule information is provided in the **Appendix**.

## 2.6 SIGHT LINE ANALYSIS

An evaluation of sight lines was conducted at the proposed Site driveway locations to ensure that minimum recommended sight lines are available at the proposed Site driveway intersections with Route 9. The evaluation documents existing sight lines for vehicles as they relate to the two (2) driveways along Route 9 with comparison to recommended guidelines.

The American Association of State Highway and Transportation Officials' (AASHTO) standards[1] reference two types of sight distance which are relevant at the proposed Site driveway intersections: stopping sight distance (SSD) and intersection sight distance (ISD). Sight lines for critical vehicle movements at the proposed Site driveway intersections were compared to minimum SSD and ISD recommendations for the travel speeds along Route 9 in the Site vicinity.

**Stopping Sight Distance**

Sight distance is the length of roadway visible to the motorist to a fixed object. The minimum sight distance available on a roadway should be sufficiently long enough to enable a below-average operator, traveling at or near a regulatory speed limit, to stop safely before reaching a stationary object in its path, in this case, a vehicle exiting onto Route 9. The SSD criteria are defined by AASHTO based on design and operating speeds, anticipated driver behavior and vehicle performance, as well as physical roadway conditions. SSD includes the length of roadway traveled during the perception and reaction time of a driver to an object, and the distance traveled during brake application on wet level pavement. Adjustment factors are applied to account for roadway grades when applicable.

SSD was estimated in the field using AASHTO standards for driver's eye (3.5 feet) and object height equivalent to the taillight height of a passenger car (2.0 feet) for the eastbound and westbound Route 9 approaches to the proposed Site driveways. **Table 4** presents a summary of the available SSD as they relate to Route 9 and AASHTO's recommended SSD.

[1] *A policy on Geometric Design of Highways and Streets*, American Association of State Highway and Transportation Officials (AASHTO), 2011.

**TABLE 4**
**STOPPING SIGHT DISTANCE SUMMARY**
**ROUTE 9 APPROACHES TO SITE DRIVEWAYS**

| Approach/ Travel Direction | Available SSD | AASHTO Recommended[1] Posted Speed[2] | AASHTO Recommended[1] 85th Percentile Travel Speed[3] |
|---|---|---|---|
| *Route 9 at Primary Site Driveway/ Lexington Street* | | | |
| *Eastbound* | 950± Feet | 425 Feet | 440 Feet |
| *Westbound* | >1000 Feet | 425 Feet | 450 Feet |
| *Route 9 at Secondary Site Driveway (Eastern) – Right out Only* | | | |
| *Eastbound* | >1000 Feet | 425 Feet | 450 Feet |

[1]Recommended sight distance based on AASHTO, A Policy on Geometric Design of Highways and Streets. Based on driver height of eye of 3.5 feet to object height of 2.0 feet.
[2]Regulatory (Posted) Speed on Route 9 is 50 mph EB and WB.
[3]85th Percentile Speed on Route 9 is 51 mph EB and 52 mph WB.

As summarized in **Table 4** analysis results indicate that the available sight lines exceed AASHTO's recommended SSD criteria for both travel directions along Route 9 based on the regulatory posted speed limit and observed travel speeds.

**Intersection Sight Distance**

Clear sight lines provide sufficient sight distance for a stopped driver on a minor-road approach to depart from the intersection and enter or cross the major road. As stated under AASHTO's Intersection Sight Distance (ISD) considerations, "*...If the available sight distance for an entering ...vehicle is at least equal to the appropriate stopping sight distance for the major road, then drivers have sufficient sight distance to avoid collisions...To enhance traffic operations, intersection sight distances that exceed stopping sight distances are desirable along the major road.*" AASHTO's ISD criteria are defined into several "cases". For the primary site driveway location which is proposed to be under traffic signal control, the ISD in question relates to the ability to turn right on red from the proposed primary driveway intersection with Route 9. For the secondary Site driveway location which is proposed to be under STOP sign control, the ISD in question relates to the ability to turn right from the proposed secondary driveway intersection with Route 9.

Available ISD was estimated in the field using AASHTO standards for driver's eye (3.5 feet), object height (3.5 feet) and decision point (8 to 14.5 feet from the edge of the travel way) for the eastbound and westbound directions along Route 9. **Table 5** presents a summary of the available ISD for the departure from the Site driveways and Lexington Road and AASHTO's recommended ISD.



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**TABLE 5**
**INTERSECTION SIGHT DISTANCE SUMMARY**
**SITE DRIVEWAY/ LEXINGTON ROAD APPROACHES TO ROUTE 9**

| Approach/ Travel Direction | Available ISD | AASHTO Minimum[1] 85th Percentile Travel Speed[3] | AASHTO Ideal[1] Posted Travel Speed[3] |
|---|---|---|---|
| *Route 9 at Primary Site Driveway/ Lexington Street* | | | |
| *Looking East* | >800 Feet | 450 Feet | 478 Feet |
| *Looking West* | >800 Feet | 440 Feet | 478 Feet |
| *Route 9 at Secondary Site Driveway (Eastern) – Right out Only* | | | |
| *Looking West* | >800 Feet | 440 Feet | 478 Feet |

[1]Recommended sight distance based on AASHTO, A Policy on Geometric Design of Highways and Streets. Based on driver height of eye of 3.5 feet and an object height of 3.5 feet and adjustments for roadway grade if required. Minimum value as noted represents SSD per AASHTO guidance.
[2]Regulatory (Posted Speed) on Worcester Street is 50 mph EB and WB.
[2]85th Percentile Speed on Worcester Street is 51 mph EB and 52 mph WB.

The results of the ISD analysis presented in **Table 5** indicate that the available sight lines looking west from the proposed Site driveways onto Worcester Street and looking east from Lexington Road onto Worcester Street will exceed the recommended minimum sight line requirements from AASHTO for the travel speeds. MDM recommends that any new plantings (shrubs, bushes) or physical landscape features to be located within the sight lines should also be maintained at a height of 2 feet or less above the adjacent existing roadway grade to ensure unobstructed lines of sight.

# 3.0 FUTURE CONDITIONS

Evaluation of the proposed development impacts requires the establishment of a future baseline analysis condition. This section estimates future roadway and traffic conditions with and without the proposed development. To be consistent with EEA/MassDOT guidelines, a seven-year planning horizon was selected.

To determine the impact of Site-generated traffic volumes on the roadway network under future conditions, baseline traffic volumes in the study area were projected to a future year condition. Traffic volumes on the roadway network at that time, in the absence of the development (that is, the No-Build condition), would include existing traffic, new traffic due to general background traffic growth, and traffic related to specific development by others that is currently under review at the local and/or state level. Consideration of these factors resulted in the development of No-Build traffic volumes. Anticipated Site-generated traffic volumes were then superimposed upon these No-Build traffic-flow networks to develop future Build conditions.

The following sections provide an overview of future planned roadway improvements, No-Build traffic volumes and projected Build traffic volumes.

## 3.1 PLANNED ROADWAY IMPROVEMENTS

MassDOT is planning transportation improvements (Project 608180) to the Route 9 that will include resurfacing using NHS funding. The project limits will include Route 9 from MassDOT's limits of its Add-A-Lane project at Route 128 to a point just east of Overbrook Drive at the Natick Town Line. The resurfacing project is pending through the District 6 office. A larger planned roadway improvement (Project 607340) which includes sidewalk repairs, signal improvements, reflectorized pavement markings and recessed roadway reflectors is also in the preliminary design stage. The project limits will include Route 9 between Dearborn Street and the Natick Town Line.

## 3.2 BACKGROUND TRAFFIC GROWTH

Background traffic includes demand generated by other planned developments in the area as well as demand increases caused by external factors. External factors are general increases in traffic not attributable to a specific development and are determined using historical data.

### 3.2.1 Historical Area Growth

Nearby permanent count station data published by MassDOT indicates a neutral (-0.1 percent per year) growth rate. For purposes of this evaluation, a 1.0 percent compounded annual growth rate was used (7.2 percent increase over a 7-year horizon). This growth rate is higher than historic rates and is also expected to account for any small fluctuation in hourly traffic as may occur from time to time in the study area and traffic associated with other potential small developments or vacancies in the area. MassDOT permanent count station data and background growth calculations are provided in the **Appendix.**

### 3.2.2 Background Development-Related Growth

Development of future No-Build traffic volumes also considers traffic generated through the study area from other specific area developments. Review of Massachusetts Environmental Policy Act (MEPA) files indicates that the following site-specific development projects in the area may increase baseline traffic at the study intersections include the following

- ***MathWorks Lakeside Campus:*** The MathWorks re-development of the former Boston Scientific campus located at 1 Lakeside Campus Drive in Natick, MA is under construction and will include 510,000± sf of general office space. Traffic associated with the redevelopment building was estimated using ITE trip generation rates and assigned to the study area roadway network based on Journey to Work Data for the Town of Natick. Site-specific trip tracings are provided in the **Appendix.**

## 3.3 NO-BUILD TRAFFIC VOLUMES

To account for future traffic growth along the corridor, the 0.5 percent annual growth rate was applied to existing traffic volumes over a seven-year period, as well as traffic associated with the MathWorks Lakeside Campus project. Future 2024 No-Build traffic volumes are displayed in **Figure 6, Figure 7,** and **Figure 8.**

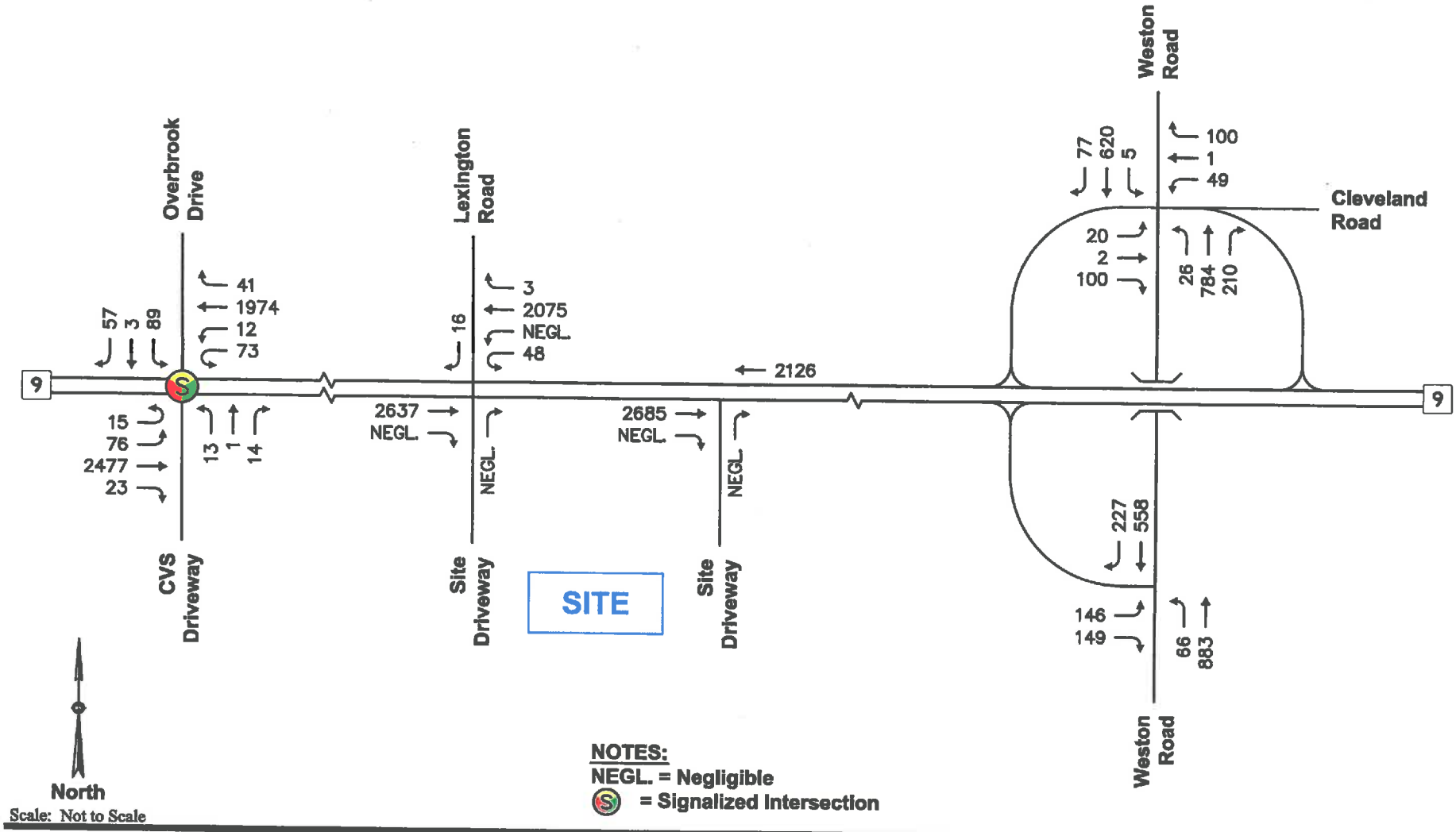


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**Figure 6**

**2024 No-Build Conditions**
**Weekday Morning Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

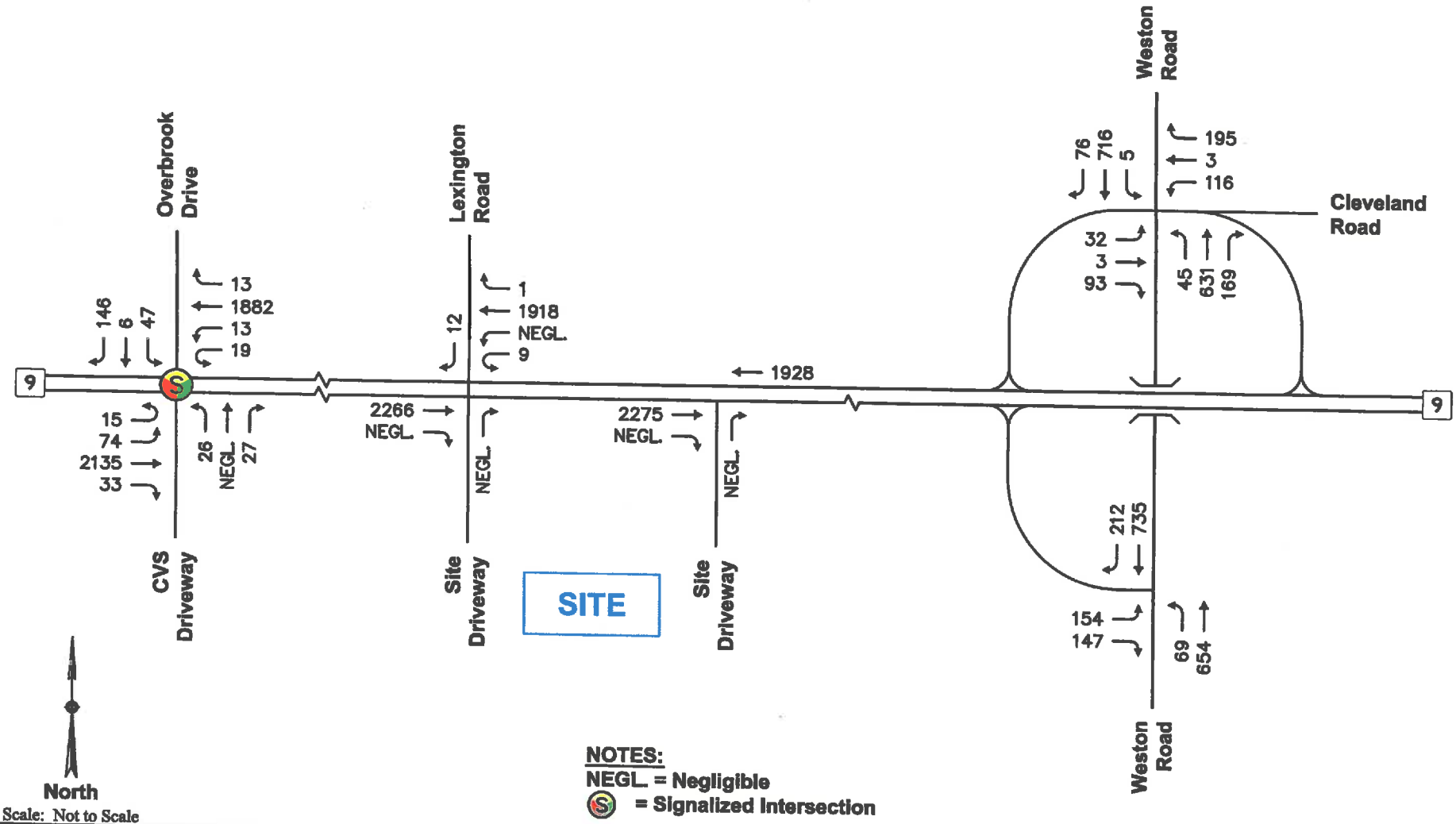


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**Figure 7**

**2024 No-Build Conditions**
**Weekday Evening Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

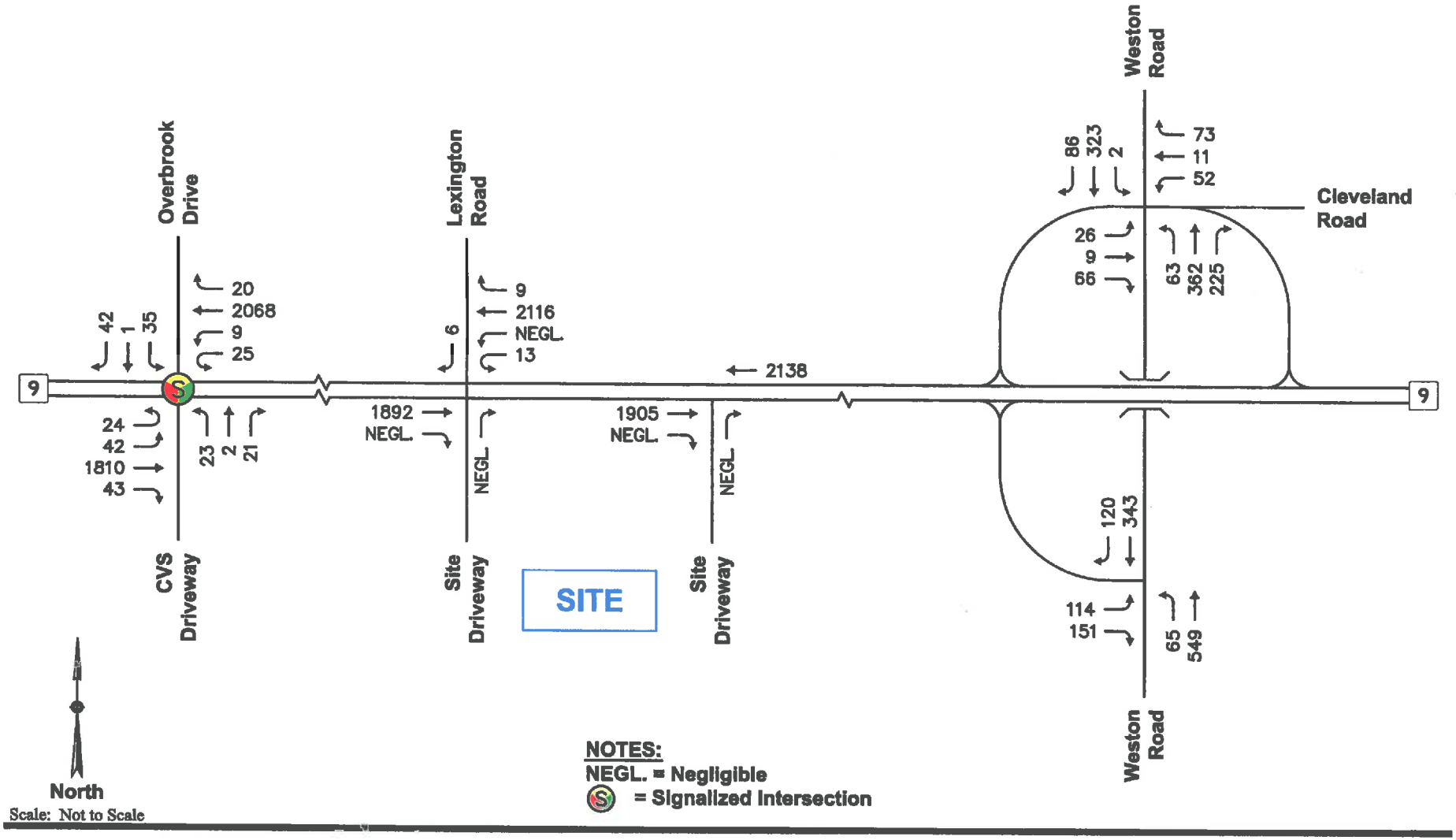


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**Figure 8**

**2024 No-Build Conditions**
**Saturday Midday Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

## 3.4 SITE-GENERATED TRAFFIC – ITE BASIS

Future Build condition traffic volumes were developed by estimating the number of peak-hour trips expected to be generated by the proposed development and distributing this additional traffic onto the local roadway network. These future development-related trips were added to future No-Build traffic volumes to evaluate future traffic operations with the proposed residential development in place. The methodology utilized to estimate the future trip-generation characteristics of the proposed development are summarized below.

In accordance with EEA/MassDOT guidelines, the traffic generated by the proposed development was estimated using trip rates published in ITE's *Trip Generation* for the Land Use Code (LUC) based on trip rates for Soccer Complex (LUC 488) and Health/Fitness Club (LUC 492). Trips for the Ice Rink use was estimated based on empirical ice rink observations at the Essex Sports Complex in Middleton, MA on Thursday, March 23, 2017 and Saturday, March 25, 2017 and at the New England Sports Center in Marlborough, MA on Tuesday, October 20, 2015 and Saturday, October 17, 2015. **Table 6** presents the trip-generation estimates for the proposed development. No pass-by trips were assumed for proposed sports complex uses. Detailed trip generation comparison is provided in the **Appendix.**

**TABLE 6**
**TRIP-GENERATION SUMMARY**

| Peak Hour/Direction | Ice Rinks[1] | Turf Field[2] | Health Club[3] | Total Trips |
|---|---|---|---|---|
| *Weekday Morning Peak Hour:* | | | | |
| Entering | 20 | 1 | 24 | **45** |
| Exiting | 130 | 0 | 26 | **156** |
| Total | 150 | 1 | 50 | **201** |
| *Weekday Evening Peak Hour:* | | | | |
| Entering | 67 | 12 | 72 | **151** |
| Exiting | 56 | 6 | 70 | **132** |
| Total | 123 | 18 | 142 | **283** |
| *Saturday Midday Peak Hour:* | | | | |
| Entering | 64 | 14 | 44 | **122** |
| Exiting | 58 | 16 | 53 | **127** |
| Total | 122 | 30 | 97 | **249** |
| *Weekday Daily (24 hours)* | 1,476 | 300 | 1,152 | **2,928** |
| *Saturday Daily (24 hours)* | 1,464 | 420 | 730 | **2,614** |

[1] Based on empirical data for ice rink use in Middleton and Marlborough, MA. Assumes maximum potential use of ice rinks for early AM periods; typical ice sheet use during early AM periods may exhibit lower trip characteristics.
[2] ITE LUC 488 – Soccer Complex applied to 1 field.
[3] ITE LUC 492 – Health/ Fitness Club applied to 35,000 sf.



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As summarized in **Table 6**, the proposed development is estimated to generate approximately 201 trips during the weekday morning peak hour (45 entering and 156 exiting), 283 trips during the weekday evening peak hour (151 entering and 132 exiting) and 249 vehicle trips during the Saturday midday peak hour (122 entering and 127 exiting). On a daily basis, the development is estimated to generate approximately 2,928 vehicle trips on a weekday and 2,614 vehicle trips on a Saturday.

## *3.5 TRIP DISTRIBUTION AND ASSIGNMENT*

The directional distribution of development-generated trips on the roadway network is a function of a number of variables including area population centers and the efficiency of these roadways leading to the Site. Area population centers within a 20-minute drive of the site serve as the primary basis for determining the trip distribution pattern for the sports complex. The resulting trip distribution pattern for the Site is presented in **Figure 9**, with detailed calculations provided in the **Appendix.**

**Figure 10**, **Figure 11**, and **Figure 12** present projected site-generated traffic volumes for the weekday morning, weekday evening, and Saturday midday peak hours for the proposed sports complex based on the trip generation presented in **Table 6** and projected travel patterns presented in **Figure 9**.

## *3.6 ADJACENT OFFICE RE-DISTRIBUTION*

The project anticipates the possibility of a cross-connecting driveway with the adjacent office development at 888 – 892 Worcester Street (74,790± sf of general office space) to provide access to the proposed signal at the Site, thereby facilitating westbound egress toward Metrowest communities. Trips for the office space were estimated based on ITE trip generation rates for LUC 710 General Office applied to 74,790 sf with an observed arrival pattern of 40% from the east based on TMC data collected in March 2017. The resulting trip re-distribution tracings for the internal connection during the peak hours are provided in the **Appendix.**

## *3.7 BUILD TRAFFIC VOLUMES*

Future Build condition traffic volumes were arrived at by re-distributing trips for the adjacent office building and adding development-specific traffic volumes to the 2024 No-Build conditions. The resulting 2024 Build condition traffic-volume networks for the weekday morning, weekday evening and Saturday midday peak hours are displayed in **Figure 13**, **Figure 14**, and **Figure 15**, respectively.

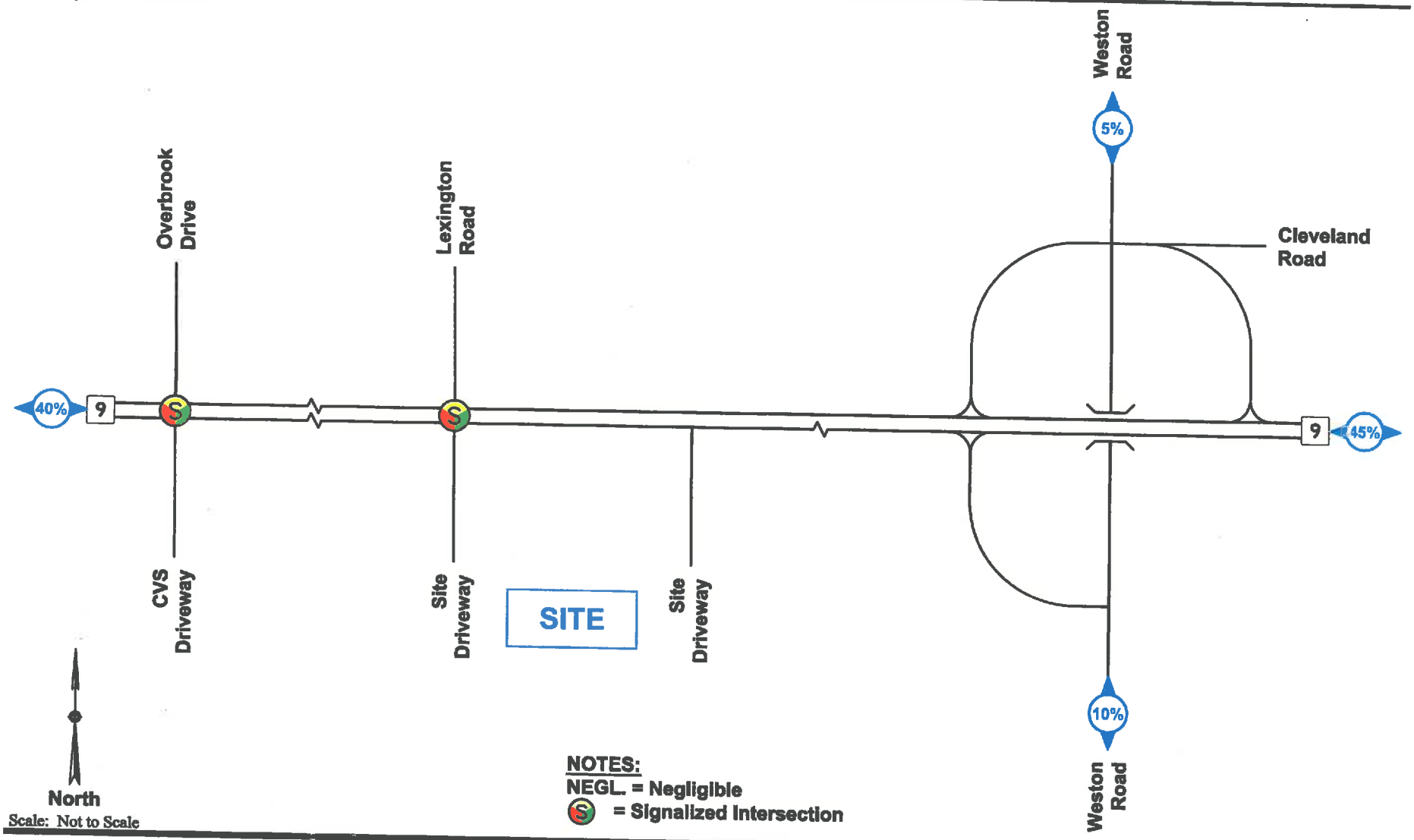


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**Figure 9**

**Trip Distribution**

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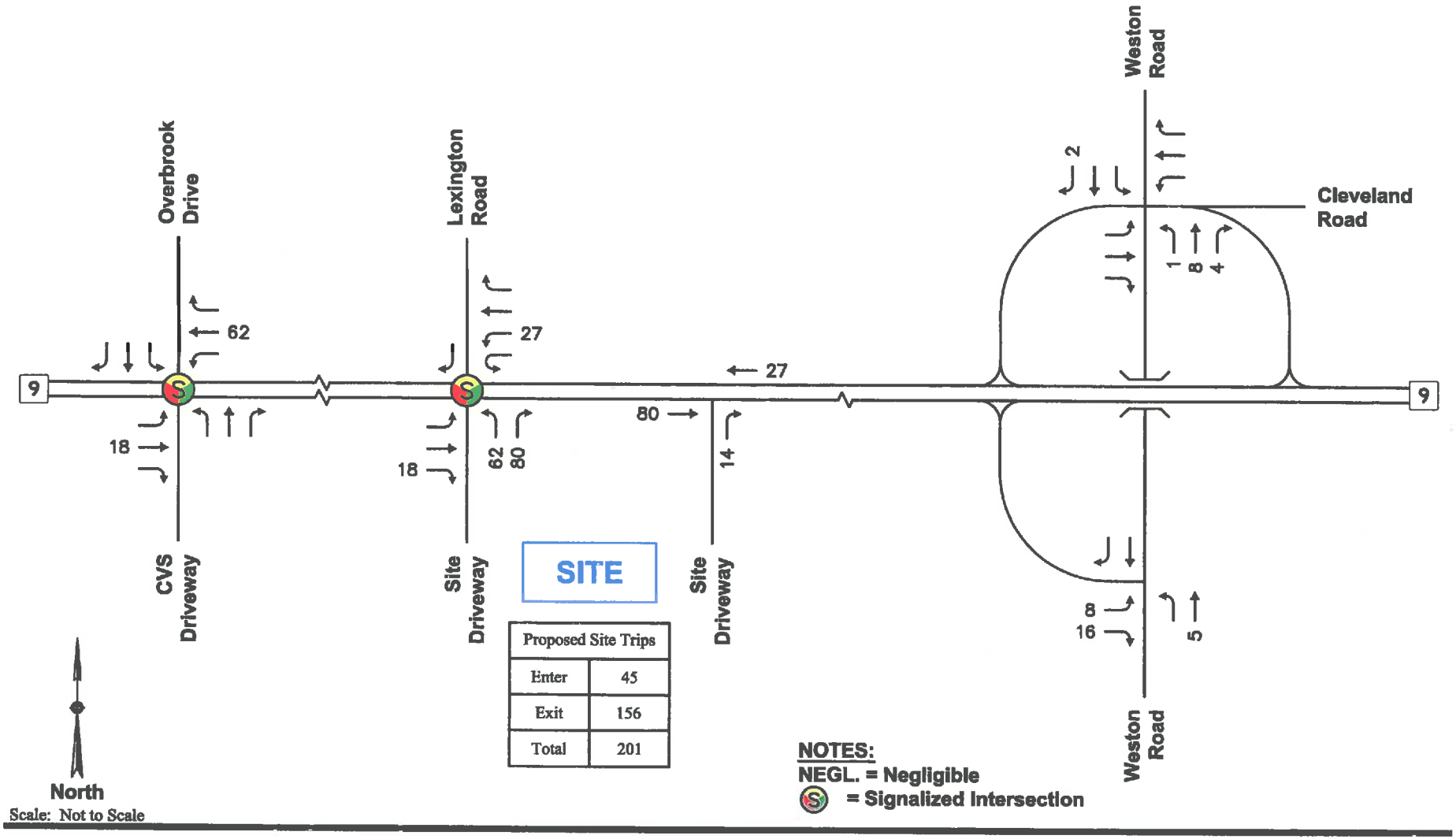


| Proposed Site Trips | |
|---|---|
| Enter | 45 |
| Exit | 156 |
| Total | 201 |

**Figure 10**

**Site Generated Trips**
**Weekday Morning Peak Hour Traffic Volumes**

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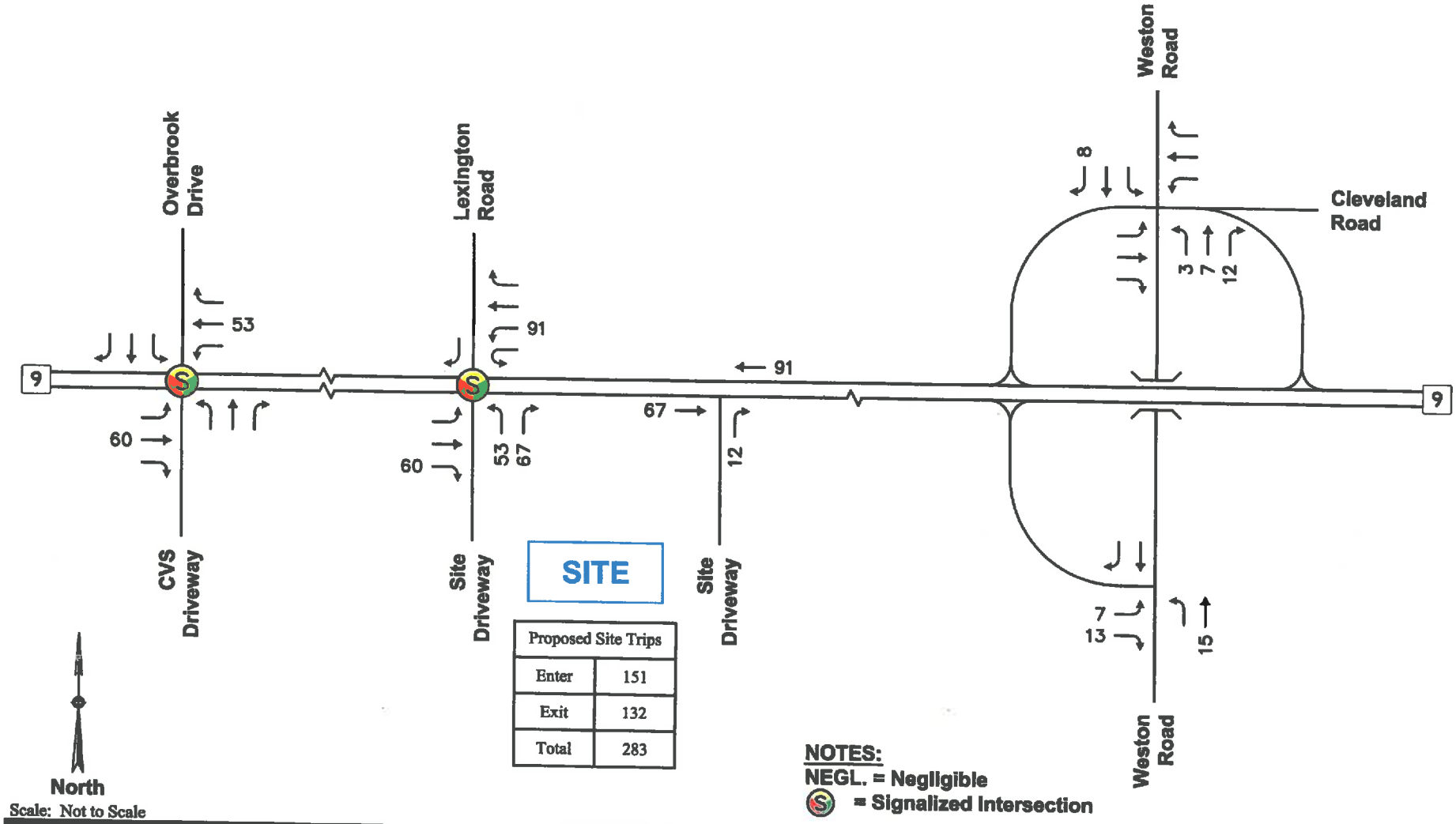
Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg




| Proposed Site Trips | |
|---|---|
| Enter | 151 |
| Exit | 132 |
| Total | 283 |

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**Figure 11**

**Site Generated Trips**
**Weekday Evening Peak Hour Traffic Volumes**

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Dwg No. 923 TIAS02 (5-24-17).dwg

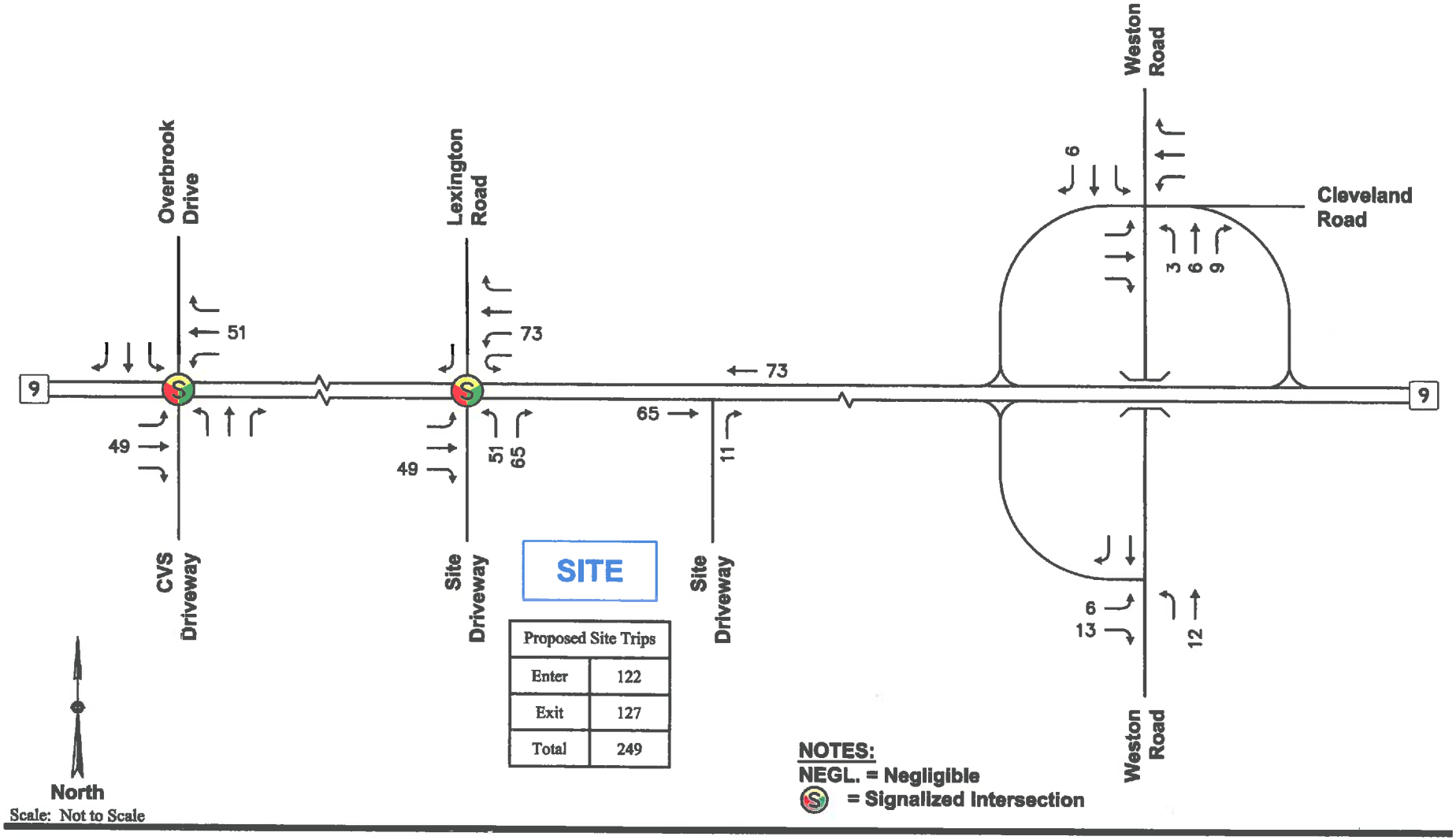


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**Figure 12**

**Site Generated Trips**
**Saturday Midday Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

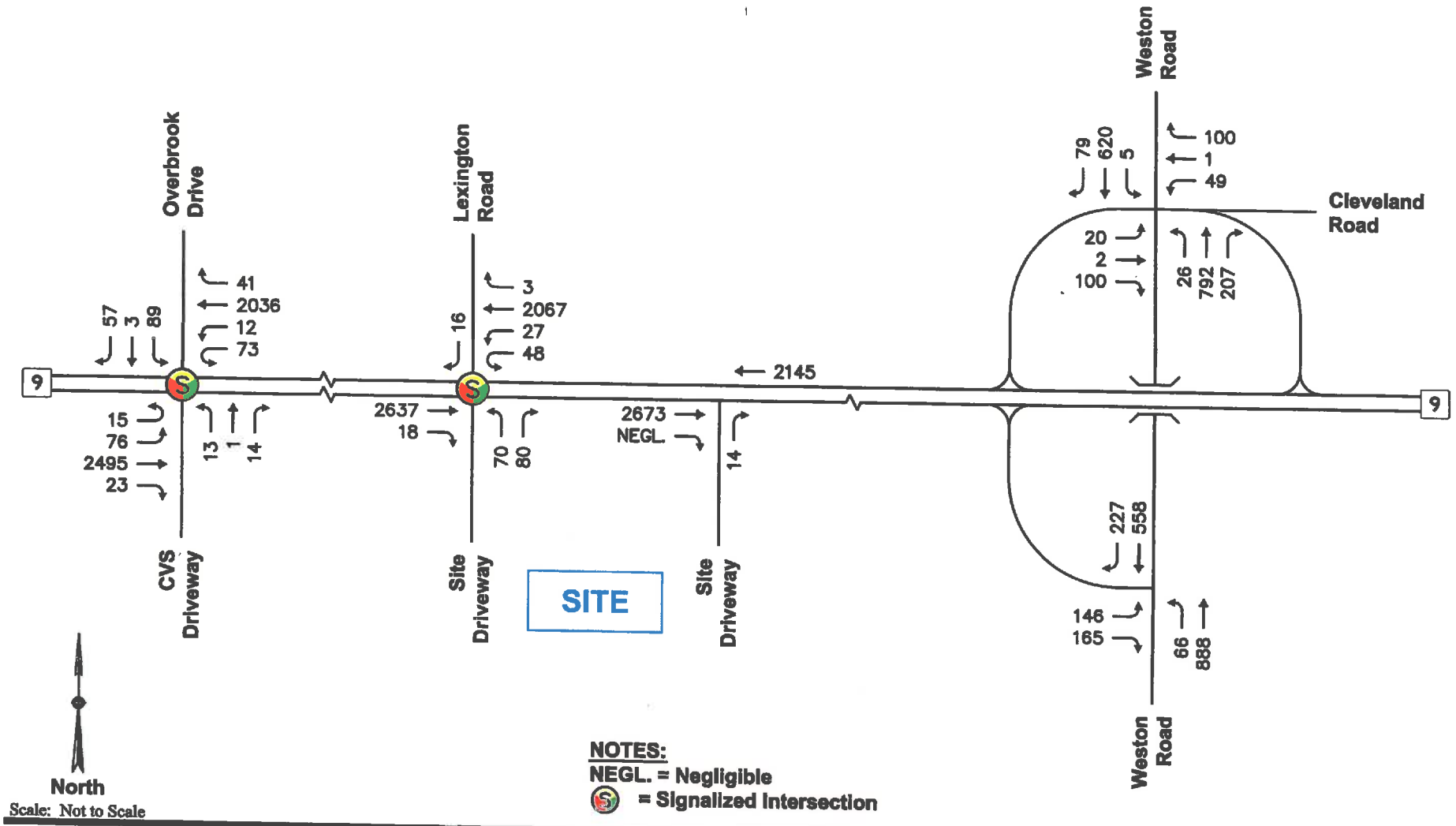


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**Figure 13**

**2024 Build Conditions**
**Weekday Morning Peak Hour Traffic Volumes**

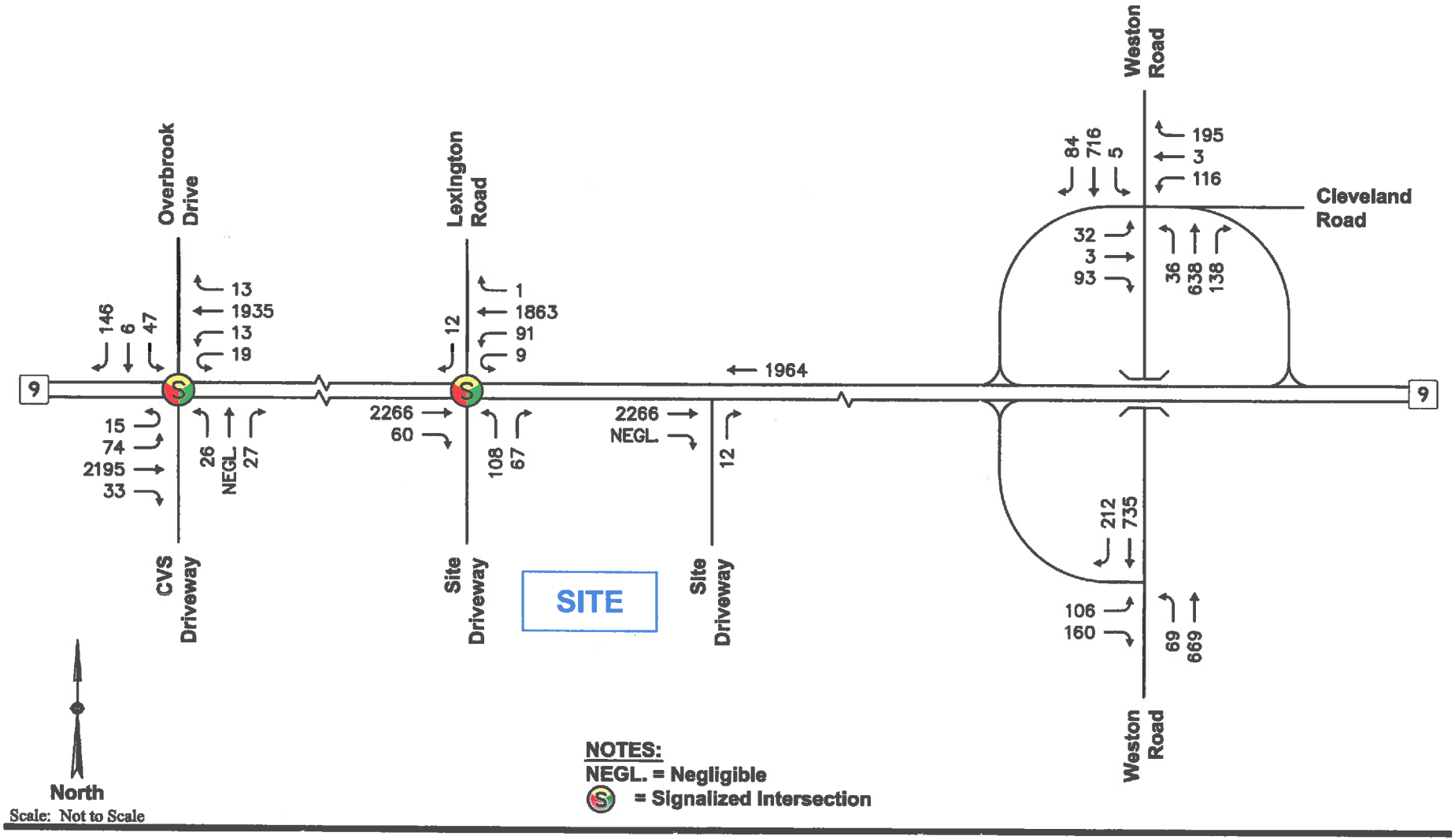


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**Figure 14**

**2024 Build Conditions**
**Weekday Evening Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

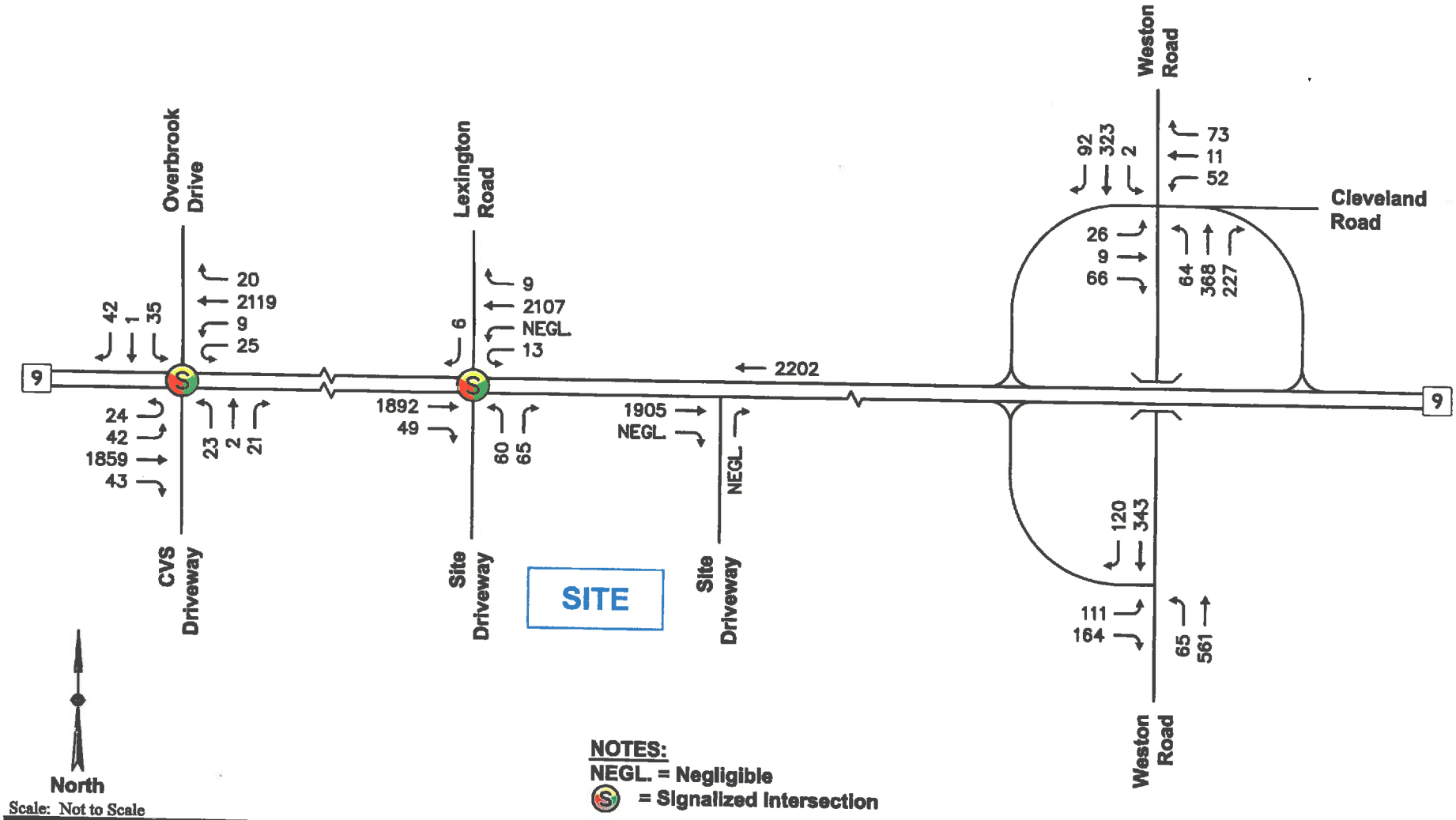


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**Figure 15**

**2024 Build Conditions**
**Saturday Midday Peak Hour Traffic Volumes**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

## 4.0 TRAFFIC SIGNAL WARRANT ANALYSIS

Traffic signal warrant criteria were reviewed to justify signal installation at the Lexington Road/Primary Site Drive intersection. The warrant reviewed for this report is based on the Manual on Uniform Traffic Control Devices[2]. (MUTCD) 2009 Edition and include Warrant 1: Eight-Hour Vehicular Volume which is the signal warrant most typically used by MassDOT in justifying traffic signal installation. The traffic signal warrant was reviewed based on existing traffic volumes on Route 9 and estimated trips for the proposed sports complex. Detailed calculation sheets are included in the **Appendix**.

The regulatory operating speed of Route 9 is currently 50 mph with 2 through travel lanes in each direction. The Primary Site Driveway approach will have a left and right turn lane; however, for this analysis only the left-turn volume was considered in the traffic signal warrant analysis. Based on these conditions, the minimum criteria needed to satisfy the signal Warrant 1B is 53 or more vehicles on the minor approach (left turn lane) and 630 or more on the major approaches. The traffic signal analysis for Warrant 1 is summarized in **Table 7** for the core operation hours of the proposed sports complex.

[2]*Manual on Uniform Traffic Control Devices, 2009 Edition,* ATSSA /ITE/AASHTO, 2009.

**TABLE 7**
**TRAFFIC SIGNAL WARRENT 1 ANALYSIS SUMMARY**

| Time Period | Total Major Street Volume[1] | Minor Street Volume[2] | Warrant Satisfied? Condition B[3] |
|---|---|---|---|
| 6:00 – 7:00 AM | 2977 | 25 | No |
| 7:00 – 8:00 AM | 3789 | 64 | Yes |
| 8:00 – 9:00 AM | 4243 | 64 | Yes |
| 9:00 – 10:00 AM | 3179 | 57 | Yes |
| 10:00 – 11:00 AM | 2985 | 56 | Yes |
| 11:00 – 12:00 PM | 3098 | 41 | No |
| 12:00 – 1:00 PM | 4690 | 60 | Yes |
| 1:00 – 2:00 PM | 4455 | 37 | No |
| 2:00 – 3:00 PM | 5219 | 31 | No |
| 3:00 – 4:00 PM | 5539 | 63 | Yes |
| 4:00 – 5:00 PM | 5624 | 100 | Yes |
| 5:00 – 6:00 PM | 5759 | 108 | Yes |
| 6:00 – 7:00 PM | 5089 | 55 | Yes |
| 7:00 – 8:00 PM | 3579 | 39 | No |
| 8:00 – 9:00 PM | 2731 | 8 | No |
| 9:00 – 10:00 PM | 2182 | 20 | No |
| | | **HOURS MET** | 9 |

[1]Route 9 existing volumes from ATR adjacent to the Site.
[2]Primary Site Drive – left turn volume only
[3]Condition B requirements: Major = 630 vph, Minor = 53 vph

As summarized in **Table 7**, the criteria for traffic signal warrant 1 are satisfied for Condition B. Thus, with the proposed sports complex in place and cross-connecting driveway to the adjacent 88-892 Worcester Road office building a traffic signal is warranted and justified at the Route 9 intersection with Lexington Road/Primary Site Driveway. While not directly accounted for in the traffic signal warrant analysis, it should be noted that signal control would also specifically benefit pedestrian crossings of Route 9 along a route that is proximate to the Cochituate Aquifer (Crosstown) Trail system and would create gaps for westbound left turns into the facility and right turns onto Route 9 from the facility.

# 5.0 TRAFFIC OPERATIONS ANALYSIS

Intersection capacity analyses for the primary study intersections are presented in this section for the Baseline, No-Build, and Build traffic-volume conditions. Capacity analyses, conducted in accordance with EEA/MassDOT guidelines, provide an index of how well the roadway facilities serve the traffic demands placed upon them. The operational results provide the basis for recommended access and roadway improvements in the following section.

## 5.1 CAPACITY ANALYSIS PROCEDURES

Capacity analysis of intersections is developed using the Synchro® computer software, which implements the methods of the 2010 Highway Capacity Manual (HCM). The resulting analysis presents a level-of-service (LOS) designation for individual intersection movements. The LOS is a letter designation that provides a qualitative measure of operating conditions based on several factors including roadway geometry, speeds, ambient traffic volumes, traffic controls, and driver characteristics. Since the LOS of a traffic facility is a function of the traffic flows placed upon it, such a facility may operate at a wide range of LOS, depending on the time of day, day of week, or period of year. A range of six levels of service are defined on the basis of average delay, ranging from LOS A (the least delay) to LOS F (delays greater than 50 seconds for unsignalized movements and 80 seconds for signalized movements). The specific control delays and associated LOS designations are presented in the **Appendix.**

## 5.2 INTERSECTION CAPACITY ANALYSIS RESULTS

Capacity analysis results for the weekday morning weekday evening and Saturday midday peak hour capacity analysis results for the study intersections are described below, with detailed analysis results presented in the **Appendix.**

### 5.2.1 Level of Service Analysis

The capacity analysis results for the intersections in the study area are summarized in **Table 8, Table 9** and **Table 10** for the weekday morning, weekday evening, and Saturday midday peak hours, respectively. Detailed analysis results are presented in the **Appendix.**

## TABLE 8
## INTERSECTION CAPACITY ANALYSIS RESULTS
## WEEKDAY MORNING PEAK HOUR

| Intersection | Approach | 2017 Baseline | | | 2024 No-Build | | | 2024 Build | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | v/c[1] | Delay[2] | LOS[3] | v/c | Delay | LOS | v/c | Delay | LOS |
| Route 9 at Overbrook Dr/ CVS Driveway | Eastbound | 0.96 | 30 | C | >1.0 | 49 | D | >1.0 | 51 | D |
| | Westbound | 0.78 | 19 | B | 0.86 | 24 | C | 0.89 | 21 | C |
| | Northbound | 0.12 | 54 | D | 0.14 | 55 | D | 0.14 | 55 | D |
| | Southbound | 0.90 | >80 | F | 0.97 | >80 | F | 0.97 | >80 | F |
| | **OVERALL** | **0.96** | **27** | **C** | **>1.0** | **40** | **D** | **>1.0** | **40** | **D** |
| Route 9 at Lexington Rd/ Site Driveway | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.97 | 11 | B |
| | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.67 | 6 | A |
| | WB U-Turn/ L | >1.0 | >50 | F | >1.0 | >50 | F | 0.51 | 64 | E |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.51 | 40 | D |
| | Southbound | 0.06 | 20 | C | 0.08 | 23 | C | 0.08 | <5 | A |
| | **OVERALL** | **n/a[4]** | **n/a** | **n/a** | **n/a** | **n/a** | **n/a** | **0.97** | **10** | **A** |
| Route 9 EB Ramps at Weston Rd | EB L/R Exit[5] | 0.70 | 31 | D | 0.81 | 44 | E | 0.83 | 46 | E |
| | Northbound | 0.08 | 10 | A | 0.09 | 10 | A | 0.09 | 10 | A |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 WB Ramps at Weston Rd/ Cleveland Rd | EB L Exit | 0.21 | >50 | F | 0.27 | >50 | F | 0.27 | >50 | F |
| | EB T/R Exit | 0.21 | 15 | B | 0.23 | 16 | C | 0.23 | 16 | C |
| | WB L/R Exit | 0.52 | 38 | E | 0.67 | >50 | F | 0.68 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Southbound | 0.01 | <5 | A | 0.01 | <5 | A | 0.01 | <5 | A |
| Route 9 at Site Driveway | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | NB R Exit | 0.00 | <5 | A | 0.00 | <5 | A | 0.14 | 42 | E |

[1] Volume-to-capacity ratio
[2] Average control delay per vehicle (in seconds)
[3] Level of service
[4] n/a = not applicable
[5] The Route 9 eastbound approach to Weston Road was calibrated based on observed conditions.

## TABLE 9
## INTERSECTION CAPACITY ANALYSIS RESULTS
## WEEKDAY EVENING PEAK HOUR

| Intersection | Approach | 2017 Baseline | | | 2024 No-Build | | | 2024 Build | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | v/c[1] | Delay[2] | LOS[3] | v/c | Delay | LOS | v/c | Delay | LOS |
| Route 9 at | Eastbound | 0.83 | 20 | C | 0.89 | 27 | C | 0.92 | 29 | C |
| Overbrook Dr/ | Westbound | 0.73 | 15 | B | 0.80 | 17 | B | 0.82 | 15 | B |
| CVS Driveway | Northbound | 0.40 | 69 | E | 0.43 | 71 | E | 0.43 | 71 | E |
| | Southbound | 0.79 | 49 | D | 0.82 | 56 | E | 0.83 | 57 | E |
| | **OVERALL** | **0.83** | **19** | **B** | **0.89** | **24** | **C** | **0.92** | **24** | **C** |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.90 | 8 | A |
| Lexington Rd/ | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.61 | 6 | A |
| Site Driveway | WB U-Turn/ L | 0.13 | >50 | F | 0.20 | >50 | F | 0.59 | 66 | E |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.61 | 44 | D |
| | Southbound | 0.04 | 19 | C | 0.05 | 20 | C | 0.05 | <5 | A |
| | **OVERALL** | **n/a[4]** | **n/a** | **n/a** | **n/a** | **n/a** | **n/a** | **0.90** | **10** | **A** |
| Route 9 EB Ramps | EB L/R Exit[5] | 0.65 | 27 | D | 0.76 | 36 | E | 0.61 | 25 | C |
| at Weston Rd | Northbound | 0.09 | 10 | A | 0.10 | 11 | B | 0.10 | 11 | B |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 WB Ramps | EB L Exit | 0.45 | >50 | F | 0.62 | >50 | F | 0.61 | >50 | F |
| at Weston Rd/ | EB T/R Exit | 0.23 | 16 | C | 0.26 | 18 | C | 0.26 | 18 | C |
| Cleveland Rd | WB L/R Exit | >1.0 | >50 | F | >1.0 | >50 | F | >1.0 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Southbound | 0.01 | <5 | A | 0.01 | <5 | A | 0.01 | <5 | A |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Site Driveway | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | NB R Exit | 0.00 | <5 | A | 0.00 | <5 | A | 0.08 | 29 | D |

[1] Volume-to-capacity ratio
[2] Average control delay per vehicle (in seconds)
[3] Level of service
[4] n/a = not applicable
[5] The Route 9 eastbound approach to Weston Road was calibrated based on observed conditions.

## TABLE 10
## INTERSECTION CAPACITY ANALYSIS RESULTS
## SATURDAY MIDDAY PEAK HOUR

| Intersection | Approach | 2017 Baseline | | | 2024 No-Build | | | 2024 Build | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | v/c[1] | Delay[2] | LOS[3] | v/c | Delay | LOS | v/c | Delay | LOS |
| Route 9 at | Eastbound | 0.74 | 16 | B | 0.80 | 18 | B | 0.82 | 19 | B |
| Overbrook Dr/ | Westbound | 0.87 | 22 | C | 0.94 | 29 | C | 0.97 | 32 | C |
| CVS Driveway | Northbound | 0.16 | 39 | D | 0.18 | 39 | D | 0.18 | 39 | D |
| | Southbound | 0.40 | 27 | C | 0.42 | 28 | C | 0.42 | 28 | C |
| | **OVERALL** | **0.87** | **19** | **B** | **0.94** | **24** | **C** | **0.97** | **26** | **C** |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.78 | 18 | B |
| Lexington Rd/ | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.70 | 7 | A |
| Site Driveway | WB U-Turn/ L | 0.13 | 47 | E | 0.17 | >50 | F | 0.42 | 41 | D |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.33 | 22 | C |
| | Southbound | 0.03 | 21 | C | 0.03 | 23 | C | 0.02 | <5 | A |
| | **OVERALL** | **n/a[4]** | **n/a** | **n/a** | **n/a** | **n/a** | **n/a** | **0.78** | **13** | **B** |
| Route 9 EB Ramps | EB L/R Exit[5] | 0.42 | 15 | B | 0.47 | 16 | C | 0.48 | 16 | C |
| at Weston Rd | Northbound | 0.06 | 9 | A | 0.07 | 9 | A | 0.06 | 9 | A |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 WB Ramps | EB L Exit | 0.09 | 19 | C | 0.11 | 21 | C | 0.11 | 21 | C |
| at Weston Rd/ | EB T/R Exit | 0.11 | 11 | B | 0.13 | 12 | B | 0.13 | 12 | B |
| Cleveland Rd | WB L/R Exit | 0.22 | 16 | C | 0.25 | 17 | C | 0.25 | 17 | C |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Site Driveway | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | NB R Exit | 0.00 | <5 | A | 0.00 | <5 | A | 0.05 | 22 | C |

[1] Volume-to-capacity ratio
[2] Average control delay per vehicle (in seconds)
[3] Level of service
[4] n/a = not applicable
[5] The Route 9 eastbound approach to Weston Road was calibrated based on observed conditions.



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As summarized in **Table 8, Table 9, and Table 10:**

- *Route 9 at Lexington Street/Primary Site Driveway.* Under No-Build (unsignalized) conditions the westbound U-Turns at this intersection operates with long delays during the peak hours. Signal control would improve overall operations to LOS B or better during the peak hours. Assuming coordinated signal control with the nearby Overbrook Drive and Oak Street intersections, the mainline travel along Route 9 will continue to operate with minimal delay during the weekday morning and evening peak hours; westbound U-Turns/left turns will be facilitated with delays of approximately 1 minute or less with queues that are entirely accommodated within available lane storage.

- *Route 9 Eastbound ramps at Weston Road.* Under No-Build conditions left-turns onto Weston Road operate with moderate delays during peak hours. Assuming signal control is implemented at the Site and driveway cross-connection to the adjacent office building, the intersection of Route 9 eastbound ramps at Weston Road will experience a net trip reduction of up to 100 vehicles during the peak hours with associated net reduction in travel delay for left-turns.

- *Route 9 Westbound ramps at Weston Road.* Under No-Build conditions left-turns onto Weston Road will operate with long delays during the weekday evening peak hour. Assuming signal control is implemented at the Site and driveway cross-connection to the adjacent office building, the intersection of Route 9 eastbound ramps at Weston Road will incur a net trip reduction of up to 100 vehicles during the peak hours with associated net reduction in travel delay for left-turns.

- *Route 9 at Secondary Site Driveway (Right-out only).* Under Build conditions, the proposed secondary site driveways approach to Route 9 will operate below capacity during the peak hours. Mainline travel along Route 9 eastbound will remain unimpeded.

In summary, proposed signal control at the primary Site driveway will accommodate peak Site operations with modest delays (LOS B or better) with neutral impact to the nearby interchange of Weston Road at Route 9. A cross-connecting driveway between the property and adjoining office building at 888-894 Worcester Road would result in a further net trip reduction at the interchange during peak hours relative to existing conditions that would result in reduced delays/improved operations relative to No-Build conditions. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system.

### *5.2.2 Vehicle Queue Analysis*

Vehicle queue results are presented for the signalized intersections in the study area. These vehicle queues are compared to available storage lengths, which are defined as lengths of exclusive turn lanes or the distance to the nearest major intersection for through lanes. Vehicle queue results from the capacity analysis are summarized in **Table 11** and **Table 12**. Detailed worksheets of the queuing analysis are provided in the **Appendix**.

## TABLE 11
## VEHICLE QUEUE ANALYSIS SUMMARY
## WORCESTER STREET ROUTE 9 AT OVERBROOK DRIVE/CVS DRIVEWAY

| Approach | Storage Length (feet) | 2024 No-Build | | 2024 Build | |
|---|---|---|---|---|---|
| | | Average Queue Length[1] | 95th Percentile Queue Length[1] | Average Queue Length | 95th Percentile Queue Length |
| *Weekday Morning Peak Hour* | | | | | |
| Eastbound L | 250+ | 70 | 126 | 70 | 126 |
| Eastbound T/R | 1850± | 1123 | 1256 | 1138 | 1271 |
| Westbound L | 355± | 67 | 163 | 67 | 123 |
| Westbound T/R | 1700± | 610 | 764 | 487 | 570 |
| Northbound L | 150± | <25 | 31 | <25 | 31 |
| Northbound R | 50± | <25 | <25 | <25 | <25 |
| Southbound L/T/R | >1000 | 104 | 242 | 104 | 242 |
| *Weekday Evening Peak Hour* | | | | | |
| Eastbound L | 250+ | 71 | 173 | 71 | 173 |
| Eastbound T/R | 1850± | 857 | 1087 | 1003 | 1140 |
| Westbound L | 355± | <25 | 56 | <25 | 33 |
| Westbound T/R | 1700± | 526 | 635 | 404 | 456 |
| Northbound L | 150± | <25 | 52 | <25 | 52 |
| Northbound R | 50± | <25 | <25 | <25 | <25 |
| Southbound L/T/R | >1000 | 88 | 198 | 89 | 201 |
| *Saturday Midday Peak Hour* | | | | | |
| Eastbound L | 250+ | 36 | 78 | 36 | 78 |
| Eastbound T/R | 1850± | 465 | 784 | 494 | 818 |
| Westbound L | 355± | <25 | 48 | <25 | 48 |
| Westbound T/R | 1700± | 697 | 948 | 729 | 982 |
| Northbound L | 150± | <25 | 37 | <25 | 37 |
| Northbound R | 50± | <25 | <25 | <25 | <25 |
| Southbound L/T/R | >1000 | <25 | 66 | <25 | 66 |

[1]Average and 95th percentile queue lengths are reported in feet per lane.



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**TABLE 12**
**VEHICLE QUEUE ANALYSIS SUMMARY**
**WORCESTER STREET ROUTE 9 AT SITE DRIVEWAY/ LEXINGTON ROAD**

| | | 2024 Build | |
|---|---|---|---|
| Approach | Storage Length (feet) | Average Queue Length | 95th Percentile Queue Length |
| *Weekday Morning Peak Hour* | | | |
| Eastbound T/R | 1700± | 703 | 894 |
| Westbound L | 250± | 58 | 106 |
| Westbound T/R | >2000 | 278 | 348 |
| Northbound L/T | 200± | 54 | 103 |
| Northbound R | 125± | <25 | 49 |
| Southbound L/T/R | >1000 | <25 | <25 |
| *Weekday Evening Peak Hour* | | | |
| Eastbound T/R | 1700± | 35 | 1096 |
| Westbound L | 250± | 77 | 135 |
| Westbound T/R | >2000 | 258 | 341 |
| Northbound L/T | 200± | 83 | 142 |
| Northbound R | 125± | <25 | 34 |
| Southbound L/T/R | >1000 | <25 | <25 |
| *Saturday Midday Peak Hour* | | | |
| Eastbound T/R | 1700± | 439 | 739 |
| Westbound L | 250± | 45 | 89 |
| Westbound T/R | >2000 | 261 | 403 |
| Northbound L/T | 200± | 31 | 69 |
| Northbound R | 125± | <25 | <25 |
| Southbound L/T/R | >1000 | <25 | <25 |

[1]Average and 95th percentile queue lengths are reported in feet per lane.

As presented in **Table 11** and **Table 12**, the average and 95th percentile vehicle queues at the signalized study intersection will generally be contained within available storage lanes under Build conditions during peak hours. The project will not significantly change queue lengths compared to No-Build conditions and will generally result in an increase of 1 vehicle or less on all approaches.



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# 6.0 PARKING ANALYSIS

This parking evaluation has been prepared in support of the sports complex which is proposed to be supported by 355± parking spaces. Peak parking requirements are based on parking rates published by the Institute of Transportation Engineers (ITE) and empirical parking data.

## 6.1 PROJECTED PEAK PARKING DEMAND

Empirical time-of-day factors based on observations at health clubs in Framingham and Westborough, MA in January 2007 and the Essex Sports Club in Middleton, MA in March 2017 were used to model the parking demands at the Site and to estimate the peak parking demand on a weekday and on a Saturday. The estimated peak parking demands for the site are therefore based on a database of parking characteristics for the various uses as published in *ITE's Parking Generation* and empirical data. **Table 13** summarizes the peak parking demand for the sports complex based on ITE and empirical parking methodology. Projected hourly peak parking demand calculations are presented in the **Appendix**.

**TABLE 13**
**PEAK PARKING DEMAND**

| Day of Week | Empirical Data[1] | ITE Data[2] |
|---|---|---|
| Weekday | **308** | 300 |
| Saturday | **322** | 279 |

[1]Based on empirical parking data for health club (35,000 sf) and soccer complex uses (3 fields).
[2]Based on ITE Parking Generation 4th Edition applied to LUC 492 Health/Fitness Club (35,000 sf) and LUC Soccer Complex (3 fields).

As shown in **Table 13:**

- *Empirical Parking Rates.* Applying empirical parking demand rates for the sports complex results in a peak parking demand for the Site of 308 spaces on a weekday and 322 spaces on a Saturday.

- *ITE Parking Rates.* Applying ITE parking demand rates for the sports complex results in a peak parking demand for the Site of 300 spaces on a weekday and 279 spaces on a Saturday.

The proposed parking supply at the site of 355± marked parking spaces is projected to adequately accommodate the anticipated parking demand of up to 322 parked vehicles under typical facility operating conditions. To the extent special programming is planned for the sports complex facility (for example, hockey tournaments and swim meets) additional parking may be required subject to a parking management protocol to be developed by Proponent. The Proponent anticipates 10-15 events a year that may require overflow parking and is currently in discussions with owner of the adjacent office buildings located at 888-892 Worcester Street as one potential location to accommodate the special event parking overflow if necessary. The special events typically occur on holiday weekends and are also anticipated to include the Wellesley/Newton hockey games.

# 7.0 UNSIGNALIZED ACCESS ALTERNATIVE

To the extent MassDOT does not support a traffic signal at the primary site driveway, the Proponent is considering an alternative unsignalized access plan for the primary site driveway intersection with Route 9. Under this unsignalized scenario the primary site driveway will allow left-in and right-in access but would restrict egress onto Route 9 to right-turn only. Assessment of this unsignalized access alternative is provided below.

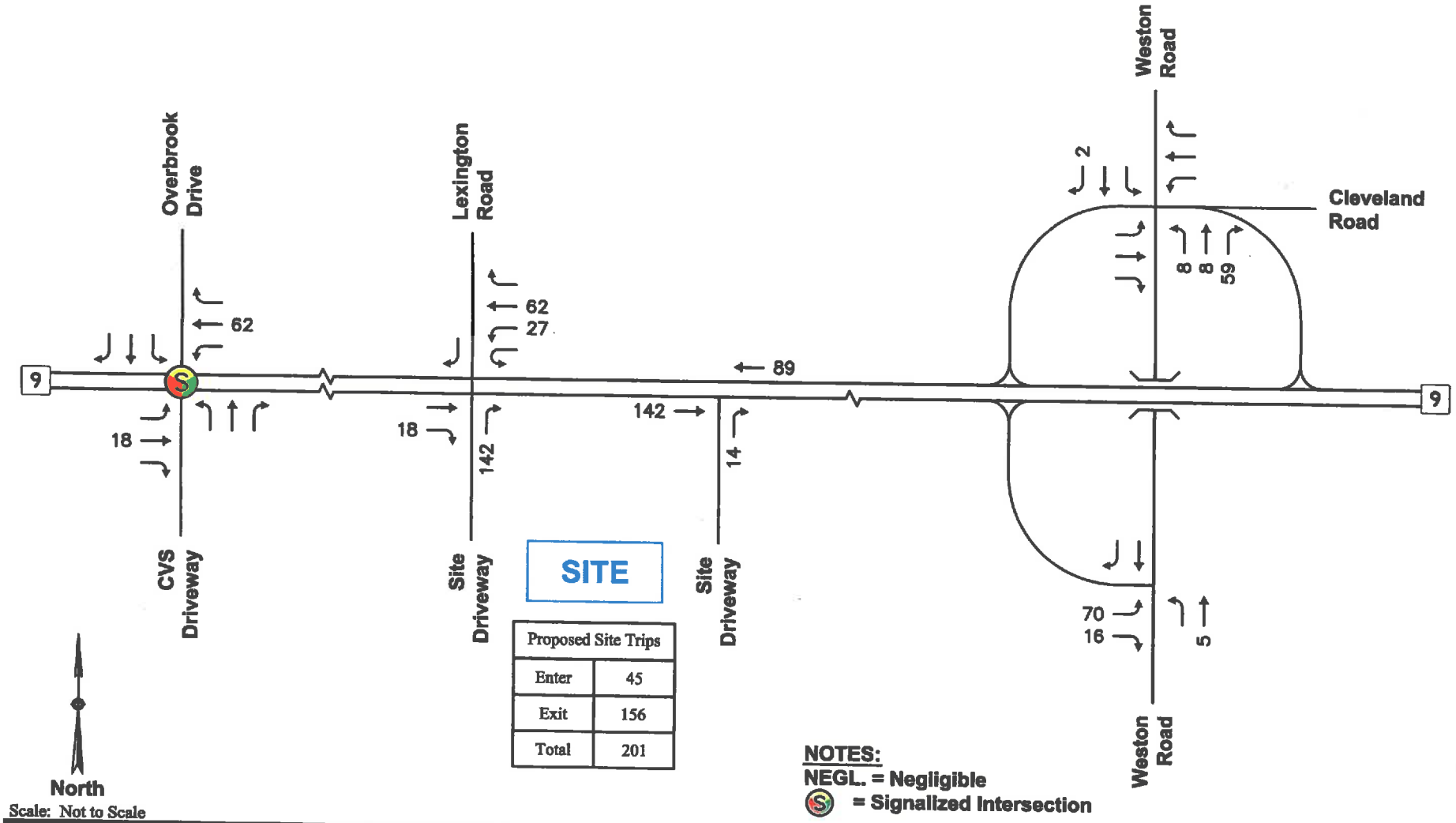
## 7.1 TRIP DISTRIBUTION

The distribution for projected traffic for the proposed sports complex under the unsignalized access alternative would continue to be distributed as presented in **Figure 9**. However, with left-turn egress restricted onto Route 9, vehicle trips from the Site would be required to use Weston Road to reverse direction to access Route 9 westbound. Likewise, the adjacent office development at 888 – 892 Worcester Street would also continue to use Weston Road to access Route 9 westbound. As previously mentioned 60% of the trips from the adjacent office building are projected to arrive and depart to/from the west along Route 9.

Development-related trips for the sports complex were assigned to the roadway network using the trip-generation estimates shown in **Table 6** and the distribution patterns presented in **Figure 9**. New development-related trips under the alternative access plan at each intersection approach for the weekday morning, weekday evening, and Saturday peak hours are quantified in **Figure 16, Figure 17,** and **Figure 18,** respectively.

## 7.2 ALTERNATIVE BUILD TRAFFIC VOLUMES

Future Build condition traffic volumes were arrived at by adding development-specific traffic volumes to the 2024 No-Build conditions. The resulting 2024 Build condition (Alternative) traffic-volume networks for the weekday morning, weekday evening and Saturday midday peak hours are displayed in **Figure 19, Figure 20,** and **Figure 21,** respectively.




| Proposed Site Trips | |
|---|---|
| Enter | 45 |
| Exit | 156 |
| Total | 201 |

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**Figure 16**

**Site Generated Trips**
**Weekday Morning Peak Hour Traffic Volumes**
**(Unsignalized Access Alternative)**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

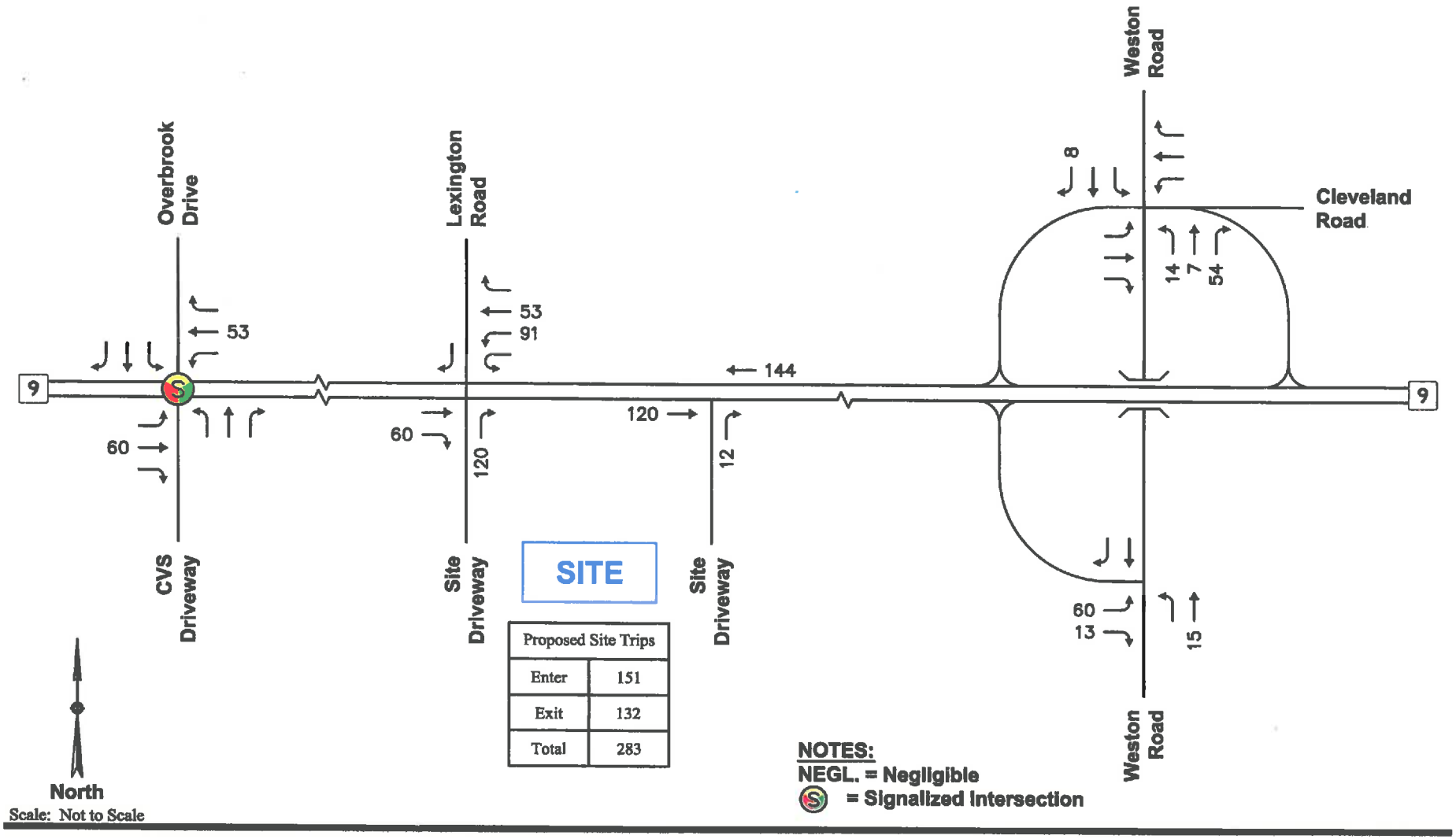


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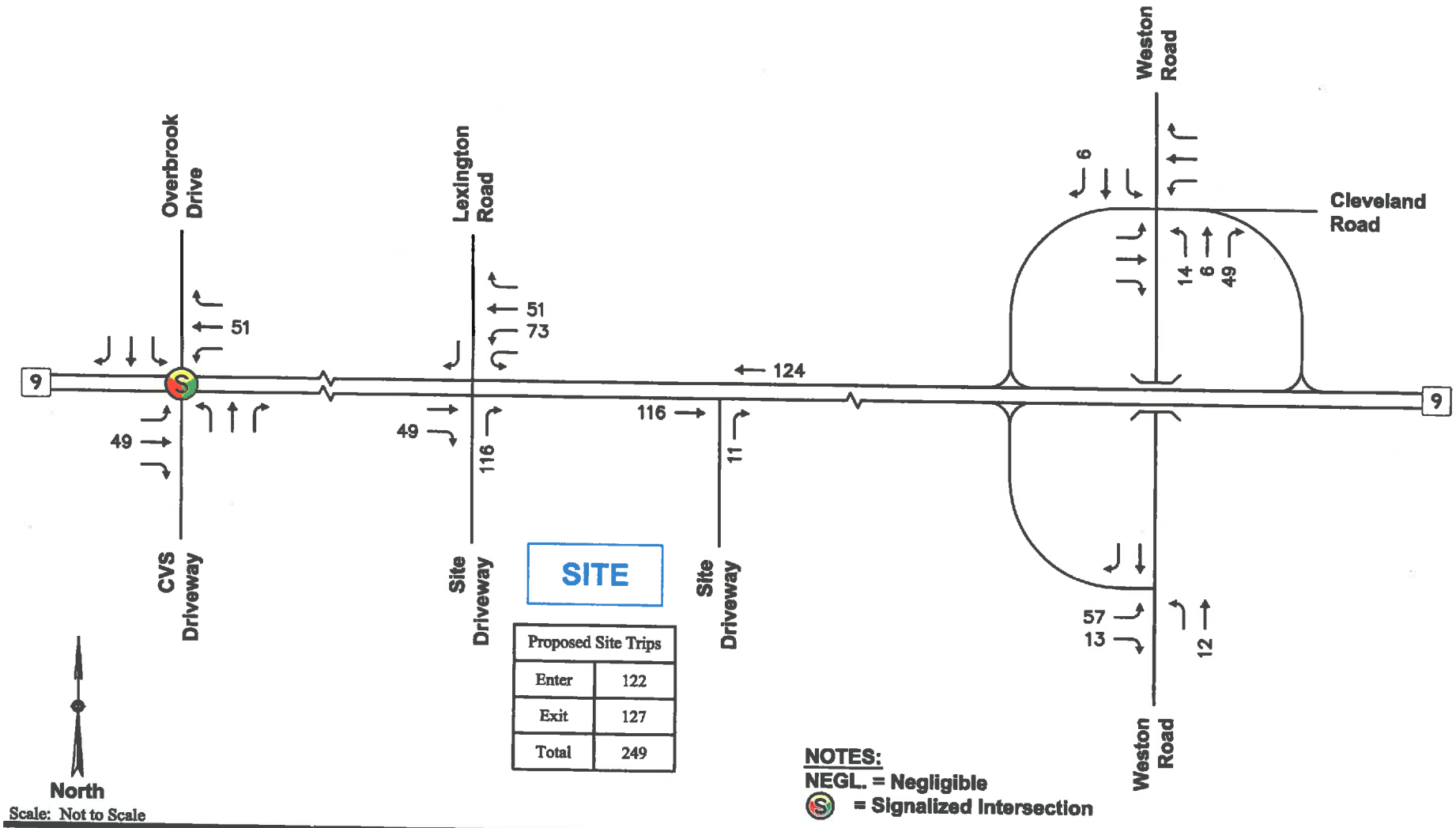
**Figure 17**

**Site Generated Trips**
**Weekday Evening Peak Hour Traffic Volumes**
**(Unsignalized Access Alternative)**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg




| Proposed Site Trips | |
|---|---|
| Enter | 122 |
| Exit | 127 |
| Total | 249 |

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**Figure 18**

**Site Generated Trips**
**Saturday Midday Peak Hour Traffic Volumes**
**(Unsignalized Access Alternative)**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

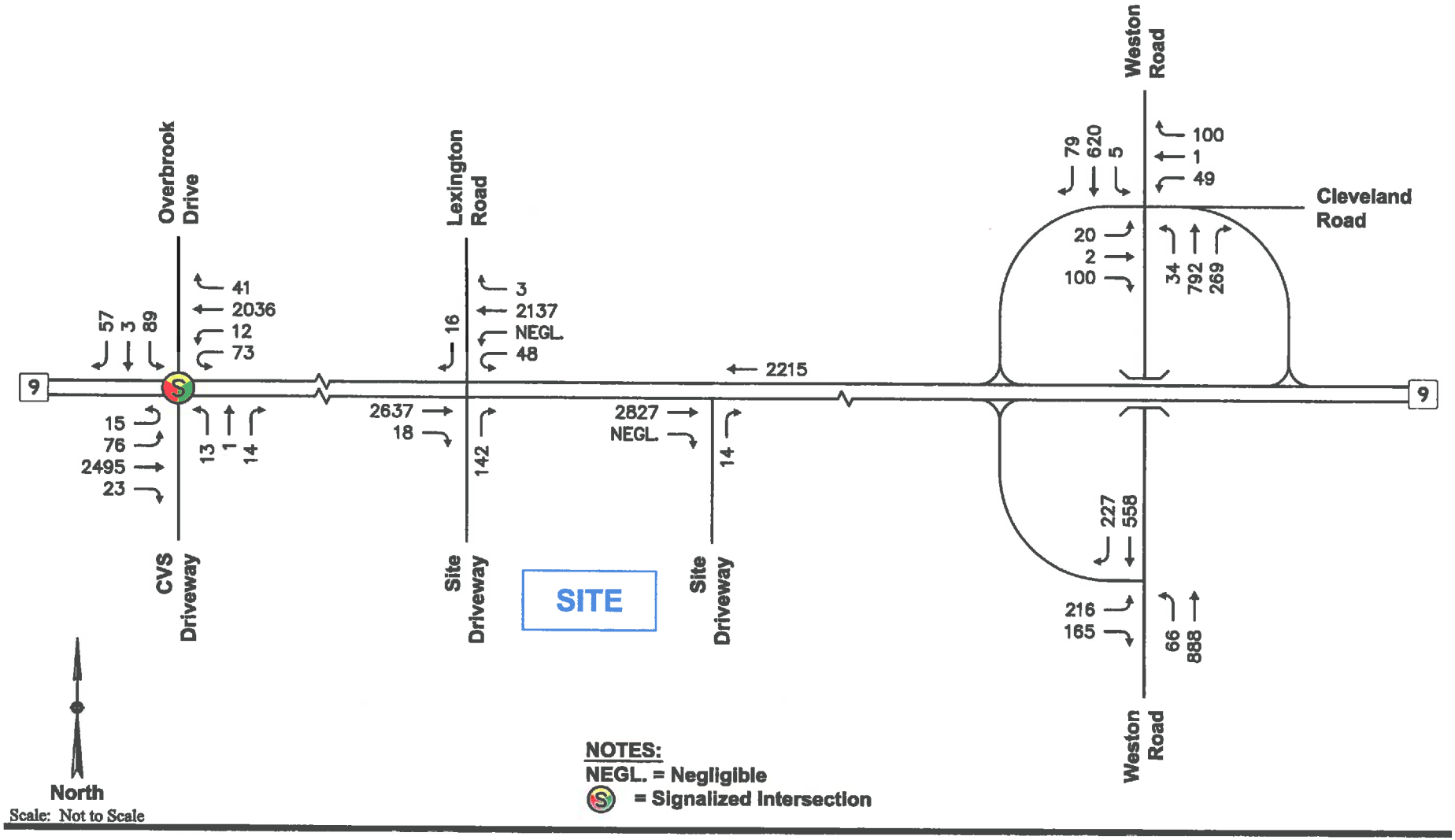


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**Figure 19**

**2024 Alternate Build Conditions**
**Weekday Morning Peak Hour Traffic Volumes**
**(Unsignalized Access Alternative)**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

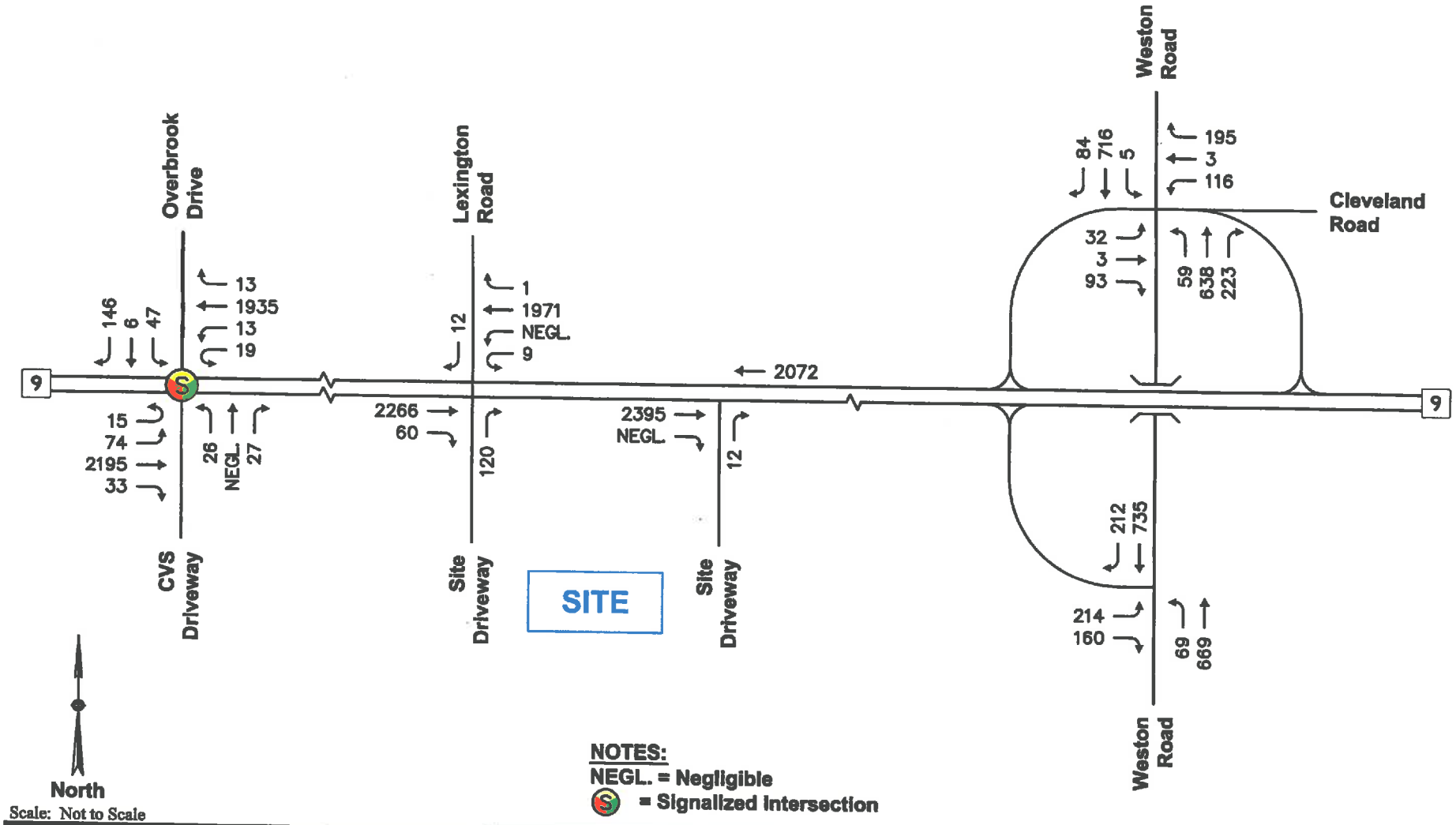


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**Figure 20**

**2024 Alternate Build Conditions**
**Weekday Evening Peak Hour Traffic Volumes**
**(Unsignalized Access Alternative)**

Date: March 2017
Dwg No. 923 TIAS.dwg

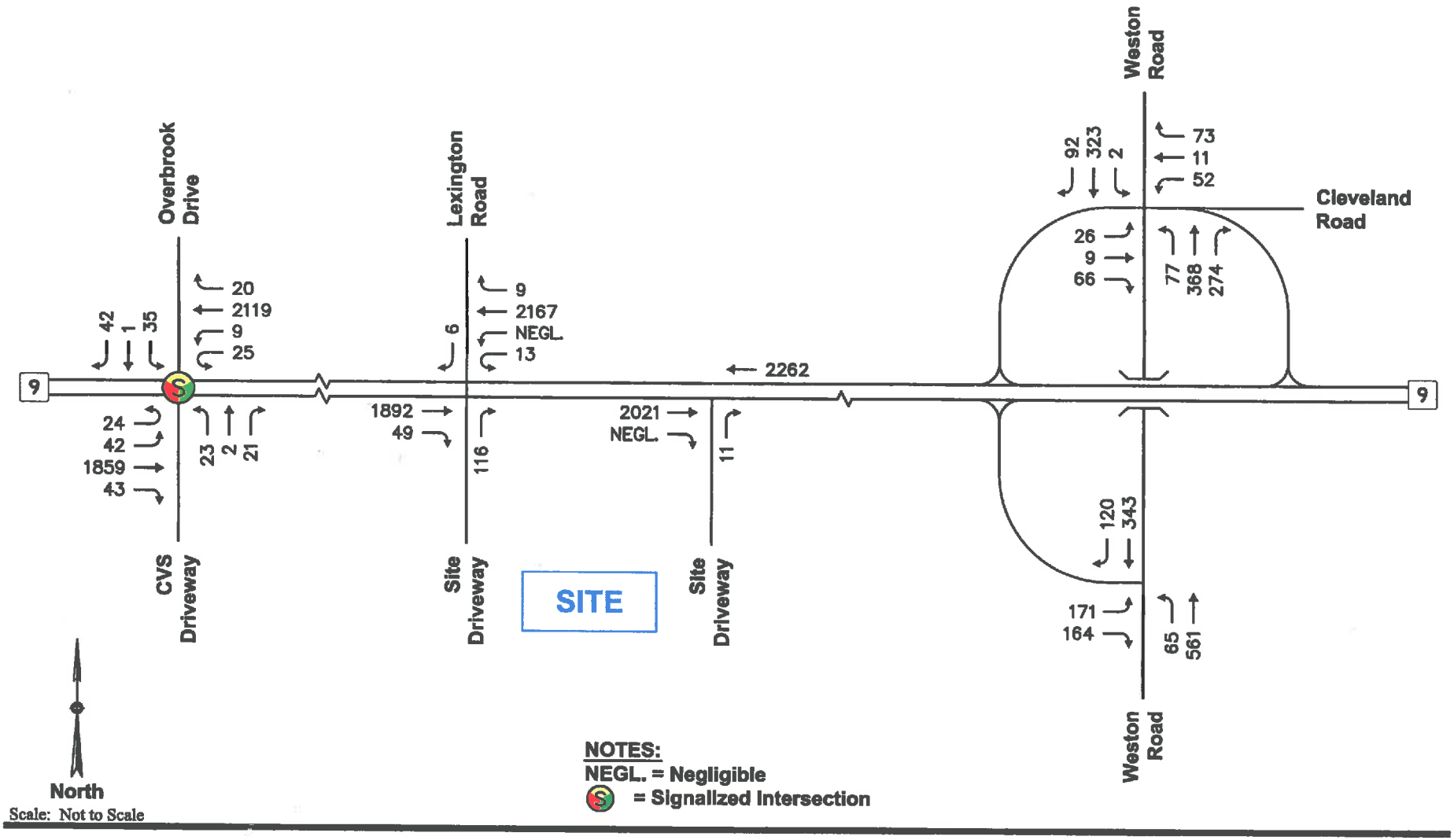


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**Figure 21**

**2024 Alternate Build**
**Saturday Midday Peak Hour Traffic Volumes**
**(Unsignalized Access Alternative)**

Date: May 2017
Dwg No. 923 TIAS02 (5-24-17).dwg

## 7.3 INTERSECTION CAPACITY ANALYSIS RESULTS

Capacity analysis results for the weekday morning, weekday evening and Saturday midday peak hour capacity analysis results for the study intersections under the unsignalized access alternative are described below, with detailed analysis results presented in the **Appendix**.

### 7.3.1 Level of Service Analysis

The capacity analysis results for the intersections in the study area are summarized in **Table 14**, **Table 15** and **Table 16** for the weekday morning, weekday evening, and Saturday midday peak hours, respectively. Detailed analysis results are presented in the **Appendix**.

**TABLE 14**
**INTERSECTION CAPACITY ANALYSIS RESULTS**
**WEEKDAY MORNING PEAK HOUR**
**(UNSIGNALIZED ACCESS ALTERNATIVE)**

| Intersection | Approach | 2024 No-Build | | | 2024 Build (Signalized) | | | 2024 Build (Alternative) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | v/c[1] | Delay[2] | LOS[3] | v/c | Delay | LOS | v/c | Delay | LOS |
| Route 9 at | Eastbound | >1.0 | 49 | D | >1.0 | 51 | D | >1.0 | 51 | D |
| Overbrook Dr/ | Westbound | 0.86 | 24 | C | 0.89 | 21 | C | 0.89 | 26 | C |
| CVS Driveway | Northbound | 0.14 | 55 | D | 0.14 | 55 | D | 0.14 | 55 | D |
| | Southbound | 0.97 | >80 | F | 0.97 | >80 | F | 0.97 | >80 | F |
| | **OVERALL** | **>1.0** | **40** | **D** | **>1.0** | **40** | **D** | **>1.0** | **42** | **D** |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.97 | 11 | B | 0.00 | <5 | A |
| Lexington Rd/ | Westbound | 0.00 | <5 | A | 0.67 | 6 | A | 0.00 | <5 | A |
| Site Driveway | WB U-Turn/ L | >1.0 | >50 | F | 0.51 | 64 | E | >1.0 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.51 | 40 | D | >1.0 | >50 | F |
| | Southbound | 0.08 | 23 | C | 0.08 | <5 | A | 0.08 | 24 | C |
| | **OVERALL** | **n/a** | **n/a** | **n/a** | **0.97** | **10** | **A** | **n/a** | **n/a** | **n/a** |
| Route 9 EB Ramps | EB L/R Exit[5] | 0.81 | 44 | E | 0.83 | 46 | E | >1.0 | >50 | F |
| at Weston Rd | Northbound | 0.09 | 10 | A | 0.09 | 10 | A | 0.09 | <5 | A |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 WB Ramps | EB L Exit | 0.27 | 69 | F | 0.27 | >50 | F | 0.28 | 71 | F |
| at Weston Rd/ | EB T/R Exit | 0.23 | 16 | C | 0.23 | 16 | C | 0.23 | 16 | C |
| Cleveland Rd | WB L/R Exit | 0.67 | >50 | F | 0.68 | >50 | F | 0.69 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Southbound | 0.01 | <5 | A | 0.01 | <5 | A | 0.01 | <5 | A |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Site Driveway | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | NB R Exit | 0.00 | <5 | A | 0.14 | 42 | E | 0.14 | 44 | E |

[1] Volume-to-capacity ratio
[2] Average control delay per vehicle (in seconds)
[3] Level of service
[4] n/a = not applicable



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## TABLE 15
## INTERSECTION CAPACITY ANALYSIS RESULTS
## WEEKDAY EVENING PEAK HOUR
## (UNSIGNALIZED ACCESS ALTERNATIVE)

| Intersection | Approach | 2024 No-Build | | | 2024 Build (Signalized) | | | 2024 Build (Alternative) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | v/c[1] | Delay[2] | LOS[3] | v/c | Delay | LOS | v/c | Delay | LOS |
| Route 9 at | Eastbound | 0.89 | 27 | C | 0.92 | 29 | C | 0.92 | 29 | C |
| Overbrook Dr/ | Westbound | 0.80 | 17 | B | 0.82 | 15 | B | 0.82 | 18 | B |
| CVS Driveway | Northbound | 0.43 | 71 | E | 0.43 | 71 | E | 0.43 | 71 | E |
| | Southbound | 0.82 | 56 | E | 0.83 | 57 | E | 0.83 | 57 | E |
| | **OVERALL** | **0.89** | **24** | **C** | **0.92** | **24** | **C** | **0.92** | **25** | **C** |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.90 | 8 | A | 0.00 | <5 | A |
| Lexington Rd/ | Westbound | 0.00 | <5 | A | 0.61 | 6 | A | 0.00 | <5 | A |
| Site Driveway | WB U-Turn/ L | 0.20 | >50 | F | 0.59 | 66 | E | >1.0 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.61 | 44 | D | 0.68 | >50 | F |
| | Southbound | 0.05 | 20 | C | 0.05 | <5 | A | 0.05 | 21 | C |
| | **OVERALL** | **n/a** | **n/a** | **n/a** | **0.90** | **10** | **A** | **n/a** | **n/a** | **n/a** |
| Route 9 EB Ramps | EB L/R Exit[5] | 0.76 | 36 | E | 0.61 | 25 | C | >1.0 | >50 | F |
| at Weston Rd | Northbound | 0.10 | 11 | B | 0.10 | 11 | B | 0.10 | 11 | B |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 WB Ramps | EB L Exit | 0.62 | >50 | F | 0.61 | >50 | F | 0.66 | >50 | F |
| at Weston Rd/ | EB T/R Exit | 0.26 | 18 | C | 0.26 | 18 | C | 0.26 | 18 | C |
| Cleveland Rd | WB L/R Exit | >1.0 | >50 | F | >1.0 | >50 | F | >1.0 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Southbound | 0.01 | <5 | A | 0.01 | <5 | A | 0.01 | <5 | A |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Site Driveway | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | NB R Exit | 0.00 | <5 | A | 0.08 | 29 | D | 0.09 | 31 | D |

[1] Volume-to-capacity ratio
[2] Average control delay per vehicle (in seconds)
[3] Level of service
[4] n/a = not applicable



MDM

**TABLE 16**
**INTERSECTION CAPACITY ANALYSIS RESULTS**
**SATURDAY MIDDAY PEAK HOUR**
**(UNSIGNALIZED ACCESS ALTERNATIVE)**

| Intersection | Approach | 2024 No-Build | | | 2024 Build (Signalized) | | | 2024 Build (Alternative) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | v/c[1] | Delay[2] | LOS[3] | v/c | Delay | LOS | v/c | Delay | LOS |
| Route 9 at | Eastbound | 0.80 | 18 | B | 0.82 | 19 | B | 0.82 | 19 | B |
| Overbrook Dr/ | Westbound | 0.94 | 29 | C | 0.97 | 32 | C | 0.94 | 29 | C |
| CVS Driveway | Northbound | 0.18 | 39 | D | 0.18 | 39 | D | 0.18 | 39 | D |
| | Southbound | 0.42 | 28 | C | 0.42 | 28 | C | 0.42 | 28 | C |
| | **OVERALL** | **0.94** | **24** | **C** | **0.97** | **26** | **C** | **0.94** | **24** | **C** |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.78 | 18 | B | 0.00 | <5 | A |
| Lexington Rd/ | Westbound | 0.00 | <5 | A | 0.70 | 7 | A | 0.00 | <5 | A |
| Site Driveway | WB U-Turn/ L | 0.17 | >50 | F | 0.42 | 41 | D | 0.69 | >50 | F |
| | Northbound | 0.00 | <5 | A | 0.33 | 22 | C | 0.50 | 34 | D |
| | Southbound | 0.03 | 23 | C | 0.02 | <5 | A | 0.03 | 24 | C |
| | **OVERALL** | **n/a** | **n/a** | **n/a** | **0.78** | **13** | **B** | **n/a** | **n/a** | **n/a** |
| Route 9 EB Ramps | EB L/R Exit[5] | 0.47 | 16 | C | 0.48 | 16 | C | 0.63 | 21 | C |
| at Weston Rd | Northbound | 0.07 | 9 | A | 0.06 | 9 | A | 0.07 | <5 | A |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 WB Ramps | EB L Exit | 0.11 | 21 | C | 0.11 | 21 | C | 0.11 | 21 | C |
| at Weston Rd/ | EB T/R Exit | 0.13 | 12 | B | 0.13 | 12 | B | 0.13 | 12 | B |
| Cleveland Rd | WB L/R Exit | 0.25 | 17 | C | 0.25 | 17 | C | 0.26 | 18 | C |
| | Northbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | Southbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Route 9 at | Eastbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| Site Driveway | Westbound | 0.00 | <5 | A | 0.00 | <5 | A | 0.00 | <5 | A |
| | NB R Exit | 0.00 | <5 | A | 0.05 | 22 | C | 0.06 | 23 | C |

[1] Volume-to-capacity ratio
[2] Average control delay per vehicle (in seconds)
[3] Level of service
[4] n/a = not applicable



MDM

As summarized in **Table 14, Table 15, and Table 16**, the proposed development without a signal at the primary site driveway does not result in any significant change in operations at the study intersections of Route 9 at Overbrook Drive or Route 9/Weston Road interchange compared to No-Build conditions; under this scenario a moderate increase in left-turns (60-70 peak hour trips) at the Route 9 eastbound ramp/Weston Road is projected during peak facility operating periods.

# 8.0 RECOMMENDATIONS AND CONCLUSIONS

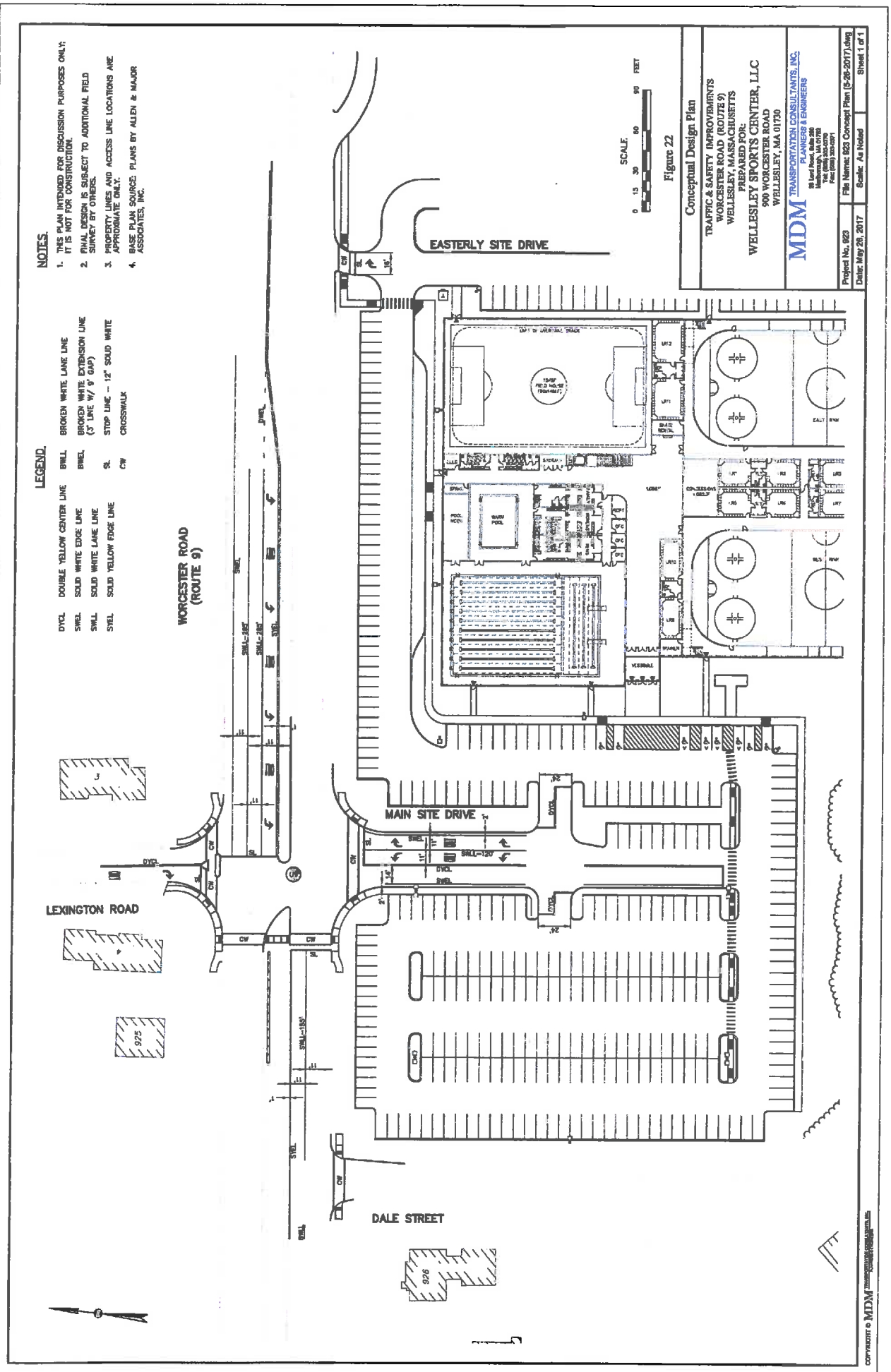
## 8.1 RECOMMENDATIONS

Trip generation for the development is estimated at approximately 201 trips during the weekday morning peak hour, 283 trips during the weekday evening peak hour, and 249 vehicle trips during the Saturday midday peak hour. The incremental traffic associated with the proposed development is not expected to materially impact operating conditions at the study intersections compared to No-Build conditions away from the primary site driveway. Relative to No-Build conditions, the project, by providing a cross-connecting driveway to the adjacent office building, will provide a net *reduction* in trips (on the order of 60 fewer trips) at the Weston Road interchange during the peak hours. Access improvements, as shown conceptually in **Figure 22**, that support projected traffic increases associated with the proposed development at the Route 9/Lexington Road/Primary Site Driveway intersection are identified that aim to minimize/offset project-related traffic impacts and address access needs for the Site. Recommended improvements include (a) access-related improvements, (b) off-site improvements, (c) special event parking management protocol, and (d) implement a robust TDM program. The mitigation commitments by the Proponent will be further refined as the project undergoes the local and state-level review processes and the MassDOT Access Permit process.

## 8.2 ACCESS/EGRESS IMPROVEMENTS

MDM recommends access-related improvements aimed at enhancing traffic operations and/or travel safety including the following which are subject to MassDOT permit requirements:

- *Pedestrian Facilities.* Sidewalks connecting the development to the existing sidewalk system along Route 9 are anticipated to encourage non-vehicle travel. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system.


NOTES:
1. THIS PLAN INTENDED FOR DISCUSSION PURPOSES ONLY; IT IS NOT FOR CONSTRUCTION.
2. FINAL DESIGN IS SUBJECT TO ADDITIONAL FIELD SURVEY BY OTHERS.
3. PROPERTY LINES AND ACCESS LINE LOCATIONS ARE APPROXIMATE ONLY.
4. BASE PLAN SOURCE: PLANS BY ALLEN & MAJOR ASSOCIATES, INC.
LEGEND:
DYCL DOUBLE YELLOW CENTER LINE
SWEL SOLID WHITE EDGE LINE
SWLL SOLID WHITE LANE LINE
SYEL SOLID YELLOW EDGE LINE
BWLL BROKEN WHITE LANE LINE
BWEL BROKEN WHITE EXTENSION LINE (3' LINE W/ 9' GAP)
SL STOP LINE - 12" SOLID WHITE
CW CROSSWALK
WORCESTER ROAD (ROUTE 9)
EASTERLY SITE DRIVE
MAIN SITE DRIVE
LEXINGTON ROAD
DALE STREET
SCALE: 0 15 30 60 90 FEET
Figure 22
Conceptual Design Plan
TRAFFIC & SAFETY IMPROVEMENTS
WORCESTER ROAD (ROUTE 9)
WELLESLEY, MASSACHUSETTS
PREPARED FOR:
WELLESLEY SPORTS CENTER, LLC
900 WORCESTER ROAD
WELLESLEY, MA 01730
MDM TRANSPORTATION CONSULTANTS, INC.
PLANNERS & ENGINEERS
Project No., 923
File Name: 923 Concept Plan (5-26-2017).dwg
Date: May 26, 2017
Scale: As Noted
Sheet 1 of 1
COPYRIGHT © MDM

- *Secondary Driveway Restriction.* The existing secondary driveways serving Site will be restricted to right-turn egress-only movements.

- A "STOP" sign (R1-1), "One-Way" (R6-1), and "Do-Not Enter" (R5-1) signs are recommended on the proposed secondary site driveway intersection with Route 9. Accordingly, a marked "STOP" line and right turn arrow pavement marking will also be installed. The signs and pavement markings will be compliant with the Manual on Uniform Traffic Control Devices (MUTCD).

- Plantings (shrubs, bushes) and structures (walls, fences, etc.) should be maintained at a height of 2 feet or less above the adjacent roadway grade within the sight lines in vicinity of the Route 9 in order to continue to provide unobstructed sight lines.

*Route 9 at Lexington Road/Primary Site Driveway*

In order to accommodate the proposed sports complex and to mitigate traffic impacts at the Route 9 eastbound off-ramp/Weston Road intersection (most notably, the eastbound left-turns), MDM recommends that geometric improvements be implemented at the Primary Site Driveway/Lexington Road intersection along Route 9. As these improvements represent a preferred Build program for access/egress at the Site, they are assumed under the Build condition capacity analyses presented in *Section 4* of this TIAS. Proponent-sponsored improvements at the intersection of Route 9 and Primary Site Driveway/Lexington Road are shown in **Figure 22** and include a) coordinated signal control with the nearby signals at Overbrook Drive and Oak Street; b) an exclusive westbound left-turn lane along Route 9 to enter the site; c) a two-lane Site driveway approach to Route 9 with separate left- and right-turn exiting lanes; d) exclusive pedestrian crossing of Route 9 with pushbutton activation; and (e) closure of the median island break along Route 9 near the secondary site driveway. The design specifically excludes an eastbound left-turn lane and through movements between the Site and Lexington Road on the basis that eastbound Route 9 access to the neighborhoods north of Route 9 are accommodated at nearby Overbrook Drive which has been subject to a monitoring program as part of the recently completed CVS development approvals.

## *8.3 SPECIAL EVENT PARKING MANAGMENT*

The proposed parking supply at the site of 355± marked parking spaces is projected to adequately accommodate the anticipated parking demand of up to 322 parked vehicles under typical facility operating conditions. To the extent special programming is planned for the sports complex facility (for example, hockey tournaments and swim meets) additional parking may be required subject to a parking management protocol to be developed by Proponent. The Proponent anticipates 10-15 events a year that may require overflow parking and is currently in discussions with owner of the adjacent office buildings located at 888-892 Worcester Street as one potential location to accommodate the special event parking overflow if necessary. The special events typically occur on holiday weekends and are also anticipated to include the Wellesley/Newton hockey games.

## 8.4 TRANSPORTATION DEMAND MANAGEMENT (TDM)

The Proponent commits to reduce auto dependency for the sports complex by implementing a TDM program. A preliminary list of potential TDM program elements may include the following, subject to refinement of the development program and further evaluation by the Proponent:

- *On-Site Transportation Coordinator.* The Proponent will designate an on-site transportation coordinator. The transportation coordinator will be responsible for disseminating relevant TDM information to employees including posting TDM information at appropriate locations within the buildings. Such postings may include making information on MassRides available to employees at orientation.

- *MassRides.* MassRides is the Executive Office of Transportation's statewide travel options program providing free assistance to commuters, employers, students, and other traveler markets. MassRides programs may encourage workers to use alternative forms of transportation such as carpooling, vanpooling, and to utilize a large database for rideshare matching. The Proponent will promote commuter assistance programs available through MassRides as part of the employee orientation programs. MassRides information will also be posted.

- *Regional Transit Authority (MWRTA) Transit Stop.* The Proponent will work with the MWRTA to dedicated bus stop on-site or adjacent to the Site along Route 9 as part of the existing Bus Route 1 which currently provides flag down service along Route 9.

- *Provide a Bus Drop-Off/Parking Area.* The Proponent will provide a dedicated bus drop-off/ parking area on-site that is adjacent to a main entranceway to promote bus use by local and regional sports teams.

- *Public Transportation Information & Promotion.* Posting of service and schedule information for employees and patrons; on-site sale of transit passes to promote the use of public transportation by employees and patrons.

- *Consideration of an Employee Transit Pass Subsidy.* The Proponent will consider providing a transit pass subsidy for all full-time employees.

- *Pedestrian Infrastructure/Walking Incentives.* The proposed site layout will include additional sidewalks to proposed building that connects to the existing sidewalk system along Route 9 and to the parking areas.

- *Tenant Manual for Employee Services.* The Proponent will prepare a Tenant Manual that will offer their employees: 1) direct deposit of paychecks; 2) transit pass subsidies; and 3) a guaranteed ride home program for employees who van/carpool.

- *On-Site Amenities.* The project will include a number of on-site amenities that will promote employees and patrons to remain on-site. These services include but are not limed to food services, an on-site pro-shop, on-site equipment sales and services, and on-site showers.

- *Electric Vehicle Charging Stations and Preferential Parking for Low-Emission Vehicles.* Preferential parking locations for those who use low-emission vehicles will be provided on-site. The number and location of the electric vehicle charging station(s) will be identified more specifically during the local site plan review and approval process.

- *Preferential Parking for Carpools and Vanpools.* Preferential parking locations for those who for carpools and vanpools will be provide on-site. The number and location of the parking space(s) will be identified more specifically during the local site plan review and approval process.

- *No Idling Signage.* Installation of "No Idling" signs at the site's commercial vehicle parking areas/bus area to reduce the amount of greenhouse gasses emitted.

## 8.5 CONCLUSIONS

In summary, trip generation for the development is projected to only moderately increase traffic activity on area roadways relative to existing/baseline conditions with no material impact to operating conditions at primary study intersections. This assessment indicates that there is ample capacity at these study locations to accommodate these project-related traffic increases without the need for major infrastructure enhancements.

Proposed signal control at the primary Site driveway will accommodate peak Site operations with modest delays (LOS B or better) with neutral impact to the nearby interchange of Weston Road at Route 9. A cross-connecting driveway between the property and adjoining office building at 888-894 Worcester Road would result in a further net trip reduction at the interchange during peak hours relative to existing conditions that would result in reduced delays/improved operations relative to No-Build conditions. Signal control at the Site would also accommodate a controlled pedestrian crossing that connects the adjoining residential neighborhoods to the property, and that is consistent with the Town objectives of providing a Route 9 crossing point that is proximate to the Cochituate Aquifer Trail system.

Potential mitigation actions that are subject to MassDOT input and permits are identified that include access/egress improvements; special event parking management protocol, and Transportation Demand Management (TDM) actions including coordination with the regional transit authority (MWRTA) to integrate the Site as a stop with connections to the nearby intermodal and commuter rail facility.

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## 7. Discuss Liaison Updates

Marjorie is scheduled to give an update to the rest of the board on the activities of the boards she is assigned to.

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## 8. Executive Director's Report

- Approval of Minutes - the minutes of the two meetings on May 15th are included in your packet for approval.

**MOVE** to approve the regular session minutes of the two Board of Selectmen meetings of May 15 (morning) and evening, 2017.

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**Board of Selectmen Meeting: May 15, 2017**
**Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods**
**Also Present: Robinson, Jop**
**Minutes Approved:**

**Meeting Documents:**
1. Agenda

## 1. Call to Order

Ms. Freiman called the meeting to order at 8:30 a.m.

## 2. Citizen's Speak

None.

## 3. Discuss Public Safety Concerns with Secretary Bennett, Senator Ross, and Representative Peisch

Representative Alice Peisch, Senator Richard Ross, Secretary Dan Bennett, Police Chief Pilecki, Fire Chief Rick DeLorie, Assistant Fire Chief Jeff Peterson, DPW Director Michael Pakstis, and Greg Casey from Senator Ross's office joined the Board. Secretary Bennett discussed upcoming modifications to the Department of Public Safety and discussed Wellesley's part in the Boston Marathon. The group discussed ongoing public safety training issues concerning school threats, terrorist attacks, recreational marijuana laws and opioids. Secretary Bennett was complimentary of Wellesley's existing public safety personnel and protocols.

**The Board of Selectmen meeting adjourned at 9:35 am.**

**Board of Selectmen Meeting: May 15, 2017**
**Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods**
**Also Present: Robinson, Jop**
**Minutes Approved:**

**Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. Weekly Report
4. BOS Calendar
5. Minutes of April 25, May 4, and May 8, 2017
6. Crepe Berry Common Victualler Application
7. Draft HHU Facilities Project Position Statement
8. Email from Neal Glick Re: Lower Falls RFI
9. Lower Falls RFI
10. RFI Response by George Levine and William Roberts
11. FY17 General Fund Budget Report through May 8, 2017
12. Veteran's Service District Monthly Report, April 2017
13. Flyer – 978R Worcester Street Affordable Housing Notice
14. Flyer – Wellesley Service Day – Elizabeth Seton Residence
15. Great Places in America Application

## 1. Call to Order

Ms. Freiman called the meeting to order at 7:00 p.m.

Ms. Freiman thanked the Elizabeth Seton Residence for hosting a volunteer appreciation reception.

## 2. Citizen's Speak

None.

## 3. Executive Director's Update

Ms. Robinson congratulated Sheryl Strother on being named the President of the Massachusetts Government Finance Officers Association for the next year. Ms. Robinson noted the Municipal Light Plan has advised Comcast to improve their housekeeping of equipment and wires on poles. Ms. Robinson also noted the Town has recently received a $22,000 credit against the MIAA Insurance bill for participating in qualifying programs.

### Minutes

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the regular session minutes of the Board of Selectmen meetings of April 25, 2017, May 4, 2017, and May 8, 2017.**

### War Memorial Scholarship

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the recommendation of the Wellesley Scholarship Foundation for a named scholarship in the amount of $5,000 for the 2017-2018 academic year.**

## 4. Common Victualler Application for Crepe Berry, 352 Washington Street

Ms. Amelia Childs joined the Board. Ms. Childs is proposing to take over the existing Dorset Tea store located at 352 Washington Street with Crepe Berry an all vegetarian café. Ms. Childs is also the owner of the Broken Grounds Café in Newton, Ma. The Board discussed the hours of operation with Ms. Childs.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to award a Common Victualler License to Amelia Childs to operate a restaurant named Crepe Berry at 352 Washington Street until December 31, 2017, contingent upon final Board of Health approval.**

## 5. Joint Meeting with the School Committee

The School Committee joined the Board of Selectmen to discuss the Hardy, Hunnewell, and Upham facilities project. Ms. Sharon Gray, Mr. Matt Kelley, Mr. Michael D'Orenzio Jr., Dr. Anthony Bent, and Ms. Melissa Martin joined the Board. Dr. David Lussier, Superintendent also joined the Board.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the boards voted (10-0) to elect Marjorie Freiman as Chair of the joint meeting.**

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the boards voted (10-0) to elect Sharon Gray as Vice Chair of the joint meeting.**

Ms. Gray shared with the Selectmen the draft position statement the Committee had put together. The Board asked questions of the Committee, including the timing of P.A.W.S. feasibility, HHU swing space, the "proof of concept" phase, and the term of the potential School Building Committee (SBC).

Mr. Kelley discussed the potential membership structure of a SBC. The School Committee recommended the Town largely mirror the requirements of the Massachusetts School Building Authority for the establishment of a SBC.

Ms. Freiman discussed next steps including holding additional Joint Meetings with the School Committee to evaluate information from the staff-led working group and to finalize the charge and membership of the SBC.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the boards voted (10-0) to dissolve the joint meeting.**

## 6. Discussion of Budget Process with Advisory Members

Members of the Advisory Committee joined the Board to review and discuss the annual budget process. Advisory Committee members present were Frank Pinto, Sara Raveret, Mark Kaplan, Mike Hluchyj, Rose Mary Donahue, Tom Fitzgibbons, Kathleen Woodward, Alena Poirer, Jane Andrews, Michael Mastrianni, Andrea Ward, and Thomas Skelly.

The group discussed the budget guidelines. Suggestions were made to include Advisory in setting the guidelines, considering separate guidelines for operating and capital budgets, and creating a strict adherence policy to the guidelines. A budget education tool for the public and Town Meeting Members was suggested.

Ms. Robinson suggested the creation of a budget preparation manual that identifies timelines and answers frequently asked questions. Advisory was supportive of the concept and noted that the preparation and distribution of the Advisory Book needs to be considered in the calendar.

Members of Advisory discussed adding formalized Town Bylaws on the budget process to assign uniformity to the departments.

Ms. Robinson discussed ideas to improve the process including moving the date of the signing of the Warrant and creating a budget book to be used by Advisory and Town Meeting Members.

The Board and the Advisory Committee members agreed that the process needs improvement and discussed methods to work more cooperatively on establishing a better budget system and in particular ideas on improving the capital budget process.

## 7. Lower Falls RFI Submissions

Ms. Freiman noted the Board put out a Request for Information (RFI) for the River Street Parking Lot in Lower Falls at the request of several commercial property owners. The Town received one response to the RFI from Mr. George Levine and Mr. William Roberts. Ms. Freiman noted the Board also received a letter from abutters in response to the RFI. The Board discussed next steps and were not inclined to move forward at this time. The Board noted the Town is currently developing the Unified Plan and suggested the Town wait to look at Lower Falls in a more holistic way. The Board also wanted to consider Town parking priorities town-wide rather than site specific. Ms. Jop suggested working with the Planning Board to look at the land use and zoning in Lower Falls. The Board agreed to hold further work on the River Street Parking Lot at this time.

## 8. Liaison Updates

The Board decided to hold liaison updates until the next meeting.

**The Board of Selectmen meeting adjourned at 9:35 pm.**

- Approval of Entertainment License – Bertucci's Restaurant

Bertucci's restaurant has applied for an entertainment license to allow them to have live music on their patio for the summer season. Included in your packet is a copy of the Board's policy on entertainment licenses along with the application from Bertucci's. It is their intent to have 1 -2 musicians playing music Monday – Saturday evenings from 6 – 10 PM for the benefit of their customers.

This is the first application they have made for such a license. We have had no license issues with this restaurant to report, and thus recommend that this request be granted. We do not anticipate they will be present at the meeting to discuss this.

**MOVE** to approve the issuance of an Entertainment License to Bertucci's restaurant for live music to be played on their patio Monday – Saturday evenings from 6:00 PM to 10:00 PM for the remainder of calendar year 2017.

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# Town of Wellesley

## APPLICATION FOR ENTERTAINMENT LICENSE

The undersigned hereby applies for an Entertainment License in accordance with the provisions of M.G.L. Chapter 140, § 183A, and/or Chapter 136, § 4. If the application is approved and the license granted, the undersigned agrees to abide by the applicable statutes, as well as to abide by any rules and regulations or conditions promulgated by the Wellesley Board of Selectmen.

Please check the License(s) you are applying for:

☒ ***Yearly Weekday Entertainment License*** ***(Mondays thru Saturdays)*** / ☐ ***One-Time Entertainment License*** ***(Includes Sundays)***

☐ ***Yearly Sunday Entertainment License***

**Sunday Entertainment Licenses, in addition to Town of Wellesley approval, must be approved by the Massachusetts Department of Public Safety. This process will be completed by the Selectmen's office.**

Name of Establishment: Bertucci's Restaurant Corp d/b/a Bertucci's Brick Oven Pizzeria

Address of Establishment: 380 Washington St, Wellesley, MA

Telephone: 781-239-0990 Email address: licensing@bertucci's.com

Applicant (must be an individual): _____

Applicant's Residential Address: _____

Applicant's Home Telephone: _____ Applicant's DOB: _____

Applicant's Email Address: _____

If Business is a Corporation, name of Corporate Officers: Brian Connell, Brian Wright and Christine Moscaritolo

If Business is not a Corporation, name of Owner: _____

Owner's residential address: _____

Owner's Home Telephone: _____ Owners DOB: _____

Owner's Email Address: _____

*Continued on next page*

Describe in full the type of entertainment at your Establishment: We would like →

***ENTERTAINMENT LICENSE APPLICATION (continued)***

to have a guitarist, and maybe a keyboard as we perform for us on the patio area. The performer(s) will not be traveling around the restaurant. No cover charge. This is just background music for dine-in guests.

Number and type of Automatic Amusement Device(s) (if any)_____

State the proposed hours of the entertainment: 6pm - 10pm

Where on the premises will the entertainment be held: Patio

Name of Manager for the Establishment: Greg Potesta, GM

Signature of Applicant: _____ Date: 5/15/17

Application Approved: _____ Total Fee $_____

Application Denied: _____ Reason for Denial: _____

Conditions set by Board of Selectmen: _____

Signature of Authorizing Official: _____

TWO SIDED DOCUMENT

# Town of Wellesley

## Policy on the Licensing of Entertainment

Revised 09/01/06

No establishment holding an alcoholic beverage license or a common victualler license, issued by the Town of Wellesley, shall offer entertainment without being licensed in accordance with these regulations.

For purposes of this policy, entertainment is defined, as stated in Chapter 140, §183A, as any live or recorded music, the use of an amplification system, dancing by patrons, dancing by entertainers or performers, a theatrical exhibition, play or moving picture show, a floor show of any description, a light show of any description, or any other dynamic audio or visual show, whether live or recorded and automatic amusement devices as defined in Chapter 140, §177A.

Any establishment required to hold an Entertainment License, as defined above, shall complete and submit to the Board of Selectmen's office a signed Entertainment License Application. This application should be submitted at least forty-five (45) days prior to the date of the proposed entertainment. Upon receipt of a fully completed application, the Board will, within forty-five (45) days, either grant or deny the license. If the license is denied, the Board will provide the applicant with the opportunity for a hearing by written notification with at least seven (7) days notice. The license shall be either granted or denied within thirty (30) days following the hearing. If said license is denied, the reasons for denial shall be stated in writing.

**License Conditions**

The Board of Selectmen may impose reasonable limitations and conditions on any Entertainment License issued. Such limitations may include, but are not limited to, the type of entertainment, the number of performers, and the number and kinds of instruments.

The entertainment must be conducted in such a manner so as to protect employees, patrons, and members of the public inside or outside the premises from disruptive conduct, from criminal activity, and from health, safety, or fire hazards. The entertainment shall be conducted in such a manner as to prevent an unreasonable increase in the level of noise in the area caused by the licensed activity or caused by patrons entering or leaving the premises. The entertainment shall also be conducted in a manner designed to prevent an unreasonable increase in the level of pedestrian or vehicular traffic in the area of the premises or an unreasonable increase in the number of vehicles to be parked in the area of the premises. To the maximum extent possible, the noise from the entertainment should not be heard outside the boundaries of the licensed premises.

The space provided for entertainment shall be confined to areas described on the Entertainment License Application and approved by the Board of Selectmen.

The holder of an Entertainment License, issued by the Board of Selectmen, shall be subject to the terms and conditions as imposed by the Board and by M.G.L. Chapter 140, §183A. Any license issued under this policy may be suspended, modified, or revoked if any of the terms or conditions are violated or for other reasonable cause related to the public good and the licensee's fitness to hold a license.

**Hours of Operation**

The hours of the Entertainment License shall not extend beyond the hours of operation as stated on the establishment's alcoholic beverage license or common victualler license, and may be further limited at the discretion of the Board of Selectmen.

**Schedule of Fees**

The following schedule of fees shall apply to establishments issued an Entertainment License. No fee shall be collected in cases where the license is denied. There will be no automatic renewal of licenses issued on a yearly basis. Establishments must re-apply each year by completing an Application for Entertainment License form.

Under M.G.L. Chapter 136, §4, any entertainment held on a Sunday requires the approval of the Department of Public Safety, in addition to the Town of Wellesley. If approval for entertainment on a Sunday has been granted by the Town of Wellesley, the Executive Director, or the Executive Director's designee, shall forward to the Department of Public Safety three (3) copies of each of the completed application and license, along with the additional state fee.

**Town of Wellesley:**

| | |
|---|---|
| Yearly Entertainment License - | $100.00 (Monday thru Saturday only) |
| One-Time Entertainment License - | $20.00 (Includes Sundays) |
| Yearly Sunday Entertainment License- | $100.00 |
| Automatic Amusement License- | $100.00 per machine |

**Massachusetts Department of Public Safety:**
(NOTE: These are additional State fees for Sunday Entertainment Licenses)

Fees per occurrence (Individual Sunday(s))

- Regular Hours (Sunday 1:00 P.M. – Midnight): $2.00
- Special Hours (Sunday 12:00 A.M. - Midnight): $5.00

Annual Fee (For operation on every Sunday in a calendar year)

- Regular Hours (Sunday 1:00 P.M. – Midnight): $50.00
- Special Hours (Sunday 12:00 A.M. - Midnight): $100.00

## 9. New Business & Correspondence

Other Documents: The Board will find documents the staff is not seeking action on, but is for informational purposes only. Please find the following:

- Letter from DOR – Community Compact Grant Award Details
- Letter to the HR Board from Joe McDonough – job description changes requested as part of the PBC/FMD reorganization
- Marathon Fundraising Results - Final

BLANK SHEET

Wellesley Facilities Maintenance Department

888 Worcester Street, Suite 370, Wellesley, Massachusetts 02482

JOSEPH F. MCDONOUGH, P.E., Director of Facilities Maintenance Department

May 25, 2017

**FMD-L-17362**

Scott Szczebak, Human Resources Director
Town of Wellesley
525 Washington Street, 2nd Floor
Wellesley, MA 02482

RE: **Change *Senior Project Manager* to *Design & Construction Manager***
**Re-Establish New *Projects Assistant* Position**
REF.: WFMD16, .05, .47

Dear Scott,

The Facilities Maintenance Department (FMD) would like to revise and re-establish a previous position titled ***Projects Assistant*** and to make revisions to the position description for the current ***Senior Project Manager*** position, and change the title to ***Design and Construction Manager***. Although no action is requested on this item, FMD also intends to fill a ***Project Manager*** position. *HR has provided position descriptions for these positions.* These changes are all directly related to two Permanent Building Committee (PBC) staff positions and a proposed reorganization of an FMD core business area. This letter provides background to these requested changes and the reasons why we are requesting approval from the Human Resource Department and HR Board.

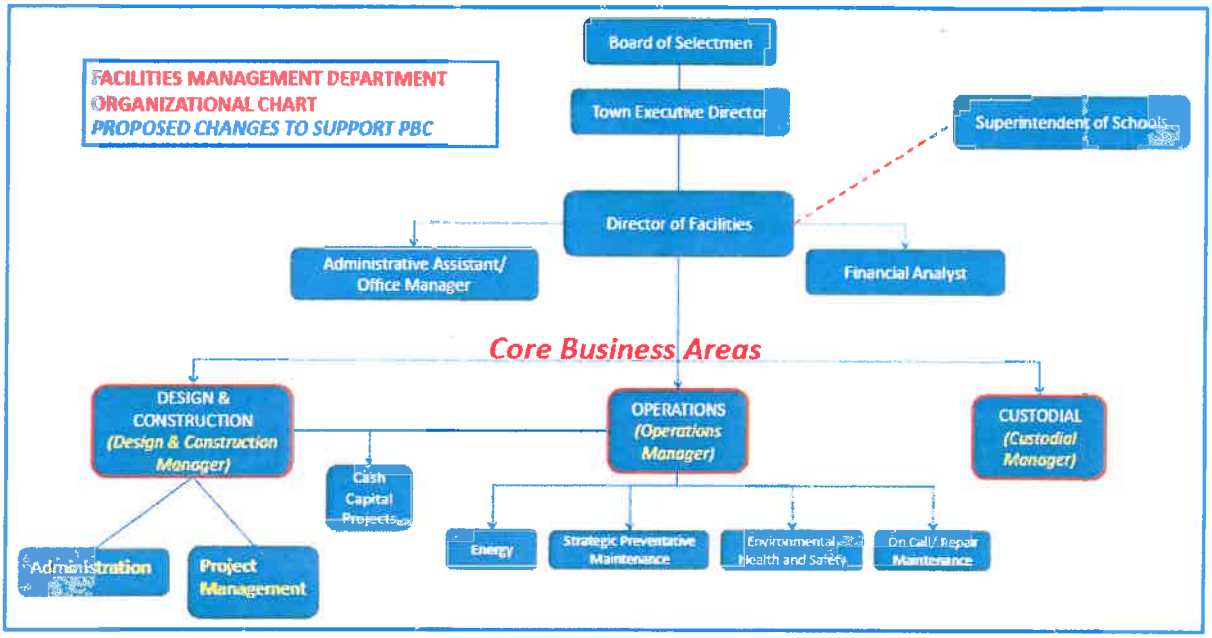
## BACKGROUND

In 2015 the Town Government Study Committee identified the need to improve the way capital projects are executed and delivered, and recommended that a working group be formed to further study this. This first group had several recommendations, but the most important was that the PBC and FMD needed to work together collaboratively through the life of a project, from feasibility study to warranty phase, to ensure a successful project is delivered to the Town. In spring 2017, the Board of Selectmen (BOS) and PBC agreed to transfer the FY18 personal services budget for the two current PBC staff positions, Projects Administrator and Assistant Administrator, to the FMD. The transfer was for the salary of the two current positions ($130,000), plus an additional $20,000 to account for planned changes in these positions, for a total salary amount of $150,000 to the FMD.

The BOS and PBC believed this change would offer greater technical, administrative and project management support for the PBC, as well as more support for the two PBC staff, as they would also be physically located in the FMD's central offices. No expense budgets were transferred, so there were also some financial benefits to this change. A new working group consisting of two PBC members, the BOS chair, the Executive Director and the FMD's Director, was established to facilitate this transition.

The two primary outcomes of the working group were:

1. ***Memorandum of Understanding (MoU):*** This document between the BOS and PBC is largely complete, and scheduled for final vote by the two boards at a June 1st joint board meeting. The purpose of the MoU is to clarify the roles and responsibilities of the PBC and the FMD as related to the new staff support of PBC starting on July 1, 2017.
2. ***Position Changes:*** The FMD Director presented a proposed change to the organizational structure as indicated *in the chart below*, which was intended to provide better support to the PBC from the existing staff positions, as well as other FMD positions including the Senior Project Manager and the Director. The title of one of our three core business areas was changed to Design & Construction (formerly called Project Management) to better capture the broader scope of this discipline, and to match up with industry standards. We further defined the responsibilities within this area as Project Management and Administration. The proposed and existing position changes to support this organization change are described in more detail below.




## SUMMARY OF POSITION CHANGES

The proposed restructuring considers both immediate and long-term scenarios, due to the status of the incumbent in the *Projects Administrator* position, Kathy Mullaney. Ms. Mullaney had indicated to PBC her intention to retire at some point in the immediate future; however, she has not formally submitted notice of this intent. Accordingly, we have considered two situations: an interim period during which Kathy will continue to work for the Town as Projects Administrator, and long-term, starting at the point when Kathy eventually retires. At that time the Projects Administrator position would be eliminated and replaced with the proposed *Projects Assistant* position. The ultimate goal is to better align the FMD staff, soon to include the two PBC positions, to provide the administrative and project management services to PBC, and to do so within the established budgets. The most critical change to the success of this reorganization is related to the Design and Construction Manager (DCM), which we are requesting as the new title for the former Senior Project Manager. The DCM will be responsible for all aspects of

design and construction from feasibility through the end of warranty and will oversee a staff of three – a significant increase in responsibilities.

**Short-Term**

The available staff budget would be used to support the current Projects Administrator, and a new Project Manager (PM) to be hired. The PM hire is also very important as this person will take on a large amount of the project management duties that the DCM and Director currently perform and needs to happen as soon as possible based on the current workload. The Project Manager position description exists, so no HR Board approval is needed, but I fully expect to be back to the Board requesting a salary approval when we have a candidate to hire. The Projects Administrator position description will only be changed to reflect the new department she will be working in and her supervisor, the DCM. The incumbent will continue to perform almost all of her current duties with an emphasis on administrative functions. The PM and DCM will assume certain of her duties that are more appropriate for a project manager, such as attending weekly construction meetings and coordinating design details with architects and other professionals. The DCM will have overall responsibility for this major core business area during this time period and also assume supervisory responsibility for two more staff, the Project Manager and Projects Administrator. He will also continue to supervise the FMD's other Project Manager, Joe Murray.

**Longer-Term**

Upon the Projects Administrator's resignation or retirement, that position will be replaced with the proposed Projects Assistant position. It is helpful to understand the history of this particular position:

> Prior to her resignation earlier this year, PBC staffer Moira Breen had served in the *Assistant Administrator* position (Job Group 53), reporting to the Projects Administrator (Job Group 55). However, Moira was hired into a *Projects Assistant* (Job Group 49) position. At some point after her hire it was decided to change her position description and grade.

Although the job title will be the same as that which Moira Breen was originally hired for, FMD has significantly revised the duties and responsibilities of the Projects Assistant position for which we are requesting HR Board approval. The new duties and responsibilities are purely administrative, which we believe will result in a lower salary/job grade when "Hayed" by the HR Department, likely Job Group 48 or 49.

The longer-term model has the appropriate level of staff working in the areas where they are most efficient – the new project manager and DCM performing project management functions, and the new Projects Assistant performing all administrative support functions.

## RECOMMENDATIONS

**Design and Construction Manager (DCM):** This proposed position revision represents a wholesale change to the existing Senior Project Manager (SPM) position. The SPM position has liaison responsibilities and supervises one person. The new DCM position is responsible for all design and construction in the FMD and the day-to-day support of the PBC, including attendance at every PBC meeting and the supervision of two additional staff. The success of the overall reorganization is largely dependent upon the ability of the DCM to lead and implement the changes, with guidance from the Director. The SPM incumbent Steve Gagosian has far exceeded expectations I had for him when he was hired. Initially scheduled to work on feasibility studies and some cash-capital projects, Steve took on the Owner's Project Manager duties for the School Security Project, saving over $200,000 and getting the

project through design, bidding and Town Meeting approval. Steve's a licensed architect with considerable construction and project management experience, as well as having served for eleven years on the PBC. He is uniquely qualified to serve as the DCM. He received a *Distinguished Role Model* (4.87 out of 5) rating on his 6-month performance appraisal.

Steve deserves a significant salary increase because of his new responsibilities and his proven performance, albeit in a short tenure. The SPM position is Job Group 61. His current FY17 salary is $102,000, which is 108% SIR using FY17 rates. Steve requested a salary of $110,000 when he was hired. His counterpart in Needham (Steve Popper) has similar duties and responsibilities and had a published salary of $131,000 in 2016. Whether it be though a direct salary adjustment approved by the HR Board or a change in Job Group to Group 62 (Town Engineer, Supt Parks/Hwy), **I recommend that his salary be changed to a minimum of $110,000.** FMD's FY18 budget can accommodate this change.

**Projects Assistant:** This position should be approved to allow for eventual retirement of the incumbent Projects Administrator. Job Group should be 48 or 49 based on "haying" and the previous grouping that was the position was first created.

I understand that the next scheduled HR Board meeting is May 30th at 7:00 pm. I would appreciate it if you would make this request part of the agenda for that meeting. Please let me know if you need additional information. I can be reached at (781) 489-4254 should you have any questions.

Sincerely,

Joseph F. McDonough, P.E.
Facilities Director
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CC: Blythe Robinson, Executive Director

DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Michael J. Heffernan
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

May 24, 2017

Blythe Robinson
Executive Director
Town of Wellesley

Dear Ms. Robinson:

Congratulations on entering into a Community Compact with the Baker-Polito Administration. Community Compacts create clear mutual standards, expectations, and accountability for both the state and municipalities as together we seek to create better government for our citizens.

We are excited to partner with Wellesley as you implement your chosen best practices:

*Best Practice #1: Information Technology – Citizen Engagement*
*Implement a Citizen Engagement Communication Plan that leverages technology to engage the public through basic electronic communication channels and ensures that internal staff is positioned to support these initiatives.*

→ Next steps: MassIT's Office of Municipal and School Technology will provide in-house consulting for the creation of a communication plan with a focus on online engagement, internal and external communications. Your contact is Michael Hamel (michael.hamel@mass.gov), Director of the Office of Municipal and School Technology.

*Best Practice #2: Information Technology – Business Continuity*
*Implement a Solution to Digitize Paper Records that results in operational efficiencies and improved responsiveness to the public.*

→ Next Steps: The Commonwealth will provide a Community Compact Best Practice Grant for a third party consultant to develop a strategy for document digitization. Your contact is Sean Powers (powersse@dor.state.ma.us), Director of Special Initiatives at the Division of Local Services.

Sincerely,

Sean Cronin
Senior Deputy Commissioner of Local Services

cc: Michael Hamel, Director of the Office of Municipal and School Technology
Sean Powers, Director of Special Initiatives, Division of Local Services

**Final Fundraising Results**
**May 26, 2017**

| 2017 Boston Marathon - Invitational Entries | Runner | Fundraising Total |
|---|---|---|
| Friends of Wellesley METCO | 4 | |
| | Jason Gardner | 11,000.00 |
| | Ricki Benjamin | 6,410.00 |
| | Ryan Dietz | 4,669.00 |
| | Cassie Short | 4,640.00 |
| Wellesley Scholarship Foundation | 4 | |
| | Rafael Gomez | 4,956.33 |
| | Karen Haddock | 5,386.13 |
| | Bill Pedersen | 4,940.00 |
| | Karen Keenan | 10,000.00 |
| Wellesley Friendly Aid | 1 | |
| | Brian K Gerhardson | 4,000.00 |
| War Memorial Scholarship Fund | 2 | |
| | Diana Katsikaris | 5,220.00 |
| | Tim Clark | 4,000.00 |
| Wellesley A Better Chance (ABC) | 2 | |
| | Brennan Mullin | 5,377.00 |
| | Brian Reddy | 6,348.00 |
| Wellesley Education Foundation (WEF) | 2 | |
| | Mark Ito | 6,631.00 |
| | Diana Hockett | 4,297.00 |
| Friends of the Council on Aging | 1 | |
| | Elizabeth Bradley | 4,665.72 |
| Community Investors | 1 | |
| | Puneet Bhatia | 13,010.00 |
| Elizabeth Seton Residence | 1 | |
| | Kevin Flynn | 5,430.00 |
| Newton Wellesley Weston Committee for Community Living | 1 | |
| | Kate Mignosa | 6,305.00 |
| Adolescent Wellness, Inc (AWI) | 1 | |
| | Natasha Snapper | 23,441.00 |
| World of Wellesley | 1 | |
| | Ilyse Cody | 5,100.00 |
| Mass Bay Community College Foundation | 1 | |
| | Sue Maggioni | 9,111 |
| Total | 22 | $154,937.23 |