

**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON January 14, 2013

The Members of the Framingham Housing Authority met in Regular session at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 5:30 p.m. on January 14, 2013. The Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

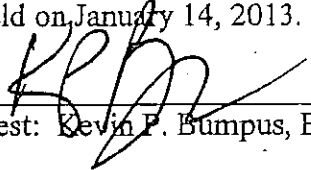
|          |                        |
|----------|------------------------|
| PRESENT: | Faith C. Tolson-Pierce |
|          | Janice M. Rogers       |
|          | Phyllis A. May         |
|          | Robert L. Merusi       |
|          | Stephen P. Starr       |

Motion to approve Parking Policy.

Upon motion made by Commissioner Rogers, seconded by Commissioner Tolson-Pierce; the Parking Policy was approved for three complexes; John J. Brady Drive, Arsenal Road and Memorial House, the ayes and nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|-------------|-------------|
| 5           | 0           |

True Copy of the Minutes of the Regular Meeting  
Held on January 14, 2013.

  
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Attest: Kevin P. Bumpus, Executive Secretary

PARKING POLICY

Each property had a meeting pertaining to the enforcement of a new parking policy that would include the towing of illegally parked vehicles. The policy was explained at each meeting and a vote was conducted at that time. Based on the majority of votes per property, the following results are listed below:

John J. Brady Drive- Voted to enforce the new parking policy ✱

Rose Kennedy Lane- Voted not to enforce the new parking policy

Arsenal Road- Voted to enforce the new parking policy ✱

John J. Gallagher/Grant/Everit-Voted not to enforce the new parking policy

Hastings House-Voted to not enforce the new parking policy

Memorial House- Voted to enforce the new parking policy. ✱

*after hours enforcement*

# FRAMINGHAM HOUSING AUTHORITY

## PARKING RULES

### FHA Permit Parking:

All Framingham Housing Authority tenants who own a motor vehicle are required to obtain Framingham Housing Authority permit parking sticker. FHA permit parking stickers are issued Monday through Friday from 8:30AM to 4:30PM at the Framingham Housing Authority Office at 1 John J. Brady Drive. Cars parked on Framingham Housing Authority property without an FHA sticker will be ticketed and or towed. To obtain a Framingham Housing Authority sticker you must be a legal member of a Framingham Housing Authority household, and named on the household lease. You must also present a current, valid Massachusetts's registration showing a Framingham Housing Authority address as the principal place of garaging. Altered registrations are not accepted. The Framingham Housing Authority reserves the right to revoke and to limit the number of parking stickers issued per household, and there must be a licensed operator for each car registered. Some examples as to why an FHA sticker would be revoked are, if the vehicle is unregistered or uninsured, or if a rejection sticker has gone beyond the 60 day limit or there has been unsafe operation.

The currently issued parking sticker **MUST** be affixed in the location prescribed at the time of issue. The parking permit sticker **MUST** be affixed to the left rear window or left side of the rear bumper and be clearly visible at all times. If a vehicle is tagged or towed and the parking sticker is the wrong location, the ticket or the tow will remain the responsibility of the owner.

Residents will be notified when a new series of parking stickers is issued. Any resident who moves or cannot read their apartment number on their sticker should have a new sticker issued.

Parking in all lots is first come, first serve, with **TWO EXCEPTIONS**, The Musterfield Place and Carlson Road developments have one assigned spot per residence. Handicapped parking is also first come first serve with a valid handicap placard or plate.

### Visitor Parking:

Visitor parking is only available where posted either by a sign or markings within the parking spot. The Framingham Housing Authority does not have visitor parking at all of our developments, and we do not provide Visitor Cards. At all developments, vehicles will not be ticketed for PERMIT PARKING daily from 7:00am until 6:00pm as to allow residents and service providers the opportunity to conduct daily business. However, vehicles may be ticketed and or towed for other violations. Example: Parking in a reserved spot assigned to a resident in the two developments with assigned parking, Musterfield Place and Carlson Road. After 6:00pm, vehicles may be ticketed and or towed for permit parking violations. Unless, the visitor is parked in a designated visitor parking spot, or legally parked in a Handicap Spot.

Visitor vehicles which display a Handicapped Plate or Placard are exempt from Framingham Housing Authority permit parking regulations.

### Commercial Vehicles:

Vehicles displaying commercial license plates, insured for commercial use or displaying, words, numbers, or symbols that name or depict attention to a business enterprise, except that of the vehicle manufacture will not be issued a FHA permit, and are not allowed to park on FHA property including FHA visitor parking spaces. This includes school buses and taxi cabs.

Exceptions may be made to a business registered from an FHA address. Passenger car sized commercial vehicles which are the sole transportation for a family will be issued a parking sticker on a case by case basis.

The Framingham Housing Authority reserves the right to grant temporary permits to upon request. For example, overnight service providers or extended stay guests who have been authorized for stay may be provided permits.

### FHA Snow Emergency Regulations:

Residents must be prepared to move their cars when a major weather event is anticipated. This might include snow removal operations or flooding from a hurricane. A Snow Emergency Declaration by the town of Framingham should warn Framingham Housing Authority residents that restrictions are likely to be imposed.

The Framingham Housing Authority will make every effort when conditions allow to notify tenants by posting notices in first floor hallways. The Framingham Housing Authority reserves the option during MAJOR SNOWSTORMS to request that vehicles be moved to a snow cleared location for purposes of snow removal. In the event that this occurs the Framingham Housing Authority will notify residents. It is advisable to keep an extra set of keys to your vehicle available in your household or with a trusted person in the event you are not available to move your vehicle. This will prevent your vehicle from being towed.

All residents are required to remove the snow from their vehicles within 24 hours after the end of a storm in order to visibly display their FHA permit and to return cars to legal parking spaces when they become available. Maintenance staff ARE NOT authorized to clean snow from any vehicle. Any vehicle not cleaned of snow may be subject to a ticket and or tow.

### **Construction:**

During periods of construction, residents must be prepared to cooperate with our efforts to improve our developments. As projects progress, areas will be posted in advance to allow for work or equipment access. Cars parked in a posted area will be towed at the expense of the owner. The Framingham Housing Authority will also attempt to notify residents with flyers in advance of work related restrictions.

We will not "move" cars to other areas, except if emergency conditions do not allow proper notification to be given.

### **Other Restrictions:**

The Framingham Housing Authority does not allow motor vehicle repairs on Framingham Housing Authority property.

No unregistered vehicle or vehicle which the registration is revoked may be parked on Framingham Housing Authority property. Cars must display a valid license plate at all times.

Other Ticketed Violations include but are not limited to the following offenses:  
Restricted Zone; Facing Wrong Way; Loading Zone; Obstructing Driveway; Traffic Island; Leaving less than 12 Foot Passage; No Stopping; Double Parking; Handicap Ramps and Spots; Crosswalks, Bus Stops, Fire Lanes, and Hydrants ; 20 Feet From Intersection; One Foot From Curb.

Residents should refer to the Town of Framingham Parking policies for definitions of these violations.

Parking in courtyards between buildings or driving on sidewalks is strictly prohibited.

Any car blocking a dumpster at any time is subject to tow.

### **Parking Ticket Appeal Process:**

Any resident who receives a parking ticket has the right to appeal the ticket through the Town of Framingham Traffic and Parking department. Framingham Housing Authority staff is not allowed to conduct hearings. All tickets are payable to the Town of Framingham.

### **No Trespass Towing Procedure:**

All vehicles parked on FHA property between the hours of 6:00 pm and 7:00 am daily are subject to being towed for Trespassing on FHA Property (Not being properly permitted or parking in a resident only spot), Fire Lane and Fire Hydrant Violations, Double Parking, Blocking a Dumpster, Being Unregistered and other towable offenses. All vehicles that are parked on FHA property not displaying a valid FHA parking permit sticker and/or not parked in a designated visitor spot are subject to being towed by the designated tow company working for FHA. The vehicles will be towed under a No Trespass Towing Policy.

The designated Tow Company will patrol all FHA properties looking for vehicles in violation of FHA Parking regulations between the hours of 6:00 pm and 7:00 am daily and as called by the Framingham Housing Authority or Framingham Police Department.

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**Tow Complaint Process:**

Any resident who feels that their motor vehicle has been towed in error may contact Framingham Police Liaison Officer at (508) 532-5646. If the motor vehicle was towed in error it will be released at no charge to the tenant.

West Side Towing is the authorized tow-company of the Framingham Housing Authority. Questions or concerns can also be addressed directly with them.

**West Side Towing  
370 Worcester Street  
Wellesley, MA 02482  
(781) 237-7080**

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**ATTACHMENT "B" MAPS OF VISITOR PARKING**



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**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON October 9, 2012

The Members of the Framingham Housing Authority met in Regular session at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 5:30 p.m. on October 9, 2012. The Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

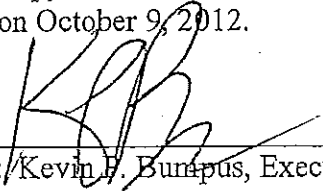
**PRESSENT:** Faith C. Tolson-Pierce  
Janice M. Rogers  
Phyllis A. May  
Robert L. Merusi  
Stephen P. Starr

Motion to approve updated Parking Policy.

Upon vote, motion made by Commissioner May, seconded by Commissioner Merusi, motion to approve updated Parking Policy was tabled until next month; the ayes and nays were as follows:

| <u>Aye</u> | <u>Nay</u> |
|------------|------------|
| 5          | 0          |

True Copy of the Minutes of the Regular Meeting  
Held on October 9, 2012.

  
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Attest: Kevin F. Bunapus, Executive Secretary

**West Side Towing**

2 Yale St

Ashland, MA 01721

Info@wstowing.com

(781) 237-7080

September 18, 2012

RE: Scope of Services

West Side Towing will be offering the following violation patrol services to the Framingham Housing Authority per our conversation.

- Fire Lanes
- Non Spots
- Double Parked
- Dumpsters
- Crosswalks
- Handicapped
- Parking Stickers
- Unregistered Vehicles
- Non Road Worthy Vehicles

We will look for these violations daily and enforce the policy between the hours of 6 p.m. to 7 a.m. which you have determined best suits your living communities. We will patrol and monitor the properties for violations and we will document all violations. We will photograph all violations (excluding sticker violations) and email you the pictures directly so that you can have access to the information at all times.

West Side Towing will add signs to the property (at no cost to Framingham House Authority) in order to inform tenants who is providing service.

West Side Towing will also offer discounted service to all tenants who do not have a motor club service.

West Side Towing understands that any of the policies created by Framingham Housing Authority can be changed at any time they see fit.

West Side Towing assumes all responsibility for the safety of each vehicle transported and all of its contents.

West Side Towing is compliant with all state and federal guidelines for towing and follows all local requirements set forth by Framingham Police Department.

West Side Towing will provide discounted towing for all FHA vehicles.

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Property Assessment

West Side Towing has assessed the properties you requested and here is our evaluation.

1. Hastings House – It is our recommendation that we patrol fire lanes and stickers.
2. Memorial house -- It is our recommendation that we patrol fire lanes and stickers.
3. Saint Low St. – It is our recommendation we patrol for fire lanes, handicapped, double parked, non-spots, stickers and cross walks.
4. Carlson Rd. - It is our recommendation we patrol for fire lanes, handicapped, double parked, non-spots, stickers and cross walks.
5. John J. Brady Drive – It is our recommendation that we patrol fire lanes and stickers.
6. The Muster Field - It is our recommendation we patrol for fire lanes, handicapped, double parked, non-spots, stickers and cross walks.
7. Rose Kennedy Lane - It is our recommendation that we patrol fire lanes and stickers.
8. John J. Gallagher Lane - It is our recommendation that we patrol fire lanes and stickers and unregistered vehicles.

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Final assessment on all properties will be determined by Framingham Housing and Officer Sean Riley.

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Rate Sheet

The following is a complete rate sheet for all vehicles and or equipment towed for violating parking rules and regulations created by Framingham Housing Authority. These rates are non-negotiable and to be paid in cash.

- Vehicle Tow ..... \$90.00
- Storage ..... \$35.00 (Per Day)
- Commercial Vehicle Storage .... \$100.00 (Per Day)
- Fuel Surcharge ..... 5.7 %
- Drop Fee ..... \$45.00 (On Scene)
- Drop Fee ..... \$90.00 (In Transit on Property)

The cost of the vehicle tow (\$90.00) does not include any additional costs that may arise do to added work needed in order to transport any vehicle. Those charges will be assessed separately and itemized on the final bill.

Vehicle Storage Locations

The following addresses are the locations where vehicles will be stored after they have been towed for a violation. The Ashland, MA address is the primary location for all vehicles towed and stored. The second location is used as a secondary lot.

West Side Towing  
2 Yale St  
Ashland, MA 01721

West Side Towing  
350 Irving St  
Framingham, MA 01701

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