

Ref: 9783

November 14, 2023

Mr. Paul Oliveira
Haynes Group, Inc.
385 West Street
West Bridgewater, MA 02379

Re: Delivery Vehicle Operations Management Plan
OnTrac Package Delivery Station – 10 Kenwood Circle
Franklin, Massachusetts

Dear Paul:

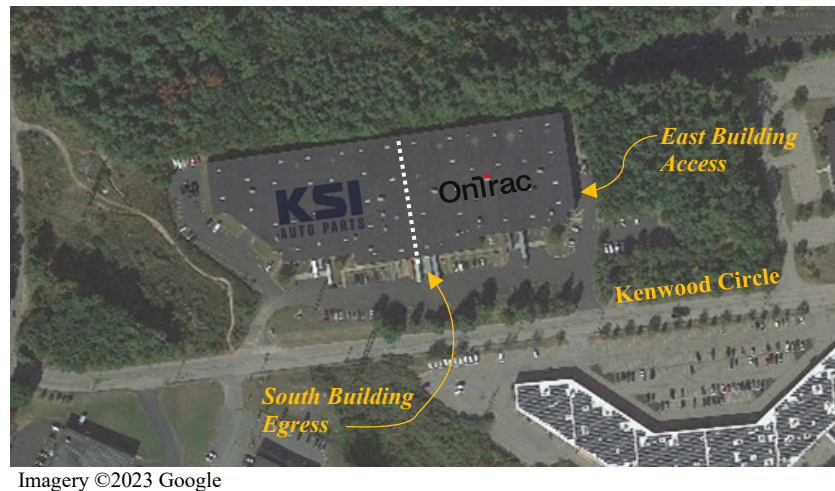
Vanasse & Associates, Inc. (VAI) is providing a summary of the operations associated with the existing OnTrac Package Delivery Station located at 10 Kenwood Circle in Franklin, Massachusetts (hereafter referred to as the “Project”). By way of background, operations at the Project site were initially refined following the August 11, 2023 letter prepared by VAI, with the intent to further reduce or eliminate vehicle queuing and staging within the Project site by the implementation of a staggered wave system of delivery vehicle arrivals. This letter provides a summary of current operations at the Project site, which have been further refined based on comments that were received at the October 23, 2023 Franklin Planning Board hearing concerning the Project.

Project Site Operations

The current/refined operations plan has delivery drivers arriving in one-hour blocks of time at 7:00 AM, 8:00 AM, 9:00 AM and 10:00 AM, with the following expected delivery driver arrivals to the site:

Block	Expected Delivery Driver Arrivals
7:00 AM	70 vehicles
8:00 AM	40 vehicles
9:00 AM	40 vehicles
10:00 AM	40 vehicles

The delivery vehicles depart the Project within an hour of arrival after loading occurs inside the building. During this time, access to the building is available through the east entrance and flows through to an egress at the south of the building. Bulk parcel shipments are received and sorted well before the arrival of the delivery vehicles and, as such, tractor semi-trailers do not arrive or depart from the Project site while delivery drivers are present.



Imagery ©2023 Google

Operationally, delivery drivers utilize the following procedure. All delivery vehicles enter the site by way of the west Project site driveway. Upon entering the site, the delivery drivers proceed to the east building access ramp and enter the building for package loading. Upon entering the building, delivery drivers move to a designated lane for package loading. The interior of the building can accommodate up to 110 vehicles. After loading, the delivery drivers exit the building by way of the south building egress and are directed via on-site signage to turn right and exit the Project site by way of the west Project site driveway.

In the event that the number of delivery vehicles would ever exceed the 110 vehicle capacity within the building, on-site parking ambassadors will have the delivery drivers park at one of the 26 parking spots in the auxiliary parking area that is the east parking lot at the Project. “No Parking” signs will ensure that this east auxiliary parking lot does not have any other vehicles in it between the hours of 6:00 AM and 12:00 PM. In the event that the east auxiliary parking lot exceeds capacity, on-site parking ambassadors will have the vehicles form a queue in front of the east building access, where approximately five (5) vehicles can be queued without impeding parking or circulation within the Project site. In the event any additional queuing is necessary, the on-site parking ambassadors will have the delivery vehicle queue in the perpendicular parking area located along the south side of the Project site, opposite the loading docks and employee parking areas. The use of this auxiliary vehicle storage queue will be actively managed by the on-site parking ambassadors and can accommodate two (2) parallel rows of queued vehicles, affording short-term staging for up to approximately 32 vehicles while maintaining a minimum drive aisle width of 45 feet for circulation within the Project site. “No Parking” signs will ensure that no other vehicles are at this area of the Project between the hours of 6:00 AM and 12:00 PM.

A plan titled “Proposed Traffic Plan” prepared by Kelly Engineering Group and with a revised date of November 1, 2023 is attached and depicts the exterior vehicle storage queue areas and the proposed signage described above. We trust that this plan is responsive to the concerns raised by the Planning Board at the October 23, 2023 public hearing, in that this plan ensures: (a) no vehicles are lined up in the street, (b) all points of ingress and egress to/from the Project are clear, and (c) there is more than sufficient space for traffic to flow freely into and throughout the Project.

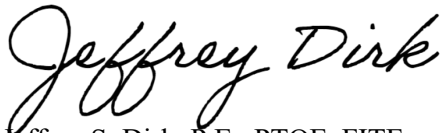


Mr. Paul Oliveria
November 14, 2023
Page 3 of 3

If you should have any questions or would like to discuss this information in more detail, please feel free to contact me.

Sincerely,

VANASSE & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Jeffrey Dirk". The signature is fluid and cursive, with the first name "Jeffrey" and last name "Dirk" clearly legible.

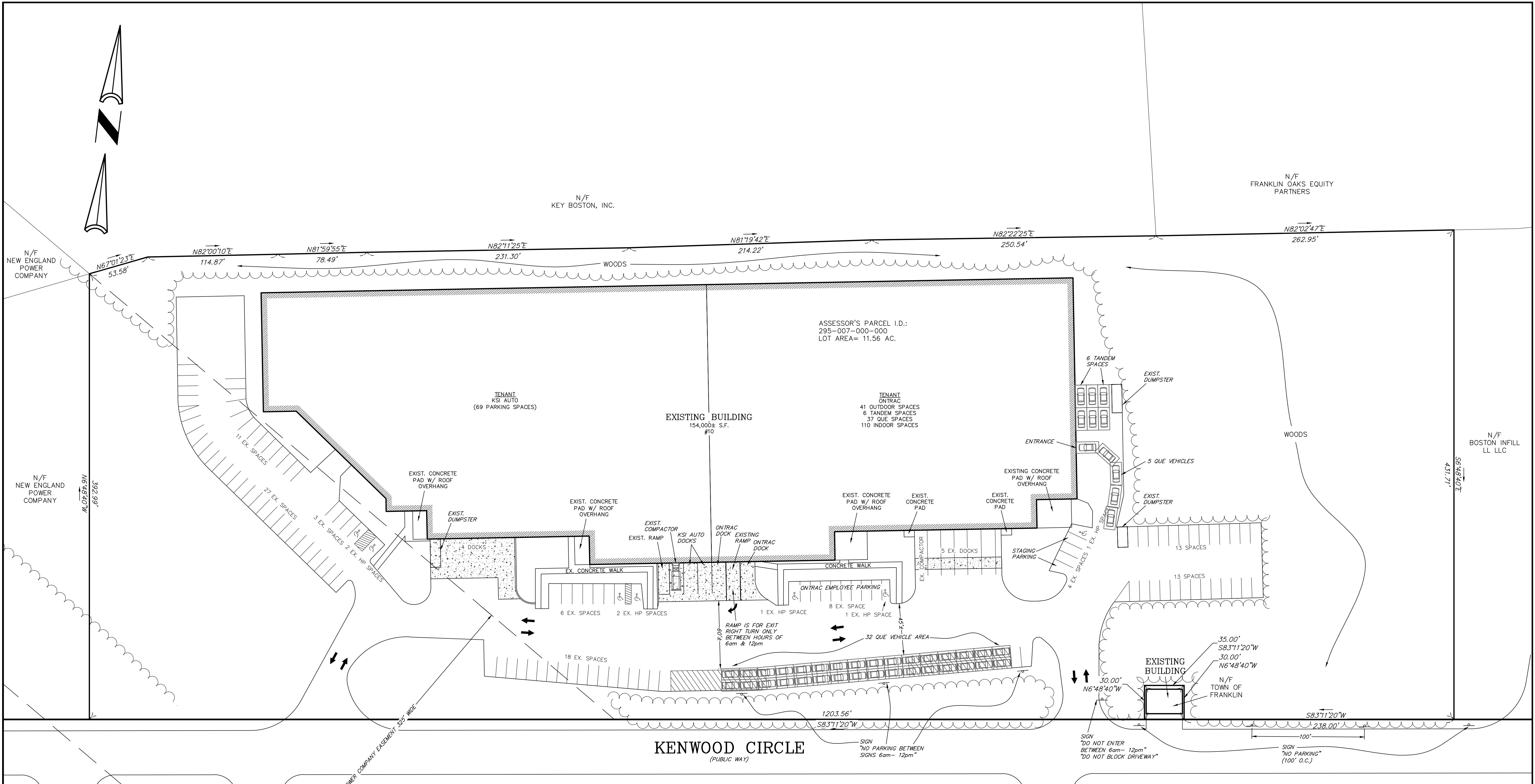
Jeffrey S. Dirk, P.E., PTOE, FITE
Managing Partner

Professional Engineer in CT, MA, ME, NH, RI and VA

JSD/aja

cc: J. Mills, Jr. - OnTrac (via email)
I. Kelly - OnTrac (via email)
A. Lees - On Trac (via email)
B. Li - Kelly Engineering Group (via email)





NO PART OF THIS DOCUMENT MAY BE REPRODUCED, STORED IN A RETRIEVAL SYSTEM, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC, MECHANICAL, PHOTOCOPYING, RECORDING OR OTHERWISE, WITHOUT THE PRIOR WRITTEN PERMISSION OF KELLY ENGINEERING GROUP. ANY VIOLATIONS TO THIS DOCUMENT, WITHOUT THE WRITTEN PERMISSION OF KELLY ENGINEERING GROUP, SHALL BECAUSE IT IS UNLAWFUL.

COPYRIGHT (C) by KELLY ENGINEERING GROUP, INC.
All Rights Reserved

GRAPHIC SCALE

(IN FEET)
1 inch = 40 ft.

THIS PLAN IS COMPILED FROM A PLAN ENTITLED "ALTA/ACSM LAND TITLE SURVEY" BY MERRIMACK ENGINEERING SERVICES DATED APRIL 16, 2004 AND AERIAL PHOTOS. A VISUAL SITE VERIFICATION VISIT WAS MADE. NO SITE SURVEY WAS PERFORMED.

SCALE	1"= 40'
DATE	08/31/23
REV	1
DATE	11/01/23
REVISION	PER PLANNING BOARD COMMENTS
BY	

SHEET 1 of 1

FILE # M02

JOB # 2023-087

DRAWN BY C.J.L.

CHKD BY SMH

APPD BY SMH

HAYNES GROUP
10 KENWOOD CIRCLE
FRANKLIN, MA
PROPOSED TRAFFIC PLAN

KELLY ENGINEERING GROUP
civil engineering consultants
0 Campanelli Drive, Braintree, MA 02184
Phone: 781-843-4333 www.kellyengineeringgroup.com

SHEET NO. **1**