

PARKING COMMITTEE MEETING
9:00 AM –Thursday, August 9, 2007
City Hall – Conference Room A

I. CALL TO ORDER:

Chairman Ken Smith called the meeting to order at approximately 9:00 a.m.

II. ROLL CALL

Members Present: Councilor Ken Smith, Chair
John Bohenko, City Manager
Steve Parkinson, Public Works Director
Deputy Police Chief Len DiSesa
Jon Frederick, Parking Manager
Andrew Purgiel, City Auditor

III. ACCEPTANCE OF THE MINUTES:

MOTION made by Andrew Purgiel to accept the minutes of the July 12, 2007 meeting. Seconded by Steve Parkinson. Motion passed.

IV. NEW BUSINESS:

- (A) **Hanover St. between Bridge St. and Maplewood Ave. – Health and Human Services** - Request for Handicap parking space – Jon Frederick referred to a map he presented to the Committee showing the space they are requesting in front of their entrance which is frequented by handicap people. The nearest spaces are on Deer St. and the upper portion of the Bridge Lot. Space #2071 is right in front of their entrance.

MOTION made by City Manager to grant their request for a handicap space. Seconded by Jon Frederick. Motion passed.

- (B) **Middle Road/Kensington Road – Parking** - (Police Dept. e-mail dated July 9, 2007 attached) – Jon Frederick referred to an e-mail from the Police Department regarding no parking on the northerly side of Middle Road from Middle St. intersection to Kensington St. There is one sign near the Kensington St. intersection and suggested better signage would solve this issue of vehicles parking on Middle Rd as well as on the sidewalk.

Deputy Police Chief DiSesa reported receiving complaints all the time of vehicles parking on the sidewalk and people having to walk on the street and are trying to educate the neighbors and feel the signs would help.

MOTION made by Steve Parkinson to install the appropriate number of signs. Seconded by Andrew Purgiel. Motion passed.

- (C) **Parking of Mopeds/Motor Scooters on Sidewalk** – City Manager’s request (Policies and Procedures attached) – City Manager referred to the Parking Enforcement Officers policies, Procedures and Operation Manual. As personnel matters are also included anything that is not personnel in nature needs to have some kind of approval by this Committee such as construction of sidewalks, mopeds, loading zones, etc. Feels this Policy Manual should be reviewed annually with the exclusion of personnel items, which are not under the direction of this Committee. Suggested having some kind of approval by the Parking Committee and dated and each year either amend or approve each item. It should come before this Committee and go through a process, so that everyone is aware that policies have been added, amended, etc.

Jon Frederick explained that when he arrived here in October there were at least 35 individual policies in the manual that were written on memorandum format and you were lucky to find them all in one place. He compiled them all in one place to be more user friendly.

The City Manager felt it is what we need but feels should be approval and to bring back in the September meeting. The only thing identified now is the mopeds and Jon Frederick asked should we take it out all together?

There was discussion of Mopeds and Deputy Chief DiSesa stated that the Mopeds he has seen downtown look like bicycles with a little engine. However, there are some Mopeds made to look like Harley Davidsons, but have not had any problems.

The City Manager suggested having no problems, maybe bringing back the Manual as is and would like to have a vote by this Committee on the Manual.

Jon Frederick stated that after it is accepted he will incorporate the changes that are listed on the change page, refresh it and approve by the Parking Committee on such and such a date and any amendments made throughout the year will come again in the fall 2008, every year thereafter in September.

The Chair referred to the Mopeds stating he has not received one telephone call.

Deputy Police Chief DiSesa stated from the Police Department’s perspective, this Manual is very helpful and is a great reference tool.

The City Manager stated it will be nice for police officers to say the Parking Committee approved this on such and such a date.

The Chair stated this will be brought back in September.

V. OLD BUSINESS:

(A) Pay and Display Meter - follow up:

Jon Frederick presented the Committee with a flyer that will be distributed with the meters. The meters have been delivered with the installation kit, Mike Casad will be installing them within the next couple of weeks to get them ready for the street. The presentation to the City Council is August 20th and working with Alan Brady on development survey for feedback and the information is on the very back of the flyer of how to give us feedback. The signage is in the works, we are well ahead of schedule and should be ready to go on September 6th if all goes well on the financial end.

The City Manager suggested giving the Deputy Police Chief the information to give to the Police Officers.

The Chair stated that he had been approached by a City Councilor regarding temperature and dollar bills. The meters take credit cards and dollar coins, not paper money. The manufacturer suggests the Northeast stay away from dollar bill dispensers as they jam easily in this climate.

The City Manager asked Jon Frederick to be ready for the temperature question.

The Chair asked about question of the cost of running credit cards, what the discount rate is and is there a surcharge?

The charge for debit cards and most credit cards non-cash back program corporate cards would be .8% plus \$.04 plus \$.10 per transaction, basically 20% plus 14%. The higher rate credit cards would be 1.9% plus \$.16. John Frederick worked percentage out and expects to see roughly 17%, 17.8% overall.

Andrew Purgiel commented that Manchester is now experiencing an increase in revenue, kind of a wash.

VI. ADJOURNMENT:

Respectfully submitted
Elaine E. Boucas, Secretary