

**PARKING COMMITTEE MEETING**  
**9:00 AM –Thursday, March 13, 2008**  
**City Hall – Conference Room A**

**I. CALL TO ORDER:**

Chairman Ken Smith called the meeting to order at approximately 9:45 a.m.

**II. ROLL CALL**

**Members Present:** Councilor Ken Smith, Chair  
Steve Parkinson, Public Works Director  
Police Captain Janet Champlin  
Jon Frederick, Parking Manager  
Andrew Purgiel, City Auditor

Also present was David Desfosses of Public Works Department.

**III. ACCEPTANCE OF THE MINUTES:**

**MOTION** made by Jon Frederick to accept the minutes of the January 10, 2008 meeting. Seconded by Steve Parkinson. Motion passed.

**IV. NEW BUSINESS:**

(A) **Market Street Sidewalk Replacement - Expansion** – The Chair asked what was needed from this Committee to move the Police, the taxi and 15-minute space on the other side of the street and the creation of the loading zone and loss of one two-hour space.

Dave Desfosses stated there would be a loss of one two-hour space, a loss of a handicap space which could potentially be gained back in the Hanover St. Lot if needed. Also a 15-minute space would be eliminated. The Plan creates a new loading zone, and moves the taxi and police spaces to the other side of the street, plus the use of pay and display.

**MOTION** made by Steve Parkinson to create a loading zone and to move the Police and taxi spaces to the other side of the street, the handicap space potentially to be gained back in the Hanover St. Lot if needed and the elimination of a 15-minute space and the use of the Pay and Display. Seconded by Jon Frederick. Motion passed.

The Chair recommended that Dave Desfosses go to the Taxi Commission meeting so that they would be aware of what we just did.

Jon Frederick stated the only issue we may see is that the loading is on the driver's side of the vehicle versus the right side.

Steve Parkinson stated that the public needs to do the Pay and Display keeping them together.

- (B) **Library Lot – Request for Signage** - The Chair stated there is an issue with people parking in the front side lot and has been recommended that we place signs that say “No Overnight Parking” and “4-Hour Library Parking Only”.

Jon Frederick stated placing this in the Omnibus would be appropriate.

**MOTION** made by Jon Frederick to place signs in the front side lot of the Library that say “No Overnight Parking” and “4-Hour Library Parking Only”. Seconded by Steve Parkinson. Motion passed.

- (C) **AVAYA - Request for On-Street Demo Truck** – (Letter dated March 3, 2008 attached) Jon Frederick received a request to place an 80 ft. demo trailer in the vicinity of the Sheraton coming in on Sunday May 11<sup>th</sup> to reserve the space overnight and leaving Monday, May 12<sup>th</sup> at approximately 2:00 p.m. The use of the demo truck would be from 8:00 a.m. to 12:00 p.m. for conference of State Police at the Sheraton. This will require 4, maybe 5 spaces as it is 80 ft long, which they pay for.

Steve Parkinson stated they originally wanted to use Russell St. and Jon Frederick felt a better location would be down on Market St. near the corner of Deer St., it is wider, no hill, it is level.

**MOTION** made by Steve Parkinson to recommend approval and recommend placement of demo trailer on Market Street. Seconded by Andrew Purgiel. Motion passed.

**V. OLD BUSINESS:**

- (A) **Residential Parking Program** – Report back to FOSE (memo dated 3/4/08 attached) Jon Frederick met with the President of FOSE regarding a residential parking program in that area. Jon Frederick referred to a section of their newsletter regarding parking. FOSE asked us to present to them what we would deem a model residential parking program that we would use so they could from that give us feedback. Jon Frederick stated we need to determine what it is we deem as an appropriate residential program.

The Chair stated we need to do something for residential parking, but the idea is residents of the City, not just a particular neighborhood. We need

to come up with something not only for the South End, but the side streets off Islington St. where out-of-state cars park there and residents coming home from work have no place to park.

Jon Frederick stated perhaps a sticker program would be the best way to go about it.

The Chair likes the sticker program where they actually write the license plate number on the sticker and then come up with a fee. An important part to be worked out is guest parking.

Steve Parkinson suggested Jon Frederick bring back some ideas on the residential programs in two months.

Steve Parkinson stated that the Parking section of the Ordinance would have to be revised.

The Chair stated if Jon needs longer than two months, if you need three months, take it and report back.

**(B) Park Magic** – Report on in-dash meter test – Jon Frederick reported that the Park Magic test ended on February 29<sup>th</sup>, meeting on the March 4<sup>th</sup> with all participants and had a favorable response, heavily used. There are two other companies we would like to test. Jon Frederick will continue with the reports.

## **VI. OTHER BUSINESS:**

**(A) Bob Ryan** – Donation for Accessibility Programs – Jon Frederick reported that Mr. Ryan is from New York City and moving to NH within the next few months. He was visiting the City and received a ticket for parking in a handicap space as he did not see the sign. The Police issued the ticket which the Deputy Police Chief granted his appeal and in response to that appeal Mr. Ryan sent a \$500.00 donation to the accessibility programs in the City.

Steve Parkinson stated this need to go to the City Council for acceptance.

**MOTION** made by Steve Parkinson to send this to the City Council for acceptance. Seconded by Jon Frederick. Motion passed.

Steve Parkinson suggested a letter from the Chairman to Mr. Ryan thanking him.

**(B) Meeting Time** – The Chair stated that because Traffic & Safety runs longer and abuts up to this meeting, a different day for Parking Committee.

After discussion it was decided that the meeting time be moved to 7:30 a.m. in the morning for Parking Committee meeting on Thursdays, prior to the Traffic & Safety Committee.

**VII. ADJOURNMENT**

Respectfully submitted  
Elaine E. Boucas, Secretary