

**PARKING COMMITTEE MEETING**  
**7:30 AM –Thursday, August 13, 2009**  
**City Hall – Conference Room A**

**I. CALL TO ORDER:**

Chairman Ken Smith called the meeting to order at approximately 7:30 a.m.

**II. ROLL CALL**

**Members Present:** Councilor Kenneth Smith, Chair  
John Bohenko, City Manager  
Steve Parkinson, Public Works Director  
Andrew Purgiel, City Auditor  
Jon Frederick, Parking Manager

Also present were Robert Sullivan, City Attorney, Michael Tucker, Music Hall, Adam Brickett, Atlantic Parking Valet Service, Dawn McCandless, Agave Bistro Dos.

Absent: Deputy Police Chief Steve DuBois.

**III. ACCEPTANCE OF THE MINUTES:**

**MOTION** made by Steve Parkinson to accept the minutes of the July 9, 2009 meeting. Seconded by Andrew Purgiel. Motion passed.

**IV. NEW BUSINESS:**

**(A) Washington Street** – No Parking from Howard to Hancock Streets – referral from Traffic & Safety Committee (November 13, 2008 Traffic & Safety minutes and map attached) – Jon Frederick stated that currently there is no parking on the westerly side of Washington St. south of Court Street, on the easterly side from Gates to Howard and easterly side from Court to Hancock. It is a very narrow street. On the southerly corner between Pleasant and Washington there are two parking spaces and on the Howard St. side of Pleasant there are also two parking spaces. Both sets of spaces should be maintained. Recommended that we submit to City Council an ordinance change recommending No Parking on Washington St. on both sides of street from Hancock to Howard and maintain the area that extends to Pleasant for parking.

**MOTION** made by Steve Parkinson to submit to City Council an Ordinance change recommending No Parking on Washington St. on both sides of street from Hancock to Howard and maintain the area that extends to Pleasant St. for parking. Seconded by Andrew Purgiel. Motion passed.

**PROPOSED ORDINANCE CHANGE**

(B) **Pay and Display RFP results** – Jon Frederick reported that the RFP went out for continuation of our Pay & Display Program, received 6 responses and Cale was selected as No.1. Contract negotiations are under way.

(C) **Collections Strategies:** Jon Frederick reported that there are a few things we can do to aid in collecting the outstanding \$745,000 in parking fines, keeping in mind we have a 95% collection rate which is outstanding in the parking industry.

- Municipal agreements to withhold vehicle registrations - This would be the most powerful tool. Jon Frederick presented the Committee with Motor Vehicles RSA's explaining them. If we were to enter into agreements with other municipalities it would permit our vehicle registrations to withhold any vehicle registrations until parking tickets not only to us but to other communities have been paid in full. Other communities with these agreements would do the same for us. Proceeding with our on-line payment system would make that process much easier. Mr. Frederick recommends that before we institute a system like this that we would have the on-line payments in place that would enable someone that lived out of town to pay us without coming to Portsmouth. They could do this instantly.

Andrew Purgiel reported that a vendor for online payments has been picked and they are going through the process working on details.

**MOTION** made by Andrew Purgiel recommending adoption of a Municipal Agreement to withhold vehicle registrations for unpaid parking fines with the stipulation that it not be in effect until on-line payments are available. Seconded by Steve Parkinson. Motion passed.

- License plate recognition - Jon Frederick referred to the RSA. He described the system where cameras mounted on a vehicle driving around up to 35 MPH matching plates to vehicles that are on the boot list. That technology is illegal in the State of New Hampshire and RSA 261:75-b states "the use of automated number plate scanning devices is prohibited except in the stipulation of RSA 236:130, allows the use of easy pass.

- Collections agencies – Jon Frederick referred to the City of Manchester entering into an agreement with a collection agency in pursuit of parking tickets and the agreement they have is that there is no fee involved to the City, the collection agency fines the individual and collects on it. A 20% fee is charged to the individual so they would owe an additional 20% which goes to the Agency and the City collects the entire parking fee. Mr. Frederick will continue researching this and bring something forth in the near future.

The City Manager's concern is to keep the City's good will, we do have a 95% collection rate and we need to think a little more about the collection.

**V. OLD BUSINESS:**

- (A) **Agave Valet at State/Atkinson Loading Zone** - 90 day Review – Jon Frederick stated the Agave Valet is up for their 90 day review. The A frame sign issue was addressed immediately. Jon’s recommendation would be to continue the license agreement for the valet for the year. City Manager suggested doing as we did before with six months additional for the valet.

**MOTION** made by City Manager to extend this for six months getting through the fall and into winter to see how it all works out and if everything seems fine, then go year to year after that. Seconded by Andrew Purgiel. Motion passed.

- (B) **Music Hall** – Request for Valet Parking – Michael Tucker expressed their desire to apply for a valet license and utilize Atlantic Valet Parking to work with the Music Hall.

Adam Brickett, representing Atlantic Parking Valet Services, explained they would use the loading zone in front of the Music Hall on Chestnut Street and would be using similar traffic patterns they are currently using for parking vehicles in the Harbor Place parking garage. If needed, they could also use the loading zone in front of Popovers to serve customers. The cost is being worked out with the Music Hall and depending on the event, there may be a charge for some and not for others.

**MOTION** made by City Manager to allow a 90 day trial period for the Music Hall to use Atlantic Valet Services and have the Legal Department and Parking Division work on developing a license agreement pending approved by City Council. Seconded by Andrew Purgiel. Motion passed.

The Chair stated to there would be the same stipulations when you first started and to be able to make changes on the fly.

**VII. ADJOURNMENT:**

Respectfully submitted  
Elaine E. Boucas, Secretary