

PARKING COMMITTEE MEETING
7:30 AM –Thursday, August 12, 2010
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 P. Bohenko, City Manager
Steve Parkinson, Public Works Director
Steven DuBois, Deputy Police Chief
Jon Frederick, Parking Manager

Absent: Andrew Purgiel

Also present were Donald Coker and Charles Cocchiaro.

III. ACCEPTANCE OF THE MINUTES:

MOTION made by Steve Parkinson to accept the minutes of the July 8 and July 16, 2010 meetings. Seconded by Deputy Police Chief DuBois. Motion passed.

IV. FINANCIAL REPORT:

Andrew Purgiel is not present. The numbers for July have not been composed and he will present both July and August at our next meeting.

V. NEW BUSINESS:

- (A) **Salem Street** – Request for Handicap Parking Space – Jon Frederick referred to Mr. Cocchiaro’s letter and presented the members with aerial photos. Jon Frederick reported that residential reserved spaces are checked annually to see if use of a handicap space is still required. Mr. Cocchiaro stated he understands that this space can be used by any disabled person and that his neighbor across the street is also disabled. **MOTION** made by Steve Parkinson to approve the request for a handicap parking space. Seconded by Deputy Police Chief DuBois. Motion passed. Mr. Cocchiaro thanked the Committee. The Chair explained the minutes will be presented to the September 7, 2010 City Council meeting for them to accept. The sign will then be placed together with the street emblem after Council approval.

VI. OTHER BUSINESS (taken out of order):

(C) Referrals - Parking Focus Group Report – (Report attached) (City Council referral) The City Manager recommended going to Page 3 of the Report stating there are seven recommendations from the Focus Group. There will be a work session with City Council on September 20th. This was referred to this Committee to look at some administrative issues.

Don Coker, Chair of the Committee stated in summary all seven recommendations are related and can be and should be tweaked. Mr. Coker reported the Committee is looking forward to working with City Council and debating this issue and follow their recommendations.

The City Manager stated that Items 1 and 2 are Planning Board/City Council conversations. Items 3,4,5,6 and 7 are for this Committee. The City Manager referred to Item 3 and stated this is something being worked on now. There is the Portwalk lot, and going back to 2000, the CIP identified the Worth Lot as a site for a municipal parking garage with 440 spaces. There are currently about 100 spaces in the lot, looking at 350 net new spaces as a result of building a new garage in that location. There are some conceptual designs in place. From the center of the City to the Worth Lot is about 1.5 -2 minutes walk. We need the Council to give the go ahead on No.3 and we'll move forward. Once No.3 is in place and we're building a garage, the amortization on the garage, we have planned to move that over and pay for the garage out of parking. Feeling that the best time to do this would be when we proceed with the garage, which takes care of No.4. No.5 is probably more complex.

Jon Frederick reported 186 spaces in the Parrott Ave. lot, 90 spaces in the South Mill lot, and the Mason's lot is roughly 60 spaces.

Don Coker stated that the recommendation recognize the fact there is free parking. However, if the other recommendations were implemented, focusing on residents and employees downtown, not providing free in the sense that residents and/or employees.

Jon Frederick explained the variable rate which is based on standard parking practices to attempt to achieve an 85% occupancy rate and adjust rate structures accordingly to achieve that rate. The streets that feed into Market Sq. there's an occupancy rate in excess of 100% which indicates these areas are underpriced and over utilized. Adjustments would be made according to demand.

Jon Frederick will report back his recommendations on the variable rates for the City Council meeting.

The City Manager stated we will move forward on updating our conceptual plans for Worth Lot and the Committee, with your guidance; obtain authorization to get started on the Worth Lot.

An enterprise fund will be established, parking will stand on its own, and all revenues will go into that fund.

V. **NEW BUSINESS:**

(B) Municipal Agreements to Withhold Vehicle Registrations – Jon Frederick stated this is one of the revenue collection strategies for recouping unpaid parking fines which was tabled until our on line payment system was in place. Jon Frederick explained the RSA's given to the members. There are twenty-four communities that participate. Jon Frederick will research whether they have on line payment systems. Manchester, the largest municipality involved in this system, does have on-line payment.

The Chair suggested tabling this item to give Jon Frederick an opportunity to get more information and put together a report and come back.

MOTION made by John Bohenko to table this until the next meeting. Seconded by Steve Parkinson. Motion passed.

VI. **OTHER BUSINESS: Referrals:**

(A) Parking Decks - Special Parking Meeting Referral – This came out of the discussion with the Joint Building Committee. Do we want to start looking at that at this time? We would have to take 45 spaces of the 186 that are in the Parrott Avenue lot so that 45 spaces can be dedicated to the School Department.

The City Manager stated at the City Council meeting Monday night the Parking Committee will be recommending 45 spaces be permitted parking from 6:30 a.m. to 3:30 p.m. Monday thru Friday to accommodate Middle School requirements.

Steve Parkinson stated that if the Council wants to go forward recommends a single deck. Design will approximately take six – nine months with basic structure taking two years. During construction there will be no parking a loss of 186 spaces. If we are going to do this, should have the Worth Lot built first to compensate for the loss of parking spaces.

(B) Masonic Lot – Walking Times – Report Back (Special Parking Meeting Referral) – Jon Frederick reported that both routes from the Masonic Lot to the Middle School are seven minutes. Also the same distance from the Masonic Lot to Middle and Congress Streets.

VII. **ADJOURNMENT:**

MOTION made by John Bohenko to adjourn. Seconded by Deputy Police Chief DuBois. Motion passed.