

**MINUTES**  
**PARKING COMMITTEE MEETING**

7:30 AM – Thursday, April 14, 2011  
City Hall – Conference Room A

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**I. CALL TO ORDER:**

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

**II. ROLL CALL:**

Members Present: Councilor Ken Smith, Chair  
John Bohenko, City Manager  
Steve Parkinson, Public Works Director  
Andrew Purgiel, City Auditor  
Jon Frederick, Director of Parking and Transportation

Members Absent: Stephen DuBois, Deputy Police Chief

**III. ACCEPTANCE OF THE MINUTES:**

**Motion made by Andrew Purgiel to accept the minutes of the March 10, 2011 meeting as presented. Seconded by Steve Parkinson and voted.**

**IV. FINANCIAL REPORT:**

Andrew Purgiel presented the Committee with the projected April to June budget stating there are no major changes and we continue to meet our projections.

**Motion made by John Bohenko to accept the report. Seconded by Steve Parkinson and voted.**

**V. NEW BUSINESS:**

**A. Bridge Street Lot – Councilor Request – Remove parking for Public Park**

City Manager Bohenko stated the Economic Development Commission will review this at their meeting on May 6, 2011 with Councilor Coviello attending to explain his concept. He asked Jon Frederick to attend on behalf of the Parking Committee to explain the loss of spaces and revenue, etc. Mr. Bohenko continued that this committee is not meant to set policy but to be a resource to the Council. He stated the EDC is also an advisory commission and will use the information provided regarding revenue gained and lost to advise accordingly.

Councilor Smith stated that depending on the recommendation of the Economic Development Commission, this would come back to the Parking Committee, City Council and/or Planning Board for further action.

## **VI. OLD BUSINESS:**

### **A. Wellington Room – Request for Valet Parking – Report back**

Jon Frederick briefly reviewed the request regarding the Bow Street Valet Spaces stating that by designating 2 parking spaces from 5:00 p.m. to 12:00 a.m. daily we would only lose 2 hours of metered spaces overall with 17 hours a day available to the public. He continued that if approved, the business enters into a license agreement with the City. Established fees are \$500.00 annual for use of a loading zone and \$10.00 per day per space for metered parking spaces and given that this zone is comprised of 2 metered parking spaces for only two hours per day, he recommends utilizing a pro-rated fee structure of \$2.00 per day per space, or \$624.00 per year per space. He concluded that this change would fall under the scope of the Parking Committee's authority to implement an **ordinance change** under the annual omnibus.

Andrew Purgiel asked who will pay the fees, the restaurants or the valet service. Jon Frederick stated it may be a shared cost.

**Motion made by Steve Parkinson to change the two parallel parking spaces on the southerly side of Bow Street, nearest Penhallow Street, to a valet parking zone from 5 p.m. to 12 a.m., Monday through Sunday. The spaces shall remain open for public parking from 12 a.m. to 5 p.m., metered during designated times. The fee for use shall be \$624.00 per space per year. Seconded by Andrew Purgiel and voted.**

### **B. Mobile Vendors Bid Update**

Jon Frederick reported that there were no bids received by the deadline, and therefore, there will be no mobile vendors in the designated space.

## **VII. ADJOURNMENT**

**Meeting adjourned at 7:40 a.m.**