

MINUTES
PARKING COMMITTEE MEETING

7:30 AM – Thursday, December 8, 2011
City Hall – Conference Room A

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, Deputy Public Works Director
Stephen DuBois, Deputy Police Chief
Jon Frederick, Director of Parking and Transportation

III. ACCEPTANCE OF THE MINUTES:

Public Works Director Parkinson moved to accept the minutes of the November 10, 2011 meeting as presented. Seconded by City Manger Bohenko and voted.

IV. FINANCIAL REPORT:

Parking and Transportation Director Frederick stated that everything is on track with projections. Chairman Smith clarified that these projections take into account the 3 weeks of holiday parking.

City Manager Bohenko moved to accept the Financial Report, seconded by Deputy Chief Dubois. Motion passed.

V. NEW BUSINESS:

A. 30 Maplewood Avenue – Request for 15 minute spaces and loading zone

John Chagnon of Ambit Engineering spoke regarding the plans for 30 Maplewood Avenue which include a bakery and Italian market as well as other vendors and likened it to a “Faneuil Hall” type of area. He stated that they are looking for 15 minute parking spaces and a loading zone stating that at 7:00 p.m. the loading zone would turn into regular parking spaces. He stated that the main entrance for the bakery will be on Hanover Street and the main entrance to the Italian market will be on Bridge Street. He stated that the Italian market will include an eat-in area as well.

Chairman Smith asked about the current parking lot behind the building. Mr. Chagnon stated there is another project being proposed that will take some of those spots.

Discussion ensued regarding the need for the requested spaces at this time and it was suggested that 1 (one) 15 minute space at each entrance be approved at this time until the businesses have been established and then the request can be revisited for more 15 minute or ½ hour spaces.

Parking and Transportation Director Frederick asked that the 15 minute space on Hanover Street be put in where there is a current handicap space which was there at the request of the former tenants DHHS and is no longer needed for that purpose.

City Manager Bohenko moved to approve one 15 minute parking space on Bridge Street and one 15 minute parking space on Hanover Street, which will replace the handicap parking space, to be implemented when the Certificate of Occupancy is issued, with the understanding that the owners can come back to request additional 15 minute or ½ hour space once the businesses are established, seconded by Public Works Director Parkinson. Motion passed.

B. **30 Maplewood Avenue** – Request for 15 minute spaces and loading zone -

Public Works Director Parkinson moved to approve the request to establish a loading zone in 2 parking spaces on Bridge Street to be effective upon the issuance of the Certificate of Occupancy, seconded by City Manager Bohenko.

Chairman Smith asked that if they find they don't need both spaces to come back to the Committee to eliminate the extra space.

Motion passed.

C. **677 Dennett Street**– TAC referral – Request to add 3 parking spaces and “No Parking Here to Corner” sign -

John Chagnon of Ambit Engineering stated that it makes sense to move the bus stop and make 3 more spaces available to the neighborhood.

Chairman Smith asked for clarification that there will be no limitation on the spaces being available to the public. Mr. Chagnon confirmed that is correct.

Public Works Director Parkinson moved to approve the request to add 3 parking spaces at 677 Dennett Street, between Bartlett Street and the driveway entrance, seconded by Deputy Police Chief Dubois. Motion passed. (Note: “No Parking Here to Corner” sign addressed by the Traffic and Safety Committee.)

Jon Frederick explained that the TAC Committee referred the site plan to the Parking Committee.

VI. OLD BUSINESS: NONE

Chairman Smith informed the committee that this would be the last Parking Committee meeting as the new Parking and Traffic Safety Committee will begin in the new year and perhaps with a new Chairman. He thanked everyone for their work.

VII. ADJOURNMENT

Meeting adjourned at 7:48 a.m.