

**MINUTES**  
**PARKING AND TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, June 13, 2013  
City Hall – Eileen Dondero Foley Council Chambers

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**I. CALL TO ORDER:**

Chairman Ken Smith called the meeting to order at 8:00 a.m.

**II. ROLL CALL:**

**Members Present:**

Councilor Ken Smith, Chair  
John Bohenko, City Manager  
Peter Rice, Public Works Director  
Steve Achilles, Fire Chief  
Frank Warchol, Police Department Rep.  
Ron Cypher, Member  
Ted Gray, Member  
Harold Whitehouse, Member

**Members Absent:**

Shari Donnermeyer, Member

**Staff Advisors Present:**

Mark Nelson, Parking Division Director  
Tom Cocchiaro, Parking Operations Supervisor

**III. ACCEPTANCE OF THE MINUTES:**

**City Manager Bohenko moved to accept the minutes of May 9, 2013, seconded by Mr. Cypher. Motion passed.**

**IV. FINANCIAL REPORT:**

**Mr. Whitehouse moved to accept the Financial Report and place on file. Seconded by City Manager Bohenko and passed.**

**V. NEW BUSINESS:**

A. Discussion Item: City resident parking discounts:

- On Street
- In Garage
- Using EasyPark

Public Works Director Rice explained that they have been exploring discount options in the 3 general categories but they present challenges operationally and administratively. He stated that requiring proof of residency for the discount would be difficult. Additionally, offering tokens at a discounted rate would require for the tokens to be separated from coins and result in an increase in administrative costs as well as the cost to modify the meters.

City Manager Bohenko stated that it is a well-intentioned idea but would be going backwards to utilize tokens. He stated that we should be focusing our efforts on technology-driven programs i.e., smart phones etc.

**City Manager Bohenko moved to drop the pursuit of tokens. Seconded by Mr. Whitehouse and passed.**

Public Works Director Rice then discussed the possibility of offering discounts on the EasyPark system stating that there is a monthly membership fee as well as a fee to load the EasyPark and is administered through the Parking Clerk's Office. He stated that if a discount was offered, the City would have to make up the difference in the cost. He concluded by stating that this device is also used in other cities i.e., Dover, so there is potential for abuse. He stated that there would be a similar issue with how residency would be proved, etc. but he would like to see this steered towards implementing with the FY15 budget process if it goes forward.

City Manager Bohenko stated that the first question to be answered is whether the City wants to offer parking discounts to residents and would be a policy decision by the City Council. He stated we are looking to push people towards parking in the garage where there are already discounts offered. He stated there is a discount of the first hour free in the garage which has reduced revenue by 20%. He suggested that any further discounts should be brought forward for the FY15 budget process.

**City Manager Bohenko moved to direct staff to continue researching the options and revenue impact and come back with a recommendation for inclusion in the FY2015 budget process. Seconded by Captain Warchol and passed.**

B. Discussion Item: EasyPark usage in the Parking Garage

Parking and Transportation Director Nelson explained that this is still ongoing as the technology is not there yet to match the current system.

City Manager Bohenko stated this will be a part of the Capital Improvements Plan process and are looking to make sure that the two systems don't oppose each other.

Chairman Smith stated there will be a report back at a future meeting.

C. Discussion Item: Placement of Pay and Display Receipts in cars

Public Works Director Rice explained that there has been a concern raised by the parking enforcement officers regarding their ability to read the Pay and Display parking receipts. He stated that the enforcement officers are requesting that they be located on the sidewalk/passenger side of the vehicle as they often have to go into the street to read them on the driver side. He further stated that the directions on the Pay and Display state to "Display the Receipt visibly on the Inside of Vehicle's Dashboard" but doesn't specify where. He stated he is recommending educational outreach to citizens to place parking receipts on the curbside area of the passenger side of the vehicle for easier and safer monitoring by staff.

Chairman Smith asked if that would be the case with the EasyPark Device as well. Public Works Director Rice stated yes.

Several Parking Enforcement Officers were in attendance and spoke to the request and their concerns for safely performing their duties.

Public Works Director Rice stated he and the staff will work on a new design for the ticket systems and report back at a later date.

D. Discussion Item: Improved Signage needed for parking lots, specifically CCC lot

Public Works Director Rice explained that currently the signage in some of the leased lots, specifically the Masonic Lot and CCC Lot, is missing or obscured by foliage and they are looking to improve the signage.

**City Manager Bohenko moved to refer to Department of Public Works to implement improved signage. Seconded by Mr. Gray and passed.**

E. Discussion Item: 15-Minute parking spaces – Policy and location

Parking and Transportation Director Nelson presented a map and location plan of the current 15-minute spaces.

Chairman Smith asked if there are enough of these spaces around the City or should there be a review. City Manager Bohenko stated that he feels the spaces should be left as is because businesses come and go and if there is a request for a change of time limits for spaces, then they can be addressed as they come forward.

F. Action Item: Loading Zone at intersection of Fleet and Hanover Streets

Mr. Cypher stated that a site walk was held and it was decided based on that review that the better location would be two (2) spaces and the taxi-stand in front of Legends.

**Mr. Cypher moved to implement a loading zone in 2 parking spaces and taxi stand space in front of Legends during the hours of 6:00 a.m. to 11:00 a.m. only with proper signage and notice to the Taxi Commission. Seconded by Public Works Director Rice and passed. – (This Item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)**

G. Action Item: Curbing on Union St.

Mr. Whitehouse stated that a site walk was held and as a result the Public Works Director was asked to revise the plans which have been distributed to the members for review.

Public Works Director Rice stated that this is in an area where there is ongoing street reconstruction in relation to the sewer separation project. He explained that an indentation in the curb line will not correct the issues regarding off-street parking in times of snow bans and that the street widths modification to 28' is intended as a traffic calming effort to address speeding concerns.

**Public Works Director Rice moved to deny request but with a recommendation for the Public Works Director to work with residents on a curb cut to allow for off-street parking. Seconded by City Manager Bohenko and passed on a 7-1 vote, Chairman Smith voted opposed.**

Martha and Brian Ratay of 348 Union Street spoke regarding the request stating that although the reduced street width is meant to reduce speeding it has not done so on Lincoln Avenue where the modifications have already occurred. The asked that this request be reconsidered as they are concerned for the safety of their children as there are no speed limit signs posted on the road and people travel at excessive speeds. Mrs. Ratay also stated that due to the Edgewood Center being across from the end of Union Street, large delivery trucks often use Union Street instead of South Street to access the facility.

Chairman Smith asked for clarification from the Police Department as to what the speed limit default is when there is no speed limit posted. Captain Warchol stated 35 mph. He stated that the Stealth Stat unit can be placed in the area to gather data. Chairman Smith asked about adding Union Street to the No-Through Truck list.

Mr. Whitehouse asked if the Public Works Department has held the information session for this area. Public Works Director Rice stated the construction information center has not been held, but the design session has been and there are ample opportunities for the residents to be involved in the process.

**City Manager Bohenko moved to review the No-through truck traffic request on Union Street with the Legal Department and to implement the Stealth Stat device to come back with a recommendation at the next Parking and Traffic Safety Committee meeting with a report back. Seconded by Mr. Cypher and passed.**

H. Action Item: Valet License renewals and Valet on Bow Street Issues

1. Atlantic Parking Services – **Pleasant Street** – Green Monkey and Brazo –

**City Manager Bohenko moved to approve the renewal for one year to expire June 30, 2014. Seconded by Fire Chief Achilles and passed.**

2. Atlantic Parking Services – **State Street** – The Common Man –

**City Manager Bohenko moved to approve the renewal for one year to expire June 30, 2014. Seconded by Fire Chief Achilles and passed.**

3. One Hundred Club Concepts – **100 Market Street** –

*Chairman Smith recused himself* from discussion turning the meeting over to City Manager Bohenko during the action on this item.

**Mr. Whitehouse moved to approve the renewal for one year to expire June 30, 2014 Seconded by Public Works Director Rice and passed. Chairman Smith abstained from voting.**

Mr. Whitehouse asked if the City has recourse if there are any infractions of the valet licenses. Parking and Transportation Director Nelson stated that they work with the staff of the Valet companies who quickly resolve the issues. City Manager Bohenko stated that the licenses can be revoked if there are violations of the agreement.

4. Atlantic Parking Services – **Bow Street** – Wellington Room, Martingale Wharf, Surf Sushi and Surf Restaurant –

City Manager Bohenko moved to approve the renewal for three months to expire September 30, 2013, seconded by Fire Chief Achilles.

City Manager Bohenko stated that this is the most active valet location in the City and presents traffic issues on the weekends. He stated there are various challenges in the area and the City needs to be more involved to ensure the service is properly administered. He stated the company is not doing anything wrong but traffic flow and pedestrian safety need to be ensured.

Mr. Gray asked if there have been a lot of complaints from the public. Chairman Smith stated he has heard from the public and is aware that cars are being parked in slashed out spaces and the sign is being put in one of the public spaces, etc.

Brian Slovenski of Atlantic Parking Services stated that he wants to clarify that often times the valets are pointed out because they are wearing reflective vests and are more visible, but it is usually the general public who are in violation and not complying with the signage. He stated the valet service in that area provides an additional 160 spaces, 200-300 cars a weekend, and although they are there to serve for their clients, the public can utilize the valets as well for a fee.

**Motion passed.**

Chairman Smith asked if there will be a report back regarding public parking issues in that area. City Manager Bohenko stated no report back, we will enforce the regulations.

Chairman Smith asked the status of the Residence Inn Valet Parking issue. City Manager Bohenko stated the City Attorney is still working with them on this issue.

I. Action Item: Free Holiday Parking period (Referred from City Council)

City Manager Bohenko stated that 3-4 years ago the free holiday parking period went from 2 weeks to 3 weeks but currently the Council has been discussing cutting it back to 2 weeks. He stated the committee can choose to accept the recommendation of 2 weeks or continue to provide the holiday parking for 3 weeks.

**Mr. Whitehouse to set the 2013 Holiday Parking from December 16, 2013 through January 1, 2014. Seconded by Mr. Cypher and passed.**

J. Action Item: Community Campus Circle Safety Issue

Mr. Gray stated that a site walk was held at the site and the issue is that there is a small traffic circle before the Community Campus building. He stated that large trucks are driving over the grass and breaking up the pavement, etc. and they are in the wrong area in the first place. He stated that there needs to be proper signage in place at the intersection of West Road and Campus Drive and notification made to the businesses who have the large trucks delivering to them that they need to be directed to their businesses.

**Mr. Gray moved to refer to the Public Works Department to implement the appropriate signage and to notify the businesses. Seconded by Mr. Cypher and passed.**

Parking and Transportation Director Nelson asked about enforcement after the signs are in place. Captain Warchol stated that they can step up enforcement if it continues to be a problem.

**VI. OLD BUSINESS: NONE**

**VII. PUBLIC COMMENT**

Doug Roberts, 247 Richards Avenue – stated he was speaking on behalf of approximately 20 families in the neighborhood of Richards Avenue and Rockland Street. He discussed concerns relating to the Seacoast Mavericks playing at Leary Field and the parking issues it is causing. He stated that he feels the Seacoast Mavericks organization is doing what they can to address the parking problem, but people are still parking on both sides making it impassible for emergency vehicles etc. He stated that the combination of having the playground, tennis courts, ball fields, etc. and that people park on both sides of the road as well as facing the wrong way adds to the general chaos in the area. Finally, he stated that he feels that better striping and enforcement of the parking and stop signs would help the neighborhood be safer for the many children and pedestrians.

City Manager Bohenko asked Mr. Roberts to speak with Recreation Director Rus Wilson and Parking and Transportation Manager Nelson regarding the Seacoast Mavericks parking issue. He stated that Capt. Warchol will also address the enforcement issue.

**VIII. INFORMATIONAL:**

Chairman Smith stated that he has received phone calls and e-mails regarding the removal of the Stop signs at the railroad tracks on Banfield Road and that people are now speeding on this road. He asked that the Stealth Stat device be placed there.

Mr. Cypher stated that former Fire Chief LeClaire would be pleased to know that this stop sign had finally been removed.

**IX. ADJOURNMENT**

**Mr. Whitehouse moved to adjourn at 9:10 a.m., seconded by voted unanimously.**