

# City of Concord, New Hampshire

## POLICE DEPARTMENT



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John F. Duval  
Chief of Police

### **PARKING COMMITTEE MEETING**

August 20, 2012 at 4:30 p.m.

**PRESENT:** City Councilor Mark Coen  
City Councilor Fred Keach  
City Councilor Allen Bennett  
City Councilor Jennifer Ketrovic  
Chamber of Commerce Representative Mark Ciborowski  
Intown Concord Representative Tonya Rochette  
Parking Clerk Alison McLaughlin

**ABSENT:** Community Representative Jeff Bart  
Intown Concord Representative Pam Peterson  
Concord Area Transit Representative Jim Sudak  
Parking Manager Dave Florence

**GUESTS:** Deputy City Manager Carlos Baia  
Traffic Engineer Rob Mack

#### Monthly Review Items

##### 1. Review previous minutes

Councilor Bennett moved to accept the minutes of the March 2012 meeting. Councilor Ketrovic seconded. The motion passed unanimously.

Councilor Ketrovic moved to accept the minutes of the April 2012 meeting. Councilor Bennett seconded. The motion passed unanimously.

##### 2. Previous Monthly Kiosk Transactions

The committee reviewed the credit card transaction fees. The City paid an average of \$0.20 per credit card transaction during FY2012.

### 3. Previous Monthly Citation / Finance Activity (FY Complete)

The Parking Fund ended FY2012 with an increase of \$108,093.35 over FY2011. Councilor Coen applauded the Committee's efforts to balance the Parking Fund Budget.  
Follow-Up Items

#### 1. Time limit decals

Ms. McLaughlin reviewed the 2 Hour Limit decals which have recently been installed on all 2 Hour Kiosks.

#### 2. Jeff Bart requested discussion on Winter Parking Ban notification process

This item was tabled until such a time as Mr. Bart is available to be part of the discussion.

#### 3. Firehouse / Durgin Block Garage construction

Construction on Firehouse Block Garage is expected to begin September 1, 2012 and last approximately 6 weeks. The number of parking spaces lost to construction is expected to be minimal.

General Services is working with H.L. Turner to prepare the Durgin Block Garage project for the bidding process.

### New Items or Presentations

#### 1. Parking Committee ordinance change / request tracking form

The committee reviewed a new form created by Mr. Florence to track progress on new ordinances or changes to existing ordinances. Councilor Bennett suggested the form also include the date the changes are implemented, for example date new signs are installed.

#### 2. Request from West Congregational Church for disabled parking spaces in Garrison St

Traffic Engineer Rob Mack reviewed a map of the requested changes. The committee decided to hold off on a recommendation to City Council pending review of the original site plan of the day care on the property. The committee also would like more information from the Church as to why they are making the request.

#### 3. Boys and Girls Club site plan

Mr. Mack presented a site plan for proposed changes to the Concord Boys and Girls Club. The plan would involve banning parking on Bradley St in the area of the club. The plan was approved by the Planning Board and will be presented to City Council

#### 4. Firehouse Block Association leased parking

The Firehouse Block Association is currently leasing 28 spaces in the Firehouse Block Garage for \$1071.00 per year per space, which is \$69.19 less than market value. This rate is due to expire December 31, 2012. Mr. Florence and Deputy Chief Bradley Osgood forwarded a suggestion to the committee that the lease be extended at its current rate through June 30, 2014. Councilor Keach moved that the lease be brought up to market rate on January 1, 2013

and with no further increases for a period of 3 years. Mr. Ciborowski seconded, the motion passed unanimously.

#### 5. Short term parking for loading and unloading

The question of leasing on street parking spaces to adjacent businesses for short term parking for their customers was raised. Deputy City Manager Carlos Baia told the committee that the City's current interpretation of State Law is that public right-of-ways cannot be leased to private entities. It was suggested that the new City Solicitor review the law in question.

It was suggested that the Mayor's committee to revitalize Main Street incorporate short term parking on every block, as well as loading zone for larger vehicles throughout the downtown area.

#### 6. Complaint letter and documentation

Ms. McLaughlin reviewed a complaint from a Constance Williams of Kittery Maine. Ms. Williams was not happy with the City's policies in regards to late fees on parking tickets. After some discussion it was decided that the number of complaints relative to the number of letters sent is minimal. No changes to the policies or procedures regarding late fees will be made.

Councilor Bennett moved to adjourn. Councilor Keach seconded. Meeting adjourned at 5:58pm.