

City of Concord, New Hampshire

POLICE DEPARTMENT

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PARKING COMMITTEE MEETING

January 28, 2013 at 4:30 p.m.

PRESENT: City Councilor Mark Coen

City Councilor Fred Keach
City Councilor Jennifer Kretovic

Intown Concord Representative Tonya Rochette Intown Concord Representative Pam Peterson Intown Concord Representative Sue McCoo Concord Area Transit Representative Jim Sudak

Parking Clerk Alison Sinisgallo Parking Manager Dave Florence

ABSENT: Community Representative Jeff Bart

City Councilor Allen Bennett

Chamber of Commerce Representative Mark Ciborowski

GUESTS: Deputy City Manager Carlos Baia

Traffic Engineer Rob Mack

Assistant City Planner Stephen Henninger

City Engineer Edward Roberge Chief of Police John Duval

Bill Smith of Smith Phillips Strategic Communications

Jerry Mark of Caring Gifts

Mike Cohen of Pitchfork Records

Monthly Review Items

1. Review previous minutes

City Councilor Jennifer Kretovic moved to accept the minutes of the December 2012 meeting. City Councilor Fred Keach seconded. The motion passed unanimously.

2. Previous Monthly Kiosk Transactions

Parking Manager David Florence announced he had recently met with a representative from Heartland, the City's credit card processing company. The City will start accepting Discover

cards in all kiosks shortly. Heartland has also lowered the City's transaction fees by \$0.01 per transaction.

3. Previous Monthly Citation / Finance Activity

The Parking Fund is down \$63,407.42 from its year to date projected budget.

Follow-Up Items

1. Firehouse/Durgin Block Garage Construction

Work on the West stair tower has begun. The project has not resulted in the loss of any parking spaces.

Deputy City Manager Carlos Baia asked if the ice melt being used on the new stairs is safe for concrete. Mr. Florence informed the committee that the Snow Removal contract specifies that no product containing calcium chloride is to be used. Mr. Florence has asked Public Properties Superintendent Harry Dangora to verify that appropriate products are being used.

The City has released an RFP for Phase 1 of the renovation of the Durgin Block Garage. Work on phase 1 will have to be completed by September 1, 2013, prior to construction beginning on Main Street.

2. Abbott-Downing School traffic issue

Discussion of this item has been postponed until the February 2013 meeting.

3. Main Street design

No updates.

New Items or Presentations

1. Parking Promotion – Bill Smith / Smith Phillips Strategic Communications

Bill Smith of Smith Phillips Strategic Communications spoke to the committee about the importance of strong public relations, both during the upcoming construction period and beyond. During construction, there should be daily communication between City Staff, the public and local business owners. Information about road closures and directions to alternate parking should be made available through signs, local media and social media. Mr. Smith sees the Downtown Improvement Plan as an opportunity to re-brand the City of Concord, encouraging travel, tourism and commerce.

Deputy City Manager Carlos Baia directed the committee's attention to concordmainstreetproject.com, a new website dedicated to the Downtown Concord Complete Streets Improvement Project.

City Councilor Jennifer Kretovic moved to make a recommendation to City Council to release an RFQ to Public Relations Firms. City Councilor Fred Keach seconded. The motion passed unanimously.

2. Parking Inventory

Assistant City Planner Stephen Henninger presented a Parking Inventory originally created in 1993. The inventory includes all available parking, owned by the City, the State and privately owned properties in the downtown area. City Councilor Mark Coen requested a comprehensive parking inventory of all of Concord and Penacook. The inventory will be crucial in assisting the public in finding alternative parking during the Downtown Improvement Project.

3. Referral from City Council, creating "no parking zone" on Whitney Road

Traffic Engineer Rob Mack reviewed a Site Plan for a convenience station on Whitney Road. The Planning board has approved the plan, contingent to an ordinance change that would ban parking for 400 feet on both sides of Whitney Rd from the intersection of Route 4. Intown Concord Representative Sue McCoo moved to approve. Councilor Kretovic seconded, the motion passed unanimously.

4. Referral from Planning Board – Boys and Girls Club "no parking" and "one way portion" on Bradley Street

In an effort to improve traffic flow and pedestrian safety around the Concord Boys and Girls Club, a plan is in place for a new parking lot at the end of Bradley St. The plan calls for banning parking on Bradley St from Penacook St northward. Bradley St will become a one way loop, north of the Merrimack County Savings Bank driveway. The loop will circle the new lot. The lot will be open to the public, with 10 spaces signed as reserved for park use only. The Boys and Girls Club will maintain the lot.

Intown Concord Representative Sue McCoo moved to approve. Councilor Kretovic seconded, the motion passed unanimously.

5. Copy of parking fines/fees of other NH cities.

Mr. Florence provided a chart of parking fines and fees of other NH cities. A comparison of Concord's fees to those of surrounding communities is required in the Committee's Annual Report to City Council. Intown Concord Representative Pam Peterson requested information on the maximum time allowed for on-street parking in other downtown "core" areas. Councilor Kretovic requested information on time limits set on vehicles displaying a Walking Disability Placard or Plate in other cities. Mr. Florence to gather these statistics to be included in the Annual Report.

6. Date of next meeting due to holiday

The committee's next meeting has been changed from February 18, 2013 to February 25, 2013.

Items not on the agenda

- 1. Councilor Coen presented a letter from Natasha Byers of Enterprise, one of the largest rental car companies in the country. The letter was in reference to Parking Clerk Alison Sinisgallo's professionalism and courteousness.
- 2. Mr. Mack asked if any test have been run on the kiosk credit card transaction times. Mr. Florence has not received any complaint about transaction times, but did note that in the

extreme cold the kiosks have not been functioning properly. The kiosk manufacturer, CALE, suggested removing malfunctioning parts from the kiosk and warming in vehicles to improve performance.

- 3. Councilor Kretovic showed a City of Concord parking citation envelope and asked why a citation was issued to a meter with time on it. Mr. Florence offered some plausible explanations for the citation and suggested the matter be looked into through appropriate channels.
- 4. Concord Area Transit Representative Jim Sudak stated that he and his colleagues had been unable to pay a kiosk with a city debit card in the Capitol Commons Garage recently. Ms. Peterson pointed out the city debit cards must remain in the kiosk until the end of the transaction, unlike credit cards which are swiped. Mr. Florence is working with a local bank to create a new city debit card that will be swiped.

Councilor Keach moved to adjourn. Councilor Kretovic seconded. The motion passed unanimously.

Meeting adjourned at 6:45pm.