

City of Concord, New Hampshire

POLICE DEPARTMENT



35 Green Street • 03301-4299
(603) 225-8600
FAX (603) 228-2703
www.concordpolice.com

John F. Duval
Chief of Police

PARKING COMMITTEE MEETING

September 17, 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
Intown Concord Representative Sue McCoo
Community Representative Jeff Bart
Parking Clerk Alison McLaughlin
Parking Manager Dave Florence

ABSENT: Intown Concord Representative Pam Peterson
Concord Area Transit Representative Jim Sudak

GUESTS: Deputy City Manager Carlos Baia
Traffic Engineer Rob Mack
Assistant City Planner Stephen Henninger

Monthly Review Items

1. Review previous minutes

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

2. Previous Monthly Kiosk Transactions

The committee reviewed the credit card transaction fees. The average Credit Card transaction for August 2012 was \$1.64 with a fee of \$0.21 per transaction.

Parking Manager David Florence announced that starting next month he will supply the Committee with a more in depth break down of all kiosk transactions, including coin and City

Parking Card transactions.

3. Previous Monthly Citation / Finance Activity

Meter citation collections were down August 2012 vs. August 2011 by \$12,659.02. In 2011 the Parking Clerk began aggressively billing older past-due fines; this month's drop in collections may be due to a decrease in the amount of collectable outstanding fines.

There was also a combined decrease of over \$4000 in monies collected from the Parking Garages and On-Street meters and kiosks. Mr. Florence did not find this number alarming. Weekly collections average about \$10,000. It may be that monies collected at the end of August were not deposited until September. The Committee will look at next month's totals to see if there is an overall decline in revenue.

Follow-Up Items

1. In-car parking meter device

Mr. Florence showed the Committee a device from EasyPark, known as an in-car parking meter. The City's start-up cost for adopting this device is \$3000; customers would pay a one-time fee for the device as well as a monthly membership fee. Currently there are approximately 20 communities in the New England area that are considering this device; the device can be used in any community that has contracted with the company. Parking fees are paid to the communities monthly based on a percentage of usage; usage is audited quarterly and adjustments made to the communities. After much discussion, Councilor Ketrovic moved to table the discussion for a period of 9 months. During that time the committee is to monitor other communities' success with the device as well as look into Smartphone payment options. Chamber of Commerce Representative Mark Ciborowski seconded the motion. The motion passed unanimously.

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

Community Representative Jeff Bart raised concern over the current notification process for Winter Parking Bans. The City currently posts bans on the City website and releases the information to local media outlets. Mr. Florence is going to look into programs such as Constant Contact and Mail Chimp, which allow individuals to sign up to receive email notifications. Mr. Bart's concern is that residents and visitors have to seek out this information. It was suggested that signs be installed at major intersections with flashing lights to announce snow emergencies. Traffic Engineer Rob Mack informed the Committee that signs such as those found in the City of Manchester are in violation of State and Federal guidelines for traffic control devices. No decision was reached. Any suggestions on how to improve the notification process should be brought to the Committee's attention.

3. Firehouse / Durgin Block Garage construction

This item was not discussed. Work has begun on the East stair tower in the Firehouse Block Garage.

4. West Congregational Church request for two disabled space

This request is currently being investigated by the Engineering Department.

5. Firehouse Block Association lease parking

The management company for the Firehouse Block Apartments has been notified that they will be charged market rate for their leased spaces effective January 1, 2013. To date there has been no response from the management company.

New Items or Presentations

1. UNH Law School parking near White Park and traffic issues

UNH Law School is concerned with the possibility of an obstructed line of sight for vehicles turning onto Washington Street from White Street. Mr. Mack and Mr. Florence visited the area recently and found no problem with the line of sight. Deputy City Manager Carlos Baia believes the school would like to have a mirror installed at the intersection. Mr. Mack said that mirrors cannot be installed on City right-of-way.

2. Parking on Conant Street

Conant Street has become a popular drop off point for parents of students attending the Abbott-Downing School. Temporary No Parking signs have been posted in the area near a crosswalk. There is concern for the safety of the children crossing in the crosswalk with the number of vehicles parking in the area. City ordinance prohibits vehicles parking on the crosswalk; State Law prohibits vehicles from parking within 20 to 30 feet of the crosswalk. Discussion was tabled pending clarification on whether State Law could be enforced in the area.

Councilor Ketrovic moved to adjourn. Councilor Keach seconded. Meeting adjourned at 5:56pm.