

# 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**

December 17, 2012 at 4:30 p.m.

**PRESENT:** City Councilor Mark Coen  
City Councilor Allen Bennett  
City Councilor Jennifer Kretovic  
Chamber of Commerce Representative Mark Ciborowski  
Intown Concord Representative Pam Peterson  
Intown Concord Representative Sue McCoo  
Parking Clerk Alison Sinisgallo  
Parking Manager Dave Florence

**ABSENT:** City Councilor Fred Keach  
Community Representative Jeff Bart  
Intown Concord Representative Tonya Rochette  
Concord Area Transit Representative Jim Sudak

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

#### Monthly Review Items

##### 1. Review previous minutes

City Councilor Jennifer Kretovic moved to accept the minutes of the September 2012 meeting, with an amendment to correct the spelling of her last name. Intown Concord Representative Pam Peterson seconded. The motion passed unanimously.

The correction to Councilor Kretovic's name will have to be reflected in the Parking Committee minutes from February 2012 to present.

Councilor Kretovic also requested that committee meeting minutes and agendas be printed front

and back in the future.

## 2. Previous Monthly Kiosk Transactions

The committee reviewed the credit card transaction fees. The average Credit Card transaction for November 2012 was \$1.72 with a fee of \$0.21 per transaction.

Parking Manager David Florence announced that the City may be able to save money on the transactions fees by changing to Northway Bank. Northway Bank may also be able to supply the City with a new alternative to the current City Parking Card.

## 3. Previous Monthly Citation / Finance Activity

The Parking Fund is down \$24, 269.22 from July 1, 2012 to November 30, 2012 vs. the same time period 2011. The Parking Fund is down \$54,398.98 from its projected budget.

In the next few weeks, the Parking Enforcement Unit will see the return of two seasonal part-time employees. The Unit is also in the process of hiring a permanent part time employee.

## Follow-Up Items

### 1. Firehouse/Durgin Block Garage Construction

Work on the East stair tower of the Firehouse Block Garage has been completed. Work on the West stair tower has begun and should be done in approximately 8 weeks.

HL Turner group has devised a two phase plan for the renovation of the Durgin Block Garage. Phase 1 will be largely structural and will be put out to bid shortly. Work on phase 1 will have to be completed by September 1, 2013, prior to construction beginning on Main Street. Phase 2 will be the replacement of the Neoguard (traffic membrane) and is slated for 2015.

### 2. West Congregational Church request for disabled parking spaces

City Traffic Engineer Rob Mack reported that the Engineering Department is working with church representatives to a small driveway with 2 accessible parking spaces and a turn around area on church property. The design is also compatible with possible future use of the church building as a polling place. Planning Board approval will be required. Further action by the Parking Committee is not necessary.

### 3. Firehouse Block Association lease parking

The Firehouse Block Association has signed a 3 year lease on 24 parking spaces. The new lease reflects the current market rate of \$1344 per space per year.

### 4. School District Parking - Abbott-Downing and Millbrook Schools

Mr. Mack reported parking problems at both Abbott-Downing School and Millbrook School. During student pickup times, parents are parking in the neighboring areas rather utilizing the drive up pick up area. Mr. Mack will make contact with the Schools' Facilities Director Matt Cashman to see if a plan can be set forth to encourage the use of the pick up areas at both schools. If the parking problem does not improve, the Committee may need to consider banning parking in the adjacent areas, at least temporarily.

## 5. Main Street design

The Main Street Design Committee will hold a public meeting December 18, 2012.

The next Parking Committee meeting, scheduled for January 21, 2013 will focus mainly on the Main Street Design.

### New Items or Presentations

#### 1. Penacook parking issues High and Summer Streets

The Merrimack Valley bus drivers complained that they had difficulty navigating the intersection of High St and Summer St. General Services has replaced missing or faded No Parking signs. There have been no further complaints from the area.

#### 2. Rumford and N. State creating 1 hour parking

The property owner at 205 North State requested that the one on-street parking space in front of the building be converted to a 1 hour time limit.

Intown Concord Representative Sue McCoo made a motion to recommend a 30 minute parking zone to the City Council. City Councilor Allen Bennett seconded the motion.

Deputy City Manager Carlos Baia will confer with the property owner prior to making the recommendation to Council.

#### 3. District 5 Road

On November 14, 2005 City ordinance 2626 was established to prohibit parking on District 5 Rd 150 feet West of Dimond Rd and on Dimond Rd 50 feet South of District 5 Rd. The ordinance was created to insure school buses had adequate room to turn around. At this time, the school buses do not service District 5 Rd. It was the Committee's consensus that a recommendation be made to City Council to strike the ordinance and remove all signs from the area. Should it be necessary, No Parking Here to Corner signs may be installed in the future without the creation of a new ordinance.

Meeting adjourned at 6:45pm.