



Thomas J. Aspell, Jr.
City Manager

CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

41 Green Street, Concord NH 03301

(603) 225-8570

Parking Committee Minutes

August 26, 2019

Attendees:

Byron Champlin, Chair City Councilor
Jim Bouley, Mayor
Linda Kenison, City Councilor
Mark Coen, City Councilor

Staff:

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects
Carlos Baia, Deputy City Manager
David Florence, Parking Division Supervisor
Amanda Lombard, Fiscal Clerk Parking Division

The meeting began at 5:04 PM

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda. He noted that Councilor Brent Todd was excused.
2. **Adoption of Minutes:** Councilor Coen moved to adopt the minutes of July 22, 2019. Councilor Kenison seconded. The minutes were adopted on a unanimous voice vote.
3. **Narrow Streets Project:**
 - a. **Zone 2 (City Hall Neighborhood):** Councilor Champlin stated he would like to schedule a second field review for Zone 2 Narrow Streets Recommendations. Councilors Todd and Champlin volunteered to participate in the second field review. The second neighborhood forum to present the Committee's final draft recommendations for Narrow Streets located in Zone 2 has been scheduled for September 17th.
 - b. **Zone 4 (Old North Cemetery Neighborhood):** It was noted that a conflict had developed for the original forum date. Therefore, the Committee voted to

reschedule the forum to October 8, 2019 at 7:00 PM. The Committee offered suggestions on various local venues that might be suitable for the forum.

4. **Meter Expansion Phase 2 Update:** Mr. Walsh provided a brief overview. He noted that the FY 2020 budget included \$345,000 to purchase approximately 338 new single space meters for Phase II of the meter expansion project as recommended by the 2017 Parking Strategic Plan. In addition, \$45,000 remains available from Phase I of meter expansion (i.e. sections of South Main Street and Concord Street), approved in FY 2019, as the City purchased mechanical meters for use on an interim basis pending final selection of a smart meter vendor. Thus, the City has approximately \$390,000 available for the project.

Mr. Walsh reminded the Committee that the City selected IPS to be its vendor for smart meters. Mr. Walsh reported that layout plans for Phase II meter expansion have been completed and that the City has ordered 361 smart meters in the amount of approximately \$294,000. Meters will be delivered in early November.

Mr. Walsh also reported that the Parking Division is working with the General Services Department to install meter poles and pavement markings associated with meter expansion. This may result in significant cost savings for the City. Mr. Walsh suggested that left over funds from this project (if any) could be used to begin replacing the City's 375 existing mechanical meters with new smart meters. Mr. Walsh will update the Committee on this possibility as the project progresses.

Mr. Walsh also discussed issues associated with City Ordinance #3043, which was adopted in June 2019 to convert certain streets to meters as part of Phase II of meter expansion. Mr. Walsh explained that this ordinance inadvertently omitted Wall Street and South State Street (Thompson to Thorndike). He noted that both streets were recommended to be metered as part of the 2017 Strategic Parking Plan. He stated that he would like to approach the City Council in October with additional ordinance amendments to include these two streets. It was the consensus of the Parking Committee to proceed with this course of action.

5. **Other Business:**

- a. **City Council FY2020 Budget Referral:**

Mr. Walsh reminded the Committee that the City Council, as part of the FY 2020 budget adoption process in June, asked the Parking Committee to review the possibility of expediting replacement of the City's 375 existing mechanical meters, as well as the City's 85 kiosk pay stations. It was noted that the City's Capital Improvement Program (CIP) currently calls for replacement of mechanical meters in FY 2021 and kiosks in FY 2022.

Mr. Walsh distributed a handout dated June 12, 2019, which modeled expedited replacement of mechanical meters and kiosks in FY 2020.

Mr. Walsh reviewed a variety of issues that would make amending the FY 2020 budget difficult at this point in time with respect to expediting

replacement of existing mechanical meters and pay station kiosks. Factors included:

- Final selection of pay station kiosk vendor;
- Timing to secure capital and operating appropriations from the City Council. It was explained that smart meters have higher operating costs than mechanical meters. It was also noted that revenues for mechanical meters would also likely increase per data gathered during the 9 month trial period for smart meters. Thus, amendments to the operating budget would be appropriate if the City Council desired to proceed at this time; and,
- The lead time for ordering and installing new equipment given impending winter season. Therefore, the earliest that replacement smart meters and kiosks could be installed would likely be spring 2020.

For these reasons, Mr. Walsh recommended that the Parking Committee review replacement of mechanical meters and kiosks in conjunction with preparation of the FY 2021 budget.

Discussion ensued. Several members of the Parking Committee expressed interest in potentially replacing kiosks with smart meters. It was noted that smart meters would clutter the City's new streetscape improvements on Main Street. After discussion, the Committee asked staff to review replacement of pay station kiosks with smart meters on side streets in Downtown, but not on Main Street. Staff will review this option when preparing the FY 2021 budget.

- b. Pay by Phone Update: The 2017 Strategic Parking Plan recommended implementation of a pay by phone system for mobile parking payments. The Plan called for implementation of the system during FY 2019. Staff reported that a request for proposals was issued to the two pay by cell vendors currently operating in New Hampshire on May 22, 2019. Proposals were received on June 22, 2019. Staff has been conducting due diligence. This included a field test of both apps on August 15th. Staff desires to pick a vendor in September for implementation later in the fall. Implementation will take approximately 8-10 weeks once a vendor is selected and contracts are signed. The Mayor asked to discuss pay by cell proposals at the Committee's next meeting.
- c. Public Safety Ordinances for Parking Lots and Garages: Mr. Walsh stated that staff was reviewing public safety and nuisance ordinances for parking garages and surface lots. These included loitering, smoking, camping, and roller blading. Staff stated that they planned to install signage regarding these issues in the future. Members of the Parking Committee stated that signage may make the garage users uncomfortable and they suggested that additional lighting be installed. Staff responded that lighting upgrades are nearly complete in the School Street Garage; that funds for expanded lighting at the Storrs Street Garage were included in the \$1.05 million refresh project

for that facility included in the FY 2020 budget; and that lighting is included in the \$3.02 million repair and rehabilitation project for the State Street Garage currently programmed in FY 2021 of the City's Capital Improvement Program (CIP). Staff noted that signage addressing most of these issues is already included in each garage; however, expanded signage in stair towers is needed. Staff also noted that signage is required to properly notify the public of restrictions in order to properly police the facility and prosecute violators.

- d. Weekend and Evening Neighborhood Parking Enforcement: Discussion of resident complaints about evening and weekend neighborhood enforcement. The discussion generally focused on Chapel Street. Carlos Baia indicated he would discuss this issue with the Police Chief.
 - e. Lease Permit Negotiations: The Mayor requested that the Committee hold a nonpublic session to discuss ongoing negotiations concerning parking leases and conversion to a permit system.
6. **Adjourned**: Councilor Kenison moved to adjourn the meeting. Councilor Coen Seconded. The meeting adjourned at 6:29 PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III