



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

41 Green Street, Concord NH 03301

(603) 225-8570

Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes

December 23, 2019

Attendees:

Byron Champlin, Chair City Councilor
Mark Coen, City Councilor
Linda Kenison, City Councilor
Brent Todd, City Councilor
Meredith Hatfield, City Councilor
Jim Bouley, City Mayor
Resident, Phyllis Skafidas

Staff:

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects
Chip Chesley, General Services Director
Aaron Macintyre, Deputy Fire Chief
David Florence, Parking Division Supervisor
Amanda Lombard, Fiscal Clerk-Parking Division

The meeting began at 5:01 PM

1. **Overview of Agenda:** Councilor Champlin provided an overview of the agenda with one change. Phyllis Skafidas a member of the public is in attendance to express her concerns. Councilor Champlin stated once we go over the meeting minutes we will insert and hear her concerns.
2. **Adoption of Minutes:** Councilor Champlin motioned to approve the meeting minutes from November 25, 2019 as well as the meeting minutes for the December 5, 2019 Narrow streets public forum. Councilor Kenison moved to adopt the minutes and Councilor Todd seconded. The minutes were adopted on a unanimous voice vote.
3. **Public comment:** Councilor Champlin then turned the meeting over to Phyllis Skafidas. She stated she is here in person to ask for a hardship exception with the parking meters in front of her house due to her driveway being small and having a hard time backing out of driveway. Councilor Champlin stated the committee will not be making decisions at that time but will take her comments into consideration. Her written comments, as presented, are attached to these minutes.

4. **Narrow Streets Project:**

- a. **Zone 4: (Old North Cemetery Neighborhood):** Councilor Champlin opened up discussion for Narrow Streets Zone 4 from the December 5th public forum then turned the meeting over to Matt Walsh, Director of Redevelopment, Down town Services. Mr. Walsh recognized Mr. Chesley and Deputy Fire Chief McIntyre. One of the discussions during the public meeting was Bradley Street, and the potential putting all the parking on the East side of the Street. The comment was with people exiting Albine Street had difficulty when vehicles are parked on the West side of Bradley with site distance. There is also a driveway encroachment on the West side of the Street so if the parking is on the Cemetery side of the road we avoid those problems.

Councilor Hatfield expressed concern for the trees with parking on the Cemetery side of Bradley.

She questioned staff if they had any concern about the long term effects on the trees if parking were to be set on the Cemetery side. Mr. Chesley stated that possible relocation of the trees would be an option. Mr. Walsh suggested possibly having signs posted stating no parking on grass.

Councilor Todd questioned why there is grass alongside of the cemetery. It doesn't make a lot of sense to have that grass there on such a narrow street. An option would be to widen the street removing the section of grass alongside of the cemetery.

There was also conversation about the intersection of Foster and Prospect Street with concerns of people parking too close to the intersection. There are currently no parking setbacks and no stop sign. Mr. Walsh would suggest a small no parking close to intersection sign. Councilor Champlin would like to see a more detailed request on this issue and to also involve the Traffic Engineer, Karen Hill per consensus of the Parking Committee.

- b. **Zone 1: (Wall Street Neighborhood):** Mr. Walsh stated that the Zone 1 Neighborhood Forum is set for March 30, 2020 in the Council Chambers.

5. **Strategic Parking Plan Update:**

- a. **Security:** Mr. Walsh stated the camera work is just about done other than fiber connections late January early February at the School and State Street garages.
- b. **Parking Enforcement Officer ("PEO") Recruitment:** For the Parking Enforcement update we have two vacancies. There are about 40 applications to go and we are going through them now.
- c. **Pay by Phone implementation:** The Pay by Phone implementation is going well. They are working on sign designs. We are optimistic for the end of January for the go live date.
- d. **Meter Zone Expansion Phase II:** The Phase II of the Meter Zone Expansion is expected to begin installation on January 6.
- e. **Court Street Parking Meters:** Mr. Mayor stated back when we had the construction in front of the court house, Montgomery to State St. when we added meters to the whole Street. Suggestion was to remove three spaces at the end of Court St and N. State St.

6. **FY 2020 Financial Statement:**

- a. Review year to date Financial Statements Through November 30, 2019: The Financial Statement attached is through the end of November. The results are consistent with this time last year. At this point through November about 41% of the budget has gone by. We are a little behind but we haven't calculated the meter expansion revenue which starts in January. We are behind in parking penalties significantly part of that is staffing. The parking division has had one of the PEO's covering the front desk until the position is filled which means that is less ticket that are being written. We are at 41% of the budget gone by and we are only at 24% of the revenue. The expenditures we are running a little behind budget at around 39% right now. Councilor Coen would like the financials to reflect the fact that the Parking Division is paying for taking over for another Department.

7. **Other Business:**

- a. Smoking Ordinance for Parking Garages: We are thinking about bringing an ordinance that will target smoking in the garages which has become problematic. We currently do not have an ordinance that prohibits smoking. We probably will not aggressively enforce it but it will give the Police another tool to use with more leverage to move people along. This will also help us with a littering maintenance issue. Councilor Champlin put the No Smoking Ordinance to a vote; it was the consensus of the Parking Committee to move forward with the Ordinance.
- b. Mr. Mayor stated Tom Ballin a tenant at the corner of Dixon and Centre St. asked if we would consider changing the parking from 10 hours to 3 hours. Mr. Walsh asked if we wanted to address this tonight. Councilor Kennison asked the Committee where would this hour change be, Mr. Walsh stated somewhere in the vicinity of Loudon Rd and Dixon Avenue. It was the consensus of the Parking Committee to move forward with the 3 Hour parking and the ordinance will be updated as soon as possible

Adjourned: The meeting adjourned at 6:23 PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III