



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

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Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes

March 25, 2019

Attendees:

Byron Champlin, Chair City Councilor
Jim Bouley, Mayor
Linda Kenison, City Councilor
Brent Todd, City Councilor

Staff:

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects-
Rob Mack, Traffic Engineer
Dan Andrus, Fire Chief
David Florence Parking Division Supervisor
Amanda Lombard Fiscal Clerk Parking Division

The meeting began at 5:03PM

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda.
2. **Adoption of Minutes:** Councilor Champlin asked for a motion to adopt the minutes of December 18, 2018, January 28, 2019 and February 4, 2019. Councilor Kenison moved to adopt the minutes. Councilor Cohen seconded. Councilor Todd requested the minutes of February 4, 2019 be amended to show he was not in attendance. The minutes were adopted on a unanimous voice vote after the correction.
3. **Referrals to Parking Committee:** None
4. **Narrow Streets Project:** Mr. Walsh reviewed the draft narrow streets recommendations for Zone 3 (UNH Law / White Park Neighborhood) and discussed the public input received during the second public forum held on January 28, 2019 at the UNH School of Law. It was noted that the majority of residents who spoke at the January public forum were supportive of implementing the Parking Committee's revised recommendations. The Committee briefly discussed beginning and end dates for winter no parking on select streets within Zone 3. The Mayor recommended that the winter season be defined as January 1 – March 15, as these are the snowiest months. He also noted those dates will not interfere with any holidays. It was the consensus of the Parking Committee to adopt the Mayor's proposal. The Committee then briefly explored making further changes to its revised recommendations. However, after additional consideration, it was the consensus of the Committee to move forward with their recommendations as presented to the public on January 28th. Councilor Todd made a motion to forward Ordinances to implement the Parking Committee's recommendations for Zone 3 to the City Council for public hearing as written. Councilor Kenison seconded. The motion carried unanimously.

The Mayor stated that he would like to schedule field review by Narrow Streets Subcommittee of Zone 2

(City Hall Neighborhood) following the City Council discussion on Zone 3.

5. Parking Strategic Plan:

- a. FY2019 Financials Year to Date (YTD): Mr. Walsh provided a summary of the FY2020 Financials Year to Date (July 1, 2018 through February 28, 2019; or 67% of the FY 2019 Fiscal Year). Metered parking revenues continue to be strong, as 83% of total meter revenues have already been received year to date (YTD). Parking penalty revenues are lagging at 56% YTD. However, total revenues for FY2019 are 78% YTD vs. budget of 67%. Parking Fund expenses for FY2019 are at 76% YTD versus budget of 67%. Overtime is significantly overspent due to several Parking Enforcement Officer vacancies.
- b. Recommendations Update: Mr. Walsh reported that the City is currently in discussions with two potential vendors for implementation of a pay by cellphone application (“app”) for metered parking in Concord. These vendors are PayByPhone and Parkmobile. Both currently operate in New Hampshire. PayByPhone is operating in Nashua. Parkmobile currently operates in Keene, Portsmouth, and Hanover. The goal is to have a pay by phone application implemented by this summer.
- c. Phase II Meter Expansion (258 Meters): Mr. Walsh provided a brief overview of the Phase 2 meter expansion area as recommended in the Parking Strategic Plan. He reported that this item will be included in the FY2020 budget proposal to City Council.
- d. Enforcement Staffing: Mr. Walsh reported that City Administration is considering potential changes to staffing within the Parking Division as part of the FY2020 budget. He then reviewed a tentative staffing model, which included elimination of several part-time Parking Enforcement Officer positions. These positions would be replaced with three new full-time positions. He noted that this proposal is a deviation from the staffing model included in the Parking Strategic Plan. Mr. Walsh reported that this proposal would be advantageous to the City as it eliminates one FTE within the Parking Division. He also noted that full-time positions are more attractive in the labor market, and, thus, will hopefully result in successful recruitment of individuals to staff PEO positions.

6. Capital Projects Updates:

- a. Mr. Walsh provided an update about the parking garage surveillance improvements, stating the project is moving forward and that a contract with the City’s vendor will be issued later this spring.
- b. Repairs to the Red River Theatre vestibule are nearly complete and will be wrapped up in the spring.
- c. A contract has been issued for sheetrock repairs in all three stair towers at the Storrs Street Garage. Work will be completed this spring.
- d. The Storrs Street Garage will also be closed for one weekend likely in April or May for drain cleaning, pressure washing and pavement markings later this spring.
- e. Construction of the School Street Parking Garage’s south stair tower foundation remains ongoing, but is moving slowly due to ongoing winter conditions as well as delays for foundation reinforcing bar.

7. Other Business: None.

A motion was made and duly seconded to adjourn the meeting. The motion carried on a voice vote and the meeting adjourned at 6:40 PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III