



CITY OF CONCORD

New Hampshire's Main Street™

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City Manager

Parking Committee Minutes

June 27, 2019

Attendees:

Byron Champlin, Chair City Councilor

Jim Bouley, Mayor

Mark Coen, City Councilor

Brent Todd, City Councilor

Staff:

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects

David Florence Parking Division Supervisor

Amanda Lombard Fiscal Clerk Parking Division

The meeting began at 5:08PM

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda. He noted that Councilor Kenison was excused.
2. **Adoption of Minutes:** Councilor Champlin moved to adopt the minutes of March 25, 2019. Councilor Todd seconded. The minutes were adopted on a unanimous voice vote.
3. **Parking Committee's FY 2020 Work Plan:** The Committee discussed creating a work plan for FY 2020. Topics included the following:
 - a. **City Council Referral – Expedited Replacement of Mechanical Meters and Pay Station Kiosks.** Mr. Walsh noted that this issue was raised during the FY 2020 City Council budget deliberations and referred to the Parking Committee for review. Specifically, the City Council has asked the Committee to review potentially expediting replacement of all 375 mechanical meters with smart meters, as well as all 85 pay station kiosks with new kiosks. Discussion ensued. Mr. Walsh explained that Mechanical Meters are currently scheduled for replacement in FY 2021 at a cost of \$365,000. Kiosks are programmed in the CIP for replacement in FY 2022 at a cost of \$260,000, which presumes replacement of internal components only. Kiosk replacement with new housings would cost approximately \$675,000. Mr. Walsh briefly reviewed the total number of meters and kiosks in the City, revenue generation associated with both, as well as some preliminary cost estimates to proceed with these replacements as compared to figures currently programmed in the FY2020-FY2029 Capital Improvement Program. He also noted that revenues for

mechanical meters could potentially increase significantly with smart meters due to the ability to accept credit cards. Specifically, he explained that transaction histories for IPS smart meters currently being tested on Storrs Street have revealed that approximately 50% of all transactions are cash and 50% are credit cards. The average cash transactions are around \$0.80, while credit cards are around \$2.00 per transaction (or 2.5 times more than cash). Should this trend hold for existing mechanical meters when converted to smart meters, then revenues for the 375 existing mechanical meters could increase significantly. It is estimated that the 375 mechanical meters currently generate approximately \$150,000 in revenues.

- b. Winter Parking Ban Tickets and Tow Policy / Procedures. The Committee stated it would prefer to get changes (if any) enacted prior to December 2019 so they can be implemented for the upcoming 2019/2020 winter.
- c. Narrow Streets Project. The Narrow Streets Project is on track and the next public meeting will be set for September.
- d. Strategic Plan Implementation. This is an ongoing effort. FY 2020 will largely be focused on Phase II meter expansion, as well as several capital improvement projects.

4. **Referrals to Parking Committee / Citizen Requests:**

- a. Community Drive (Penacook): The Committee reviewed an email from Jack Shields expressing concerns about on-street parking on Community Drive near Summer Street. He noted that parking on both sides of the road narrows Community Drive creates a bottleneck which he believed was unsafe for motorists. The Committee reviewed photos of the area. Staff explained that the road is approximately 28' wide. Based upon guidelines developed as part of the City's ongoing Narrow Streets Project, parking would only be permitted on 1 side of the road. Staff noted they had visited the location and observed the issue. Staff also noted that traffic on Community Drive backs up from Canal Street to Summer Street in the afternoon when Merrimack Valley High School is dismissed. Mr. Walsh further noted that on-street parking is permitted on both sides of the road on Community Drive between Merrimack and Summer Streets; however it is only permitted on the west side of Community between Canal and Merrimack Streets. Staff recommended that on-street parking on Community Drive be limited to only one side of the road between Canal and Summer Street. Discussion ensued. Councilor Todd moved that on-street parking on Community Drive between Canal and Summer Streets be limited to the west side of the road only. The Mayor seconded. The motion passed unanimously.

5. **Narrow Streets Project:**

- a. Zone 2 (City Hall Neighborhood): Councilor Champlin stated he would like to schedule a field review Zone 2 Narrow Streets Recommendations. Councilor Todd was appointed to coordinate this effort. Mayor Bouley, Councilors Todd and Champlin, as well as Matt Walsh volunteered to participate in the field review. Staff will work coordinate a time to conduct the field review of Zone 2 recommendations. The Parking Committee expressed interest in holding the second neighborhood forum for Zone 2 in mid-September.

6. **Parking Strategic Plan:**

- a. **FY2019 Financials:** Mr. Walsh reviewed the Parking Fund's financials from July 1, 2018 through May 31, 2019 (representing 92% of the Fiscal Year). Revenues were ahead of expenses by approximately \$625,000. The Fund's performance is exceeding expectations.
- b. **Pay by Cell App:** Mr. Walsh reported that staff solicited proposals from the two pay-by-cell operators currently doing business in New Hampshire. Proposals were received on June 21 and are currently under review. Staff hopes to implement a pay-by-cell program later this fall.

7. **Capital Projects Updates:** Mr. Walsh provided a brief overview of ongoing capital improvement projects.

- a. **Security Cameras:** Mr. Walsh stated that a contract was recently signed with Minuteman Security Technologies to install security cameras in all three parking garages. The work will commence this summer.
- b. **Storrs Street Parking Garage:**
 - i. Renovation of the Red River Theatre vestibule has been completed.
 - ii. Mold and sheetrock repairs in all 3 stair towers are currently underway.
 - iii. Concrete repairs to spandrel wall caps on the roof have been completed.
 - iv. The garage was pressure washed and pavement markings were repainted earlier this spring.
 - v. It is anticipated that the FY 2020 \$1.060 million renovation project will begin in the summer of 2020.
- c. **School Street Garage:** Mr. Walsh reported that the project is ongoing. Steel erection for the new south stair tower is scheduled for July. Installation of new waterproofing membrane will also begin in July. This will necessitate installation of temporary traffic signals in the garage in order to facilitate the work. Steel and concrete restoration is ongoing.
- d. **State Street Parking Garage:** The garage's floors and stair towers will be washed on June 29 and 30th.
- e. **Storrs Street Lot Pigeon Control Project:** This project has not commenced and is currently under review.

8. **Other Business:** None.

9. **Adjourned:** Councilor Todd moved to adjourn the meeting. Councilor Coen Seconded. The meeting adjourned at 6:35 PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III