

PARKING COMMITTEE MEETING
Thursday, November 20, 2003
City Hall – Council Chambers

I. CALL TO ORDER:

The Parking Committee meeting was called to order by Alex Hanson, Chairman at approximately 9:10 a.m.

- II. Members Present:** Chairman Alex Hanson, Asst. Mayor
John P. Bohenko, City Manager
John Burke, Parking & Transportation Director
Steve Parkinson, Public Works Director
Deputy Police Chief Dave Young
Andrew Purgiel, City Auditor

III. ACCEPTANCE OF THE MINUTES:

Motion made by Steve Parkinson to accept the August 21, 2003 minutes of the Parking Committee. Seconded by Andrew Purgiel. Motion passed.

IV. CORRESPONDENCE:

- (A) **Post Office Parking Lot (Daniel St.)** – 10/7/03 letter attached. John Burke directed a letter to the Committee’s attention that complains about the lack of parking at the Post Office parking lot on Daniel Street. He suggested that since the parking lot is free and only has about 10 spaces, people line up all the way down Daniel Street trying to get in, which increase traffic congestion.

MOTION made by City Manager John Bohenko to place on file. Seconded by Steve Parkinson. Motion passed.

V. OLD BUSINESS:

- (A) **Downtown Parking Validation Program** – Update – Andrew Purgiel presented the committee with data covering 6/24/03 through 11/12/03. This report shows that the program continues to grow with 36 businesses participating, 7600 stickers sold showing the average stickers used per day is increasing. John Burke stated that the program is going very well and the information is being shared with the Downtown Merchant’s Association.
- (B) **HHPF Conversion to 3 ½” Ticket Spitters** – Update – John Burke informed the committee that new 3 ½ inch ticket spitters have been

installed in the garage replacing the 5 inch ones. The new spitters have already cut down on the number of ticket jams/day, which is reducing delay to customers. The new tickets themselves can be used for advertising in the future to defray the cost of ticketing.

- (C) **HHPF Proximity Card Conversion** – Update - John Burke updated the Committee on replacing the magnetic stripe pass readers with proximity card readers. The proximity cards allow for quick, contactless entry into the facility, which will again reduce delays at entrance and exit. The card readers are in and the system will be installed in January.
- (D) **Web-based Parking Payments** – Update – John Burke stated that the existing violations software will be upgraded to include a module on credit card payments. He is working with the City’s Webmaster, IT and Finance Department on implementation. City Manager John Bohenko suggested checking on whether debit cards will also be able to be used.

VI. NEW BUSINESS:

- (A) **Special Event Parking Rate – Holiday Parade – First night**
MOTION made by City Manager John Bohenko for a \$3.00 flat fee for parking at the HHPF for both the Holiday Parade and First Night. Seconded by Steve Parkinson. Motion passed.
- (B) **Section 7A.406: Horse Drawn Carriages – Pleasant Street parking Stall** – The Portsmouth Livery business has been sold and the new business uses the Pleasant Street parking spot infrequently. The City Manager suggested keeping the space as is and when the new business is not using it, either the Police Department or Public Works may use the space when needed. Steve Parkinson stated that the sign needs to be replaced.
- (C) **Boot & Tow Ordinance Review** – John Burke stated that anyone who accumulates 5 or more parking tickets or in excess of \$75.00 in unpaid fines is placed on the Boot & Tow list. He stated that there are several hundred people that owe \$75.00 in fines but do not pay because they are just under the threshold. Discussion followed as to whether unpaid fines should be tied to the ability to register a vehicle. The City Manager asked if this could be done under the statute.

MOTION made by Deputy Police Chief Young to refer this to John Burke for further research and to come back with a proposed Ordinance change. Seconded by Steve Parkinson. Motion passed.

- (D) **HHPF Fleet Street Entrance Improvements** – Presented at meeting – John Burke stated that an attendant booth area at Fleet Street had been

provided as part of the HHPF expansion. He recommended a booth be installed next summer to reduce delays at the Hanover Street entrance during busy times. The Fleet Street booth would be open during busy times. There also needs to be signage so that people will know when this entrance is open. The City Manager suggested the project be included in the CIP with the funding source being parking revenue.

MOTION made by Steve Parkinson to include a project in the CIP for the installation of a fee computer and attendant booth at the Fleet Street Entrance/Exit. Seconded by Andrew Purgiel. Motion passed.

- (E) **Downtown Residential Parking** – Discussion – Livermore Street residents have complained that downtown employees and employees of the Wentworth Home are parking on Livermore Street making it impossible for residents to use the spaces. Resident permit parking was discussed. It was generally felt that all residents of the City would have the privilege of parking on a permitted street. John Burke stated that there were at least five streets where permit parking may be needed: Livermore, Mechanic, Hanover, Hancock and Pearl Streets. The City Manager suggested a pilot program and Chairman Hanson asked John Burke to come back to the next meeting with information on some successful programs from other municipalities.

VII. INFORMATIONAL:

- (A) **Multispace Parking Pay Stations** – Boston Globe Article and Portland Tribune Article “Pay and Display Conversion a Success in Portland”.

The City Manager suggested a pilot program using a multi-space meter at the Parrott Avenue lot, Market Street, where sidewalk width is limited or in another surface parking lot. John Burke stated that the City’s electronic meters are going on 8 years old and computer board failures have occurred. He noted that the next meter technology should be decided on – and multi-space meters are catching on nationally as they have internationally for some time. The multi-space meters can handle up to 40 spaces in a lot and are less costly to maintain than the meters. The City Manager suggested a pilot program and noted that the meters would accept credit cards. The City Manager recommended money for two meters in the CIP.

MOTION made by Steve Parkinson to include two multi-space parking units within the upcoming capital plan. Seconded by Andrew Purgiel. Motion passed.

- (B) **HHPF Leases** – Presented at meeting. – John Burke informed the committee there are presently 425 leases and that IBM has requested 30 additional, which would bring the total leases to 455.

VIII. OTHER BUSINESS:

- (A) **NHDOT Bridge Tender Parking – Revocable Parking License Agreement** – The License Agreement will allow the NHDOT Bridge Tenders to park in the first two bays under the Memorial Bridge during work hours. The third bay will remain a no parking area and be closed off with guardrail. The proposed revocable parking license agreement is attached.

MOTION made by Steve Parkinson to recommend approval of the draft Revocable Parking License Agreement between the City and the NHDOT. Seconded by John Burke. Motion passed.

- (B) Alex Hanson informed the Committee there would not be a meeting in December. The next meeting will take place in January 2004.

IX. ADJOURNMENT:

Meeting adjourned at approximately 9:45 a.m.

Respectfully submitted

Elaine E. Boucas, Secretary