

**PARKING COMMITTEE MEETING**  
**7:30 AM –Thursday, September 9, 2010**  
**City Hall – Conference Room A**

**I. CALL TO ORDER:**

Chairman Ken Smith called the meeting to order at approximately 7:30 a.m.

**II. ROLL CALL**

**Members Present:**

Councilor Kenneth Smith, Chair  
John P. Bohenko, City Manager  
Steve Parkinson, Public Works Director  
Steven DuBois, Deputy Police Chief  
Andrew Purgiel, City Auditor  
Jon Frederick, Parking Manager

**III. ACCEPTANCE OF THE MINUTES:**

**MOTION** made by Steve Parkinson to accept the minutes of the August 12, 2010 meeting. Seconded by Deputy Police Chief DuBois. Motion passed.

**IV. FINANCIAL REPORT:**

Andrew Purgiel presented the members with projected Sept-June figures reporting that the parking violations continue to be a deficit and the parking meters are down, all probably due to construction on State St.

**V. NEW BUSINESS:**

**(A) 15 Union Street** – Request for Handicap Parking Space from Nancy Hanscom – Jon Frederick presented the members with aerial and street photos. Use of the reserved space will be tracked annually and the owner understands this is reserved for all handicap. Recommended accepting this request and place sign and street painting after Council approves minutes.

**MOTION** made by John Bohenko to approve the request for a handicap parking space as presented. Seconded by Deputy Police Chief DuBois. Motion passed.

**(B) 12-Hour High-Hanover Parking Passes** – Jon Frederick reported with Prime Buchholz leaving the downtown area, we are down eighty nine 24-hour passes, bringing the total to 508 total leases for the month of September. Our 24 hour passes are 226 and 12 hour passes are 282. Jon Frederick would like to come back with a report at the next meeting with an examination of other programs for passes that we could offer to try and promote sales. Look at the 7:00 a.m. to 7:00 p.m. times and examine our pricing structure which was last done in 1998.

**MOTION** made by John Bohenko for Jon Frederick to look at the High-Hanover Parking Facility parking passes and report back at the October meeting. Seconded by Steve Parkinson. Motion passed.

**VI. OLD BUSINESS:**

- (A) **Municipal Agreement to Withhold Vehicle Registrations** – Report back  
Jon Frederick presented the members with a memo outlining a few of the major municipalities being impacted by agreement with the City of Portsmouth. The figures are basically for presentation purposes taken over the last four years (pro forma in nature). Jon Frederick is attempting to show the City of Portsmouth's outstanding citations greatly outweigh the outstanding citations in other cities.

The City Manager requested a written report back from Mr. Frederick. There is no unified computer system right now among the communities. We want to try to continue to be as customer friendly as possible. The City Manager would like to have a report from the Finance Dept. and the Parking Department. We want to make sure that if we go into this we have the best system possible to make sure that we are accurate.

Jon Frederick reported that other communities have a system that interfaces with the state registration system enabling them to import text files so there is no manual intervention on behalf of their clerks.

The City Manager stated we also need to know the cost of this new system. It is valid to review and evaluate.

The City Manager recommended a report back at the next meeting and to show the benefits, the drawbacks and attach to the minutes for the City Council.

**VII. OTHER BUSINESS:**

- (A) The City Manager stated that on September 18<sup>th</sup> we will be closing Pleasant Street from Porter to the Square. There are 13-20 Model T's coming in Saturday morning at about 10:30 a.m. We need to make sure the barricades are in place. No Parking from 9:00 a.m. to noon. Harold Whitehouse volunteered to remove the barricades on Porter St. and on Pleasant St. when they leave.
- (B) The City Manager stated that on September 20<sup>th</sup> the City Council will meet with the Parking Focus Group and as part of that discussion there was an additional request from a City Councilor on information on extending hours.

**VIII. ADJOURNMENT:**

**MOTION** made by Steve Parkinson to adjourn. Seconded by Andrew Purgiel. Motion passed.