



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

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City Manager

Parking Committee Minutes

September 23, 2019

Attendees:

Byron Champlin, Chair, City Councilor

Jim Bouley, Mayor

Mark Coen, City Councilor

Staff:

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

Tom Aspell, City Manager

Carlos Baia, Deputy City Manager of Development

Chip Chesley, General Services Director

Daniel Andrus, Fire Chief

David Florence, Parking Division Supervisor

Amanda Lombard, Fiscal Tech - Parking Division

The meeting began at 5:00PM and was held at the City Hall Large Second Floor Conference Room.

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda.
2. **Adoption of Minutes:** Councilor Coen moved to adopt the minutes of August 26, 2019 as presented. The Mayor seconded. The minutes were adopted on a unanimous voice vote.
3. **Narrow Streets Project:** The Parking Committee reviewed public input received during the second neighborhood forum held on September, 17 2019, for Zone 2 of the Narrow Streets Study Area (i.e. the City Hall Neighborhood), and finalized recommendations associated therewith. Ordinances for the Committee's final recommendations will be prepared and sent to the City Council for public hearing.
 - a. **Blake Street (North State to Green):** The final draft recommendation for the street was to remove all on-street parking. After review, it was the consensus of the Parking Committee to only remove one parking space located closest to Green Street.
 - b. **Garden Street (Huntington to Rumford):** It was the consensus of the Parking Committee to make no changes to Garden Street.
 - c. **Hanover Street (Centre to School):** The final draft recommendation for the street was to remove all parking in the narrowest areas of the street and implement a Winter Parking Ban (January 1 – March 15). After review, it was the consensus of the Parking Committee to make no changes to Hanover Street.

- d. **Huntington Street (Centre to School):** The final draft recommendation for the street was to remove on-street parking on both sides of the road and convert to one-way south bound. After review, it was the consensus of the Parking Committee to make no changes to this section of Huntington Street.
- e. **Huntington Street (School to Warren):** The final draft recommendation for the street was to limit parking to the west side only; implement a Winter Parking Ban (January 1 – March 15); and convert the street to one-way travel south bound. After review, it was the consensus of the Parking Committee to make no changes to this section of Huntington Street.
- f. **Kennedy Lane (Depot to Pleasant Ext):** The final draft recommendation was to remove the 20 minute parking space on the west side of the road. After review, it was the consensus of the Parking Committee to not proceed with any changes to Kennedy Lane.
- g. **Liberty Street (Pleasant to Warren):** The final draft recommendation was to limit parking to one side of the road. After review, it was the consensus of the Parking Committee to not proceed with any changes to Liberty Street.
- h. **Merrimack Street (Centre to School):** The final draft recommendation was to limit parking to the east side of the road. After review, it was the consensus of the Parking Committee to not proceed with any changes to this section of Merrimack Street.
- i. **Merrimack Street (School to Warren):** The final draft recommendation was to limit parking to the east side of the road. After review, it was the consensus of the Parking Committee to not proceed with any changes to this section of Merrimack Street.
- j. **Merrimack Street (Warren to Pleasant):** The final draft recommendation was to limit parking to the east side of the road. After review, it was the consensus of the Parking Committee to not proceed with any changes to this section of Merrimack Street.
- k. **Orchard Street (Pine to Merrimack):** The final draft recommendation was to limit parking to the south side of the road. After review, it was the consensus of the Parking Committee to not proceed with any changes to Orchard Street.
- l. **Pine Street (Centre to School & School to Warren):** The final draft recommendation was to limit parking to the west side of the road. After review, it was the consensus of the Parking Committee to recommend that a Winter Parking Ban be implemented for the east side of Pine Street from January 1 – March 15 annually.
- m. **Pine Street (Pleasant to Warren):** The final draft recommendation was to limit parking to the west side of the road. After review, it was the consensus of the Parking Committee to recommend that a Winter Parking Ban be implemented for the east side of Pine Street from January 1 – March 15 annually.
- n. **School Street (Hanover to Huntington):** The final draft recommendation was to limit parking to remove on-street parking on the north side of the road. After review, it was the consensus of the Parking Committee to recommend no changes to this section of School Street.

- o. **School Street (Pine to Liberty):** It was the consensus of the Parking Committee to recommend no changes to this section of School Street.
- p. **Short Street (Huntington to Rumford):** The final draft recommendation was to remove on-street parking. After review, it was the consensus of the Parking Committee to recommend a Winter Parking Ban from January 1 – March 15 annually.
- q. **Short Street (Rumford to North Spring):** The final draft recommendation was to remove on-street parking. After review, it was the consensus of the Parking Committee to recommend a Winter Parking Ban from January 1 – March 15 annually.
- r. **Summit Street (Tahanto to Curve):** It was the consensus of the Parking Committee to make no changes to this section of Summit Street.
- s. **Summit Street (Curve to School):** The final draft recommendation was to remove on-street parking. After review, it was the consensus of the Parking Committee to recommend a Winter Parking Ban from January 1 – March 15th annually.
- t. **Warren Street (Green to Rumford):** The final draft recommendation was to implement a Winter Parking Ban from January 1 – March 15 annually. After review, it was the consensus of the Parking Committee to recommend no changes to this section of Warren Street.
- u. **West Washington Street (Holt to Liberty):** The final draft recommendation was to remove on-street parking. After review, it was the consensus of the Parking Committee to recommend no changes to West Washington Street.

It was also noted that the initial public forum for Zone 4 of the Study Area (i.e. Old North Cemetery Neighborhood) was scheduled for October 8, 2019 at 7:00PM at City Council Chambers.

Pay by Phone Update: Mr. Walsh provided an overview of the City's efforts to secure a mobile pay app for parking (a.k.a. "pay by cell" app). He noted that this was a recommendation of the 2017 Strategic Parking Plan. Mr. Walsh also noted that the Strategic Plan called for passing all convenience fees and credit card transaction costs associated with the app onto its users.

He reminded the Parking Committee that, on May 22, 2019, the City issued Request for Proposals to the two mobile pay app vendors operating in New Hampshire. Those vendors were Parkmobile and PayByPhone. Proposals were received on June 21, 2019.

Parkmobile currently operates in Portsmouth, Hanover, and Keene. PayByPhone operates in Nashua. Mr. Walsh noted that the City's Purchasing Ordinance allows the City to "piggy-back" on other governmental purchasing processes and contracts; hence, in large part, why the City chose to only entertain proposals from these two vendors. He also noted that going with a current provider in New Hampshire would be beneficial for the City, the other communities, and parkers.

Mr. Walsh exhibited a PowerPoint presentation which included information on how the apps work, as well as data and analyses comparing both vendors. Data and analyses specifically included:

- The number of app users for both vendors in the United States, New England and New Hampshire;
- Compatibility with existing City parking meters, kiosks, and enforcement software;
- Review of zone design, signage costs, and marketing plans;
- Customer support;
- Capability to validate parking, or offer discounts;
- Potential challenges; including inability to register special characters (+, &, -);
- Cost of implementation to the City; and,
- Projected costs to app users.

As part of his analysis, Mr. Walsh presented a hypothetical scenario for the purchase of 2 hours of parking, with a 1 hour extension. He noted that the cost difference between the 2 vendors was approximately \$0.05 to \$0.10, with PayByPhone having slightly more advantageous pricing for the consumer.

Mr. Walsh also discussed the merchant validation and discount features for the apps. He explained that Parkmobile appeared to have a superior system when compared to PayByPhone.

Mr. Walsh concluded his presentation by stating that both apps appeared to be viable; however, Parkmobile offered a slightly more sophisticated product that featured better merchant validation / discount capabilities. However, the cost of the Parkmobile app would be slightly more expensive to users than PayByPhone by approximately \$0.05 - \$0.10.

Mr. Walsh asked the Parking Committee for guidance regarding selection of a vendor. Members of the Parking Committee provided their input. The Mayor stated that cost to the consumer should be the City's paramount concern. Other members of the Committee echoed this sentiment.

The Parking Committee also reaffirmed that all costs associated with the app (i.e. convenience and credit card transaction fees) should be passed onto the parker.

Mr. Walsh thanked the Committee for their input. He stated that once a vendor is selected, implementation would take approximately 2 months after a contract is executed. He stated that it was his goal to get the app implemented on or about January 15, 2020. However, this deadline is subject to how long it will take the City and its preferred vendor to negotiate a contract.

4. **Other Business:** No other business was discussed.
5. **Non Public Session:** The Parking Committee entered into nonpublic session at approximately 7:15PM to discuss parking lease negotiations in accordance with RSA 91-A:3, II, d.
6. **Adjourned:** A motion was made and duly seconded to adjourn the meeting. The motion carried on a voice vote. The meeting adjourned at approximately 7:45PM

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III