



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

41 Green Street, Concord NH 03301

(603) 225-8570

Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes **June 28, 2021**

Attendees:

Byron Champlin, City Councilor, Parking Committee Chair
Linda Kenison, City Councilor
Nathan Fennessy, City Councilor
Brent Todd, City Councilor
Jim Bouley, Mayor

Staff:

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects
Karen Hill, Transportation Engineer
Amanda Lombard, Fiscal Clerk Parking Division
David Florence, Parking Division Supervisor

Public:

David Rauseo, Interchange Development L.L.C. / Concord Crossing
Laurie Rauseo, Interchange Development L.L.C. / Concord Crossing

The meeting was called to order by Councilor Champlin at 5:11PM.

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda.
2. **Adoption of Minutes:** Councilor Fennessy moved to adopt the April 26, 2021 meeting minutes. Councilor Todd seconded the motion. The minutes were adopted on a unanimous roll call vote.
3. **Requests and Referrals:**
 - a. **Referral from City Council: Request from interchange Development L.L.C. to convert an existing "No Parking Zone" on Whitney Road (Hoit Road to 400' South thereof along the frontage of the Xtra Mart) into a No Stopping / Standing / Parking Zone located between Hoit Road and the Wheelabrator Waste to Energy Facility located at 11 Whitney Road:** Mr. Walsh provided a brief overview of the request. He explained that Laurie and David Rauseo of Interchange Development L.L.C., who own property along Whitney Road, are requesting that a "No Stopping, Standing, or Parking" ordinance be enacted for both sides of Whitney Road, between Hoit Road and the Wheelabrator Waste to Energy Facility.

Specifically, the Rauseos are seeking this change as trucks associated with the Wheelabrator Facility frequently stop on Whitney Road to re-arrange dumpsters,

compactors, and trailers, sweep residual trash and debris off their vehicles (which creates a nuisance for the City and abutting property), or temporarily store dumpsters and trash trailers. These activities are inappropriate for the public right-of-way and should be conducted entirely on Wheelabrator's property.

In addition, the Rauseos, through a public/private partnership with the City, are currently developing a large commercial real estate project at 1 Whitney Road. The Rauseos expressed concerns that trucks parked on Whitney Road may interfere with traffic entering and exiting the new development, or cause traffic to swerve into the opposite lane thus creating safety concerns. The initial phase of the real estate project features an 80,000SF grocery store, 20,000SF retail tenant, and 14,000SF NH Liquor and Wine Outlet. The Liquor and Wine Outlet is scheduled for completion in December 2021. The Grocery store will be completed in late spring 2022.

Councilor Fennessy inquired whether anyone has contacted Wheelabrator to discuss these concerns. David Rauseo responded that he has had several conversations with John LaRiviere, the General Manager of the Wheelabrator Facility, about this issue over the past couple of years. While those discussions have been pleasant and Mr. LaRiviere has been empathetic, the issue has persisted as Wheelabrator has taken the position that it cannot control what their customers do off-site.

Councilor Champlin inquired whether the City will be able to effectively enforce a no parking zone in this area of the City.

Mr. Walsh stated that routine enforcement would be a challenge as this area is outside of the Parking Division's normal patrol area. He also noted that mobile enforcement has been curtailed due to staffing vacancies.

David Florence, Parking Division Supervisor, reported that the Parking Division has enforced this location in the past. Mr. Florence suggested it might be possible to have the Police Department's sector officer to patrol Whitney Road should an ordinance be enacted. He also stated that the Parking Division would be able to periodically enforce the area once staff vacancies are filled.

Councilor Fennessy inquired whether there were any alternative regulatory options to address these issues. Mr. Walsh stated that other City codes and ordinances might exist to curtail these practices. Potential options included littering ordinances, the City's health code, or the City's site plan development regulations. Regarding the site plan review regulations, Mr. Walsh reported that at the Deputy City Manager Carlos Baia, who oversees the Community Development Department, contacted Wheelabrator on several occasions to discuss these issues. However, Wheelabrator did not respond to Mr. Baia's messages.

Councilor Todd suggested that it would be appropriate for Wheelabrator to establish an area on their property for these activities. He recommended that Mr. Baia speak with Wheelabrator about that facilitating such improvements through the Planning Board's site plan review regulations.

Mayor Bouley noted that Mr. Baia has already attempted to contact Wheelabrator to discuss these issues. He suggested it might be appropriate for the City Solicitor to send a letter to Wheelabrator to further notice them that the activities occurring within the City's Rights-of-Way, which are associated with their facility, are inappropriate and should cease immediately.

Motion: Councilor Todd made a motion recommending that the City Council enact a "No Stopping, Standing, or Parking" ordinance on both sides of Whitney Road between Hoit Road and the Wheelabrator Waste to Energy Plant. Councilor Kenison seconded the motion. The motion carried on a unanimous roll call vote.

4. Financials:

- a. FY 2021 Year to Date Financial Statement: Mr. Walsh provided an overview of the Year-to-Date FY 2021 budget through May 31, 2021. As of May 31st, 91.6% of the Fiscal Year had elapsed.
 - I. Revenues: Actual total revenues for FY 2021 through May 31, 2021 were \$1,952,422.18, or 63% of the budget, and approximately \$232,933.37 less than the same period in FY 2020.
 - II. Expenditures: Actual total expenditures for FY 2021 through May 31, 2021 were \$2,565,090.50 or 83% of budget, and approximately \$203,502.79 more than the same period in FY 2020 due primarily to increase debt service costs.
 - III. Gain/Loss: Through May 31, 2021, expenditures are outpacing revenues, and the Parking Fund is currently running a deficit of approximately \$612,668.32.
- b. Covid-19 Pandemic Revenue Impact Tracking Report: Metered Parking Revenues and Metered Parking Citations: Since the start of the Pandemic in March 2020, meter revenues are off by approximately \$1,000,000. Citation revenues are off by approximately \$165,000.00.

5. Capital Improvement Projects Update:

- a. School Street Parking Garage (CIP #433) Project completion, final layout plan, and parking lot landscaping offer from Davis Insurance Company: Mr. Walsh reported that the School Street Garage renovation project is complete. He noted that a final reorganization of the garage was completed in early June relative to the location of meter, permit, and lease spaces. A copy of the layout plan was reviewed by the Parking Committee.

Regarding permits, Mr. Walsh stated that City Administration, in accordance with the Parking Master Plan, permanently converted all public lease spaces in the garage to permits. In total, the City will have 94 permit spaces with capacity for 118 permits.

However, 172 lease parking spaces associated with certain long-term lease agreements for properties controlled by PRM Holdings and Capital Plaza Concord were maintained and restored to their original locations. He also noted that these long-term lessees will be

responsible for approximately \$135,000, combined, in supplemental rent for the next 15 years as they each are responsible for a prorated share of the \$5.8 million renovation cost.

Mr. Walsh also reported that he had been approached by Andy Davis, who recently acquired 24 Warren Street and is renovating the property for his insurance business, about trees located at the School Street Garage which are infringing upon Mr. Davis' property. Mr. Walsh reported that Mr. David would like all the trees removed and has offered to enter into a public / private partnership to replace the trees with alternative plantings and landscaping. However, Mr. Walsh also discussed an access easement which 24 Warren Street has on the City's Garage Property and suggested that this should be included as part of any negotiation about landscaping. Councilor Champlin stated that he would like to see the trees preserved at the City's property, as that approach would be consistent with Planning Board's landscaping regulations for private parking lots.

- b. Storrs Street Parking Garage (CIP #529) General update and status of construction bid: Mr. Walsh stated that Scholar Painting and Restoration of Connecticut has been awarded the contract for renovation of the Storrs Street Parking Garage. The contract price is approximately \$690,000. The project includes concrete repairs, replacement of sealants and membranes, lighting improvements, and stair tower renovations. Contract documents are being prepared and a schedule has not yet been set for the project.

6. FY 2022 Parking Committee Work Plan: Mr. Walsh reviewed a draft proposed work plan for FY 2022. The suggested plan included the following topics:

1) FY2022 Budget Goals:

- a. Mitigate / manage the ongoing negative financial repercussions of the Covid-19 Pandemic.
- b. Continue to implement the 2017 Strategic Plan:
 - I. Prepare for meter rate, lease / permit rate, and citation rate increases recommended by the Strategic Plan for FY2023.
 - II. Continue negotiations to convert long-term leases in School Street and Storrs Street Parking Garages to permit program.
 - III. Select and implement an on-line portal for parking permits (i.e. resident permits, parking garage permits, and on-street parking encumbrance permits) (Carried over from FY2021).
- c. Complete the Narrow Streets Project for Zone 1 (Wall Street Neighborhood).
 - I. Schedule Neighborhood Forums.
 - II. Prepare subsequent ordinances to implement recommendations once.
- d. Continue to review citizen parking requests as received.
- e. Capital Projects:
 - I. CIP #432- State Street Garage Structural Evaluation and Needs Assessment: prepare for FY2023 design and FY2024 construction.
 - II. CIP #529- Storrs Street Garage: Proceed with construction repairs and renovations.

2) Other Potential Ideas:

- a. Complete the proposed reorganization of Parking Division Staffing. Fill all Parking Officer and Equipment Technician ("POET") positions funded in FY2022.
 - I. 7.6 positions total (to be reduced to 7 as part of FY2022 Budget);
 - II. 5 positions currently funded in FY2022.
- b. Meter Expansion Zone subcommittee.
 - I. Monitor revenues as City emerges from Covid-19 Pandemic.
 - II. Evaluate potential modifications of meter expansion geography.
 - III. Review fee structures and resident permits options.
- c. Outdoor Dining in Parking Spaces (Parklets)
 - I. Continue program beyond 2021 dining season?
 - II. If so, establish revised regulations and design criteria, as well as fee structure.
- d. Citations
 - I. Monitor collection rates.
 - II. Review the relationship between the General Fund and the Parking Fund concerning non-meter parking citations and the General Fund Administrative Fee.
- e. Winter Parking Ban tickets and vehicle impoundment protocols.
 - I. Evaluate citation amount (\$100 / \$200 / \$400).
 - II. Review Police Department Protocols for impounding vehicles.
- f. Study Pay by License Plate (recently implemented in Portsmouth NH).
- g. Neighborhood pavement markings.
- h. Formalize loading zone regulations (time limits, signage, etc.).
- i. Study potential installation of electric vehicle charging stations.

The Parking Committee supported the work plan, but noted some items are higher priority than others. The Committee expressed a strong desire to complete the Narrow Streets Study Project this fall. They also noted that it might be appropriate to pursue electric vehicle charging stations when grant funds become available in the future.

A discussion of parking citations ensued, as well as the City's policies and practices to collect outstanding tickets.

Mr. Walsh explained that the Parking Division issues citations to license plates, not individuals. As such, the Parking Division must manually run reports to match a vehicle to the registered owner to pursue collection of delinquent tickets. Mr. Walsh explained that that process is cumbersome and time consuming. He also noted that the City – in normal times – issues more approximately 20,000 tickets annually. However, due to the Covid-19 Pandemic and staff vacancies, the number of citations issued has been decreased significantly.

David Florence added that the Dispatch Division of the Police Department has been assisting with running required license plate reports to identify registered owners of vehicles.

Mr. Florence also reviewed the City's current procedure for collecting delinquent tickets. He stated that collection letters are sent by the Parking Division to owners of vehicles with outstanding balances every 45 days. The City ceases sending letters after 10 attempts.

Mr. Florence discussed potential alternatives to the current approach. He noted that Manchester is participating in a trial program with the NH Department of Motor Vehicles regarding license plate reporting. He also noted that citation collections are handled by the Violations Bureau in Manchester, which is autonomous from their Parking Department. He also noted that Portland, Maine uses postcards in lieu of letters to delinquent citation holders.

The Mayor discussed an issue regarding convenience fees for on-line payment of parking citations. David Florence stated he would review the issue with the City's vendor.

7. Other Business:

- a. Staffing Reorganization Plan: Elimination and replacement of Parking Enforcement Officer and Parking Meter Technician positions with proposed Parking Officer and Equipment Technician positions (City Council Public Hearing on July 12, 2021): Mr. Walsh noted that the City Council was scheduled to hold a public hearing regarding the proposed reclassification of these positions on July 12, 2021. He asked whether the Parking Committee had any lingering questions about the reorganization plan. The Committee did not have any questions at the time.
- b. West Street: Councilor Kenison discussed illegal parking in the recently enacted no parking zone on the south side of West Street near the South State Street intersection. She stated that she would like to see pavement markings installed in this area.

Mr. Walsh stated that General Services has installed a no parking sign at this location, however the sign was vandalized.

8. **Adjourn:** Mayor Bouley moved to adjourn the meeting. Councilor Todd Seconded. The motion carried unanimously and the meeting adjourned at 6:40 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III