



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**41 Green Street, Concord NH 03301**  
**(603) 225-8570**

**PARKING COMMITTEE**  
**Council Chambers, City Hall Annex, 37 Green Street**  
**Meeting minutes**  
**December 30, 2024 @ 5:00PM**

**Committee Members in Attendance:**

Brent Todd, City Councilor, Parking Committee Chair  
Stacey Brown, City Councilor  
Karen McNamara, City Councilor  
Paula McLaughlin, City Councilor

**Absent:** None

**Staff:**

Tim Thompson, AICP, Assistant Director of Community Development  
Stephanie McKim Administrative Coordinator  
Amanda Lombard, Fiscal Tech III, Parking Division  
David Florence, Parking Division Supervisor

**Public:**

Lexi Turner, UNH Law 2L Student  
Greg Taylor, Concord Regional Crimeline

Chair Todd called the meeting to order at 5:00pm.

1. **Welcome by Chair Todd:** Chair Todd welcomed those in attendance. Members of the Committee and City staff were introduced.
2. **Agenda Overview by Chair Todd**
3. **Adoption of Minutes:** A motion was made by Councilor McNamara and duly seconded by Councilor McLaughlin to adopt the minutes. The motion passed unanimously.
4. **Citizen Requests and City Council Referrals**

a) **Council Referral: UNH Law Accessible Parking**

Mr. Thompson summarized the referral from the City Council to the committee. Members of UNH Law's Diversity Coalition emailed Mayor Champlin in October 2024 to request the City consider creating two or more accessible parking spaces on Washington Street and White Street near the three main entrances of the UNH Law School. At the November 12<sup>th</sup> City Council this request was referred to the parking committee. On November 19<sup>th</sup> Mr. Thompson emailed the students to inform them of the policy on agendas and meeting dates. The students confirmed

1 availability for December 30 and submitted the information included in the packets provided to  
2 the Committee on December 17.

3 Lexi Turner is a 2<sup>nd</sup> year student at UNH Law and a member of the Diversity Coalition. Ms.  
4 Turner reports parking has become an issue for students and staff that require accessible  
5 parking near the UNH Law School. Ms. Turner reported there are four accessible parking spaces  
6 in the defined accessible lot on Blanchard Street and added that they have been able to fit six  
7 vehicles. Ms. Turner recognizes this is not in compliance and states no one is requiring the use  
8 of an accessible parking space that has a ramp for a wheelchair at this time. Ms. Turner states  
9 students have been missing class due to lack of accessible parking near the building and further  
10 stated due to physical restrictions, some students cannot walk from the other designated  
11 University parking lots.

12 Councilor McNamara inquired about the total of defined accessible parking spaces for the three  
13 University lots.

14 Ms. Turner stated there are no defined accessible parking spaces in the University parking lots  
15 that are shared between students and faculty. Ms. Turner further stated that class sizes are  
16 continuing to grow and several students and faculty require accessible parking.

17 Councilor McNamara questioned Ms. Turner for clarification if UNH Law School has provided  
18 any additional accessible parking spaces in their lots.

19 Ms. Turner does not believe any additional accessible spaces are provided in the University lots  
20 and if there are any, additional lots are not within walking distance to the University for those  
21 with the placards.

22 Councilor Brown inquired about the number of students attending UNH Law School.

23 Ms. Turner stated that the 2<sup>nd</sup> year law class consists of approximately 140 students, the 1<sup>st</sup> year  
24 law class has approximately 150, and the 3<sup>rd</sup> year law class has approximately 100.

25 Councilor Todd inquired about how many accessible parking spaces are needed.

26 Ms. Turner is unsure of the total but knows of at least six people.

27 Councilor Todd inquired if Ms. Turner or any other student/faculty had reached out to UNH  
28 Law School to discuss this issue.

29 Ms. Turner stated that they had started with reaching out to the school in the fall of 2023. Ms.  
30 Turner initially met with Dean Berger and continued to reach out over the course of the year  
31 and has not found relief for the issue. Members of the Diversity Coalition met with the  
32 University and were told to reach out to the City.

33 Councilor McNamara inquired if UNH Law School has done a survey about parking utilization in  
34 the parking lots.

35 Ms. Turner stated the lots have been full due to an increase in student enrollment. Parking is an  
36 issue for everyone but especially students with a disability.

37 Discussion ensued about reaching out to residents in the area about open parking, resident  
38 parking permits, and the community's concerns with UNH Law School seeking and receiving a  
39 variance for less than 1/3 of the parking required for a building of that size and the need for  
40 additional relief for offsite parking lots to meet land use requirements in the expansion of 2010.

1 The frustrations of the residential community have been expressed in the narrow streets study  
2 and various interactions with the Parking Committee.

3 Mr. Thompson encouraged the committee consider the following items in making any  
4 ordinance change recommendations to the City Council or alternatively, to report back to the  
5 City Council with the recommendation that there be no changes made:

- 6 • Accessible parking spaces within City roadway rights-of-way cannot be reserved for any  
7 individual or land owner, and must be made available to any driver with an applicable  
8 placard/license plate because the spaces are publicly owned and maintained. Therefore,  
9 there is no way to ensure that any accessible public on-street parking space along  
10 Washington Street or White Street would be available to a UNH Law student or staff  
11 member.
- 12 • Elimination of any unrestricted parking space that would be replaced by an accessible  
13 parking space increases the likelihood that people will further encroach into the  
14 surrounding residential neighborhoods to find parking, which has long been the primary  
15 complaint of residents in the law school area.
- 16 • Both neighborhood residents and the City have expressed in the past to UNH Law that the  
17 remote parking lots owned by UNH are underutilized, and that students and staff continue  
18 to take up parking spaces on-street in closer proximity to the school rather than use the  
19 parking lots.
- 20 • The City as a whole typically does not provide accessible parking spaces when there is  
21 opportunity for on-site accessible spaces (UNH Law has 4 off-street accessible spaces  
22 currently in the lot on Blanchard Street). In fact, City-wide there are only 15 accessible  
23 spaces that are public and on-street (3 additional accessible public parking spaces are in  
24 City owned parking lots, and there are 26 accessible spaces in the City's 3 public parking  
25 garages).

26 Chair Todd stated the reasoning behind having the amount of accessible spaces is that if any  
27 person with a placard can park anywhere in the City without concern for fee or fine, including  
28 spaces not designated as accessible.

29 Chair Todd stated he is hesitant to make a recommendation without discussions with the UNH  
30 Law School representatives regarding the school's longer-term plan to alleviate the parking  
31 issue as student enrollment continues to increase.

32 Mr. Thompson will coordinate with Ms. Turner to reach out to UNH Law School to discuss a  
33 future meeting with the Parking Committee.

#### 34 b) Concord Crimeline Request – Parking Kiosk Stickers

35 Mr. Thompson stated that in August 2024 the City was informally contacted by the Concord  
36 Regional Crimeline about adding stickers to the parking kiosks around downtown and the  
37 parking garages. A formal letter was received by the Parking Committee on December 19 with  
38 the request.

39 Greg Taylor is on the executive board of the Concord Regional Crimeline and a retired Deputy  
40 Chief of Concord Police.

41 Mr. Taylor stated the Concord Regional Crimeline is an anonymous way for people to report a  
42 crime in their community. It is a non-profit organization that is predominantly run by the

1 Concord Police Department who receives the information, follows up, and if the information  
2 results in an arrest or indictment, the Concord Police reports back to the executive board. The  
3 board can approve a reward for the information provided of up to \$1,000 (or more, in special  
4 circumstances). He states the Crimeline is always looking for new opportunities to expand their  
5 outreach to foster more tips and solve more crimes. The Crimeline averages about 300 tips per  
6 year and has had a positive affect on solving crimes.

7 Mr. Taylor stated there are Crimeline signs on major roads coming into the City, banner at the  
8 community center, Ice Arena, and Crimeline stickers on the back of Police vehicles.

9 Mr. Taylor stated the requested kiosk sticker would be approximately 4"x7", and weather  
10 resistant. It would not obscure the information on the kiosk and would not come at a cost to the  
11 City.

12 Discussion ensued about the Concord Police Department website link, mobile parking app kiosk  
13 information requirements, sticker location on kiosk, sticker design, and kiosk graffiti.

14 Mr. Thompson expressed concerns on behalf of the staff:

- 15 • Crimeline stickers could lead to the perception that crime is an issue in Concord resulting in  
16 less people frequenting certain areas of the City.
- 17 • Pay by Phone has been acquired by a new company and the City is in discussions about an  
18 updating and moving toward multiple mobile payment providers to increase competition  
19 and resulting in best deal possible regarding parking fees associated with the use of app.  
20 The information regarding their app and zones will need to be added to the kiosks and  
21 space is limited. The City should have more information in the next 4-6 months as those  
22 discussions move forward.

23 Chair Todd suggests revisiting this request in the future. The kiosk space is questionable at this  
24 time as moving to multiple mobile parking app provider discussions are underway and there  
25 may also be an opportunity to add a banner within the mobile parking pay apps themselves.  
26 The Committee agrees that this should be a discussion for a future date after mobile app  
27 providers have been agreed upon.

## 28 5. State Street Garage RFQ&E Update

29  
30 Mr. Thompson stated the City has three respondents. The staff at Community Development and  
31 the Parking Division are reviewing their proposals on January 10 to determine who they will  
32 interview. Staff will bring updates to the committee once a selection has been made. It is  
33 expected to have a decision and a study start date by February. This was previously scheduled  
34 for fiscal year 2024. Due to the delay in this process, the capital project for this garage will also  
35 result in a delay.

## 36 6. Financials

### 37 a) FY2024 Year End Financial Report

38  
39  
40 Mr. Thompson stated the parking fund did very well in fiscal year 2024. The approved  
41 budget for parking estimated a loss of \$240,100, but the fund ended the fiscal year with a  
42 surplus of \$311,500. The parking fund outperformed the estimated budget by \$551,600 for  
43 FY2024. This surplus was a result of parking penalties, metered parking, investment income,  
44 finance charges and other income lines exceeding revenue estimates, while expenditures  
45 were down primarily due to wage and benefit savings due to vacancies.

1 Discussion ensued about vacancies, and budget surplus and savings.

2 b) FY2025 Financial Statement Year-to-Date (September -November)

3 Mr. Thompson reiterated to the committee that typically the first half of a fiscal year begins  
4 the with a negative operating balance due to expenses being front loaded in the calendar. In  
5 September the budget was operating at a negative balance of \$371,000, October had a  
6 negative balance of \$218,000, and November saw a negative balance of \$114,000. Although it  
7 was budgeted for a budget deficit at the end of the fiscal year, revenues are expected to  
8 increase with the addition of encumbered parking around the perimeter of the proposed  
9 Legislative parking garage. Mr. Thompson expects to outperform the budget for FY2025 as  
10 well.

11 **7. Updates**

12 Mr. Thompson stated the City is now receiving encumbrance payments from the State of NH for  
13 the perimeter parking surrounding the Legislative parking garage, as construction has  
14 commenced.

15  
16 **8. Other Business:**

17  
18 Mr. Thompson queried the committee about moving agendas, minutes, and packets for this  
19 committee to Granicus. The Granicus software is currently utilized by the City Council, Fiscal  
20 Policy Advisory Committee, and Planning Board. Parking Committee's use of the Granicus  
21 software would streamline the process, save on printing cost, and time.

22  
23 The Committee agreed to the use of Granicus for the Parking Committee.

24  
25 Mr. Thompson will meet with the City Clerk to get the Parking Committee set up in Granicus.

26  
27 The Committee discussed its meeting schedule. It was the consensus of the Committee that the  
28 next meeting shall be held on March 03, 2025, at 5PM in the Council Chamber.

29  
30 A motion was made by Councilor Brown and duly seconded by Councilor McNamara to adjourn.  
31 The motion passed unanimously.

32  
33 **9. Adjourn:** Meeting adjourned at 5:58 PM.

34  
35 Respectfully Submitted,

36  
37 Stephanie McKim  
38 Administrative Coordinator – Development