



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

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Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes November 28, 2022

Attendees:

Brent Todd, City Councilor, Parking Committee Chair
Stacey Brown, City Councilor
Karen McNamara, City Councilor
Jim Bouley, Mayor

Staff:

David Florence, Parking Division Supervisor
Karen Hill, Transportation Engineer
Amanda Lombard, Fiscal Tech III, Parking Division
David Gill, Director, Parks and Recreation Department
Matt Walsh, Interim Deputy City Manager - Community Development

The meeting was called to order at 5:00 PM.

- 1) **Overview of Agenda:** Councilor Todd provided an overview of the meeting agenda.
- 2) **Adoption of Minutes:** Councilor McNamara moved to adopt the meeting minutes of October 24, 2022. Councilor Brown seconded the motion. The minutes were unanimously adopted.
- 3) **Citizen Requests and City Council Referrals:**
 - a. **Rumford Street:** Councilor Todd welcomed members of the public to the meeting. He explained the purpose of the Neighborhood Meeting was to discuss parking issues on Rumford Street, between Penacook Street and North State Street, including unauthorized parking activities at the Blossom Hill Cemetery. The Cemetery is owned by the City.

Mr. Walsh made a brief presentation and explained that issue was referred to the Parking Committee at the request of Councilor McNamara, whom is the City Councilor for this for this Ward.

Mr. Walsh explained that unauthorized parking at the Cemetery has been an issue for more than twenty years. Recently, the issue has come to a head due to storage of personal property, debris, boats, unregistered motor vehicles, and other items in the unauthorized parking area at the Cemetery. Staff also explained that these activities are expressly prohibited by Article 10 of the Cemetery Rules and Regulations. Said regulations are authorized by NH State Law RSA 289:7,1, a.

Mr. Walsh further explained there are a few potential locations within the Rumford Street rights-of-way that could be used seasonally for on-street parking. In order to establish on-street parking, the street must have sufficient width to accommodate an 8' wide parking lane and 12' wide travel lane.

Mr. Walsh introduced Karen Hill, Transportation Engineer. Ms. Hill presented layout plans for the street and stated she found two areas within the right-of-way that meet required dimensional requirements and could support on-street parking.

The first location is located on the east side of the street near Penacook Street, and opposite the driveway into the former Lincoln Financial facility. This location could provide approximately five parking spaces

The second location is further down Rumford Street towards North State Street on the west side of the road parallel to the Cemetery retaining wall. This area would require improvements to the gravel shoulder to meet the required 8' width for on-street parking spaces.

Following the presentation, the Parking Committee opened a public hearing on this item. Members of the public voiced concerns about the insufficient parking in this area of Rumford Street. The lack of on-site private parking for multiple properties as cited by several members of the public as the key driver for unauthorized parking at the Cemetery.

Members of the public who use the unauthorized parking area at the Cemetery reported that they had recently cleaned up the debris and removed personal property stored at the premises.

David Gill, Director of Parks and Recreation, addressed the Parking Committee and confirmed that unauthorized parking is not permitted in any City cemetery. He elaborated on why permitting overnight parking in cemeteries could be problematic for the City and abutting properties. He also noted that the City's Cemetery Rules are within the purview of the City Manager.

Following public testimony, Councilor McNamara moved to recommend that the City Administration:

1. Conduct a title review of the Blossom Hill Cemetery to determine whether the property could be lawfully used for lease or permit parking;
2. If lease or permit parking is legally viable, the City Manager should consider amending the Cemetery Rules to authorize lease or permit parking at the parking area which has been informally established at the property.
3. Report back to the Parking Committee once items #1 and #2 have been reviewed.
4. Re-establish fog lines along this section of Rumford Street.

Councilor Brown seconded. The motion carried unanimously on a voice vote.

4) Financials:

- a. FY2022 Year End Financial Statement: Mr. Walsh explained that the books had been closed on FY2022, which ended on June 30, 2022. The Parking Fund ended the year as follows:
 - i. Revenues: Total revenues were \$3,394,617.95, or 127% of budget. This figure was approximately \$1,010,342.30 higher than revenues received in FY 2021.
 - ii. Expenditures: Total expenditures were \$2,697,998.47 or 93% of budget. This figure was \$6,973.35 lower than FY2021.
 - iii. Gain/Loss: Parking Fund has a positive net operating income of \$696,619.48.
 - iv. Working Capital: The Parking Fund ended FY2022 with a total fund balance of \$967,950. This was an increase from \$217,331 in FY2021.
- b. FY2023 Financial Statements: Mr. Walsh provided an overview of FY2023 financial statements through October 31, 2022:
 - i. Revenues: Total revenues were \$1,454,733.07, or 41% of budget. This figure was approximately \$427,741.76 higher than revenues received in the prior year.
 - ii. Expenditures: Total expenditures were \$1,012,795.81 or 38% of budget. This figure was \$83,657.37 less than the prior year.
 - iii. Gain/Loss: Through October, 31 2022, the Parking Fund has positive net operating income of \$379,205.53.

5) Other Business:

- a. PayByPhone: Mr. Walsh reported the City's initial 3-year agreement with PayByPhone will expire in shortly. As such, the City will be entering into a new agreement to maintain this popular mobile payment app. In accordance with the new agreement, the transaction fee paid by customers will increase from \$0.32 to \$ 0.43 effective January 1, 2023.
- b. Meter Zone Contraction: Mr. Walsh reported that meter zone contraction, as approved by Resolution #3135 on October 11, 2022, is underway. Initial efforts are focused on those streets whereby meter zones will be converted to 10-hour free parking zones, such as Storrs Street south of Theatre Street. In total, 159 meters will be removed throughout the Downtown area. Smart meters which are harvested during this process will be reprogrammed, receive updated decals, and redeployed to replace older mechanical meters throughout the system.

6) Review of Future Meetings:

- a. Pending Citizen Requests / City Council Referrals:
 1. Hoit Road: Councilor Rice Hawkins addressed the Parking Committee and requested that the Committee recommend prohibiting on-street parking near the Hoit Road Marsh during winter months. Said recommendation would be made to the City Council. Councilor Rice Hawkins reported that she has received concerns from constituents about on-street parking

near the Marsh during winter months. Said safety concerns have evolved around narrow street issues created by on-street parking activities when snow banks are present.

It was noted that the Marsh is owned by the State of New Hampshire. It was also that a state-owned parking lot is located across from the Marsh; however, it does not have sufficient capacity to provide off-street parking during high periods of demand for winter activities on the Marsh.

David Florence suggested temporary the City Council could enact a parking ordinance to prohibit stopping, standing, and parking from January 1st until March 15th annually. He noted that the City has use similar ordinances for several narrow streets elsewhere in the community.

Various options were discussed relative to the specific length and location of potential no stopping / standing / parking zones.

After additional discussion, the Committee agreed that more data is needed to be able to bring the recommendation to the City Council. Specifically, the Committee requested that staff provide photographs of parking activities when snow banks are present in the right-of-way. The Committee also decided to schedule a special meeting on January 4th at 4:30pm to review additional information and discuss potential options.

2. Janet Sprague: Request for City to review / modify on-street parking prohibitions near Concord High School. It was the consensus of the Committee to have Mr. Walsh discuss this issue with the School District.
3. Matthew Kling / 12 Community Drive: Request for City to review / repeal 2-hour parking limit on Community Drive / Summer Street. It was the consensus of the Committee at a future meeting.
4. Keith Burbank / 172 South Street: Request for City to review / repeal on-street parking prohibitions near Abbot-Downing Elementary School (No Parking 7AM-9AM; 2PM-4PM): It was the consensus of the Committee at a future meeting.

7) **Adjournment**: The meeting adjourned at 7:10 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III