

**MINUTES
SPECIAL WORKING MEETING
BOARD OF COMMISSONERS
DOWNTOWN MANCHESTER SPECCIAL SERVICES DISTRICT
DECEMBER 17, 2015
8AM
AXIS901
901 MAIN STREET
MANCHESTER, CT 06040**

MEMEBERS PRESENT: Donald DuBaldo
Nicholas DuBaldo
John Tunila, Esq.

EX OFFICIO MEMBERS
PRESENT: None

STAFF PRESENT: Tana Parseliti

ALSO PRESENT: John Burke
Carl Zinsser
Tom Tomko

MEMBERS ABSENT: William Bayer
Stephen Carter
Robert Dorin
Edward Firestone

EX OFFICIO MEMBERS
ABSENT: April DiFalco
Mark Pellegrini

This was the second in a series of two working meeting with parking, transit and downtown development consultant, John Burke, PE, CAPP. Mr. Burke was engaged by the DMSSD, in coordination with the Town of Manchester, to look at placing parking pay stations in the Purnell Place Parking Lot with the possibility of future expansion into other Downtown lots. The purpose of this meeting was to:

- Review enforcement approach/technology and potential integration with pay station, citation management/adjudication, collection, parking permits and pay-by-phone.
- Review current and projected staffing levels to accept additional program administration, collections, maintenance and enforcement duties and recommend needed service contracts.
- Identify estimated capital and operating costs for furnishing and installing pay stations, signage and associated operating expenses for enforcement, collections, repair, maintenance, signs, administration staffing/labor, service contracts, computer hardware/software, equipment parts, supplies, credit card transactions, processing, gateway and other fees and expenses.

- Advise Town and DMSSD on parking rates, permit fees and fines in consideration of estimated capital and operating costs and market rates for parking.

Mr. Burke provided the attached data on installation of off-street parking kiosks that includes: recommended program parameters, estimated range of cost for purchase and installation, and annual operating budget for off-street parking kiosks. Those present reviewed the costs.

It was noted that solar powered kiosks cost \$800 more per year. Their batteries need recharge and replacement every few years.

Mr. D. DuBaldo noted that we will have our own meter for the parking lot lights and kiosks.

Mr. Tomko and Mr. Zinsser wished to go on record as asking the DMSSD to capitalize parking at the north end of Main Street. They have been in the SSD since 1990, pay taxes to the DMSSD and feel that their north end of Main Street gets very little benefit.

Mr. Burke noted that Middletown has a pay by plate system in its parking lots. It accepts bills, coins and credit cards. We would need to determine what denomination bills we wish to accept.

Pay stations need cellular connections.

Mr. Burke estimated install cost of \$4K per unit. Hopefully, the Town would install.

We would need to cover approx.. \$14,800/year in operating costs.

It was suggested that we call Middletown to inquire what they make from their parking kiosks.

The following action was agreed upon:

- 1) Ask the Town to install conduits as a part of the Parking Lot Improvement Project.
Mr. D. DuBaldo suggested including conduits in the construction of the Heritage Far Rear and Birch Lots. Mr. Burke indicated he will mark these out.
- 2) Obtain the by-in of the Town. Mr. Burke will provide a recommendation document based on the study and give that to the Town.
- 3) The DMSSD still needs to set a parking fee rate.
- 4)

Mr. Burke will complete his written evaluation per the scope of services. He hopes to have it delivered before Jan. 1, 2016.

Respectfully submitted,

Tana Parseliti, Downtown Manager

INSTALLATION OF OFF-STREET PARKING KIOSKS SPECIAL SERVICES DISTRICT, MANCHESTER, CT

RECOMMENDED PROGRAM PARAMETERS

Proposal to install parking pay stations/kiosks in the 300 space (+/-) central parking lot located between Oak and Birch Streets in conjunction with planned parking lot improvements scheduled for the Spring/Summer of 2016. Recommended program parameters are as follows:

Payment Application Type:	Pay-by-License Plate
Number of Parking Kiosks:	5
Kiosk locations:	3 in sidewalk/island areas; 2 in parking lot w/bollard protection
Power Source:	120VAC
Payments Accepted:	Credit Card, Bills, Coins
Change Provided:	No
Enforcement Technology:	Smart Phone, Enforcement/Plate Look-up App., Hand written tix

ESTIMATED RANGE OF COST: PURCHASE AND INSTALLATION

Kiosk Purchase:	\$40,000 to \$50,000 (\$8 to \$10k/unit)
Shipping:	\$1,250 to \$1,750 (\$250 to \$350/unit)
Installation/Commissioning*:	\$16,000 to \$20,000 (\$3.2k to \$4k/unit)
Parking Signs Purchase**:	\$1,250 to \$2,000
Smart Phones/Program for: Enforcement	\$1,500 to \$1,800 (2 units)

Total Range of Cost: **\$60,000 to \$75,550**

*Assumes town contractor runs electrical conduit/wiring and installs concrete pads, bollards and equipment during upgrade of the parking lot. Includes cost to have vendor on-site during installation/commissioning process and provide system training to staff.

**Assumed pay-by-plate info signs installed on existing light/utility poles/fencing in lot by Town or SSD staff.

Off-Street Parking Kiosks - Annual Operating Budget

Special Services District, Manchester, CT

17-Dec-15

Parking Kiosk-Related Fees/Expenses*		Annual Cost	Comments
Mgt. System/Software Fee (\$50/mo./unit x 12 mo. x 5 units)		\$3,200.00	CC processing, web-based reporting, monitoring, alarm, system/data mgt.
CDMA Cellular Connectivity (\$40/mo./unit x 12 mo. x 5 units)		\$2,400.00	Vendor modem & 3rd party contract
Power/Electric (\$15/mo./unit x 12 mo. x 5 units)		\$900.00	
CC Transaction Fees (Merchant Processor/PCI Gateway, etc.)		TBD	Est. 5% of total credit card revenue
Spare Parts (year 1)/Extended Manuf. Warranty (year 2 on)		\$4,900.00	Printer, coin/bill acceptor, cc reader, etc
Kiosk Thermal Paper (Receipts)		\$300.00	
Supplies (small tools, cc cleaners, lubricants, dry sacks, etc.)		\$300.00	
Sign Repair/Replace		\$200.00	
Miscellaneous		\$200.00	
Subtotal Annual Kiosk-Related Costs		\$12,400.00	
Kiosk Enforcement-related Fees/Expenses*		Annual Cost	Comments
Mobile Enforcement Smart Phone App.		\$1,200.00	Real-time customer plate look-up
Smart Phone Cellular Service (\$50/mo./unit x 12 mo. X 2 phones)		\$1,200.00	
Subtotal Annual Enforcement-Related costs		\$2,400.00	
Totals		Annual Cost	Comments
Total Annual Operating Cost		\$14,800.00	

*Assumes kiosk mgt and enforcement performed by existing SSD staff.

John M. Burke, CAPP

Parking, Transit & Downtown Development Consulting