

**MINUTES
SPECIAL WORKING MEETING
BOARD OF COMMISSONERS
DOWNTOWN MANCHESTER SPECCIAL SERVICES DISTRICT
NOVEMBER 24, 2015
8AM
AXIS901
901 MAIN STREET
MANCHESTER, CT 06040**

MEMEBERS PRESENT: Donald DuBaldo
Robert Dorin
John Tunila, Esq.
William Bayer

EX OFFICIO MEMBERS
PRESENT: Mark Pellegrini

STAFF PRESENT: Tana Parseliti
Michael Swetzes

ALSO PRESENT: John Burke
Bob Sulick

MEMBERS ABSENT: Stephen Carter
Nicholas DuBaldo
Edward Firestone

EX OFFICIO MEMBERS
ABSENT: April DiFalco

This was a 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 confirm the scope of services and look at alternative applications for parking pay stations.

Participant confirmed the scope of services show on the attached Summary. All present agreed that the purpose for this approach was to provide an alternative means of compliance for downtown parkers who are not regular permit parkers and who exceed the two hour parking limit. Mr. Burke reviewed the pros and cons of the various parking pay stations available. The group discussed the alternatives and how they would apply to the Purnell Place Lot.

At the conclusion of the meeting the participants expressed preferences for the following:

1. Parking Payment Type
 - 1st Pay by Plate
 - 2nd Pay by Display
 - 3rd Pay by Spot.
2. Method of Payment
 - Coins and credit cards or just credit cards.
3. Kiosk Layout
 - Agreed with the proposed layout of 5 pay stations running mid lot. Need to be sure handicapped access is provided.
4. Power Source
 - Solar and possibly lay conduit to provide an electrical back-up.
 - Ensure street lights are located near kiosks.

Note: We may want to have awnings or shelters over kiosks.

A second working meeting will be held on Dec. 17 at 8AM at Axis901.

Respectfully Submitted,



Tana Parseliti, Downtown Manager
Recorder

November 23, 2015

MANCHESTER, CT
PARKING CONSULTING
SUMMARY SCOPE OF SERVICES

- ✓ Confirm parking strategy that resulted in proposal to install parking kiosks in central downtown lot
- ✓ Establish parking kiosk payment type (Pay & Display, Pay-by-Space, Pay-by-Plate)
- ✓ Identify optimum number and locations of parking kiosks
- ✓ Identify likely lot installation requirements (solar vs hard-wired), pads, bollards, signage, striping, etc.
- ✓ Identify payments to be accepted (i.e. coins, tokens, bills, credit/debit cards, pay-by-phone)
- ✓ Recommend 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 recommended needed service contracts (i.e. pay station hardware/software system/parts/repair, collections, citation mgt./processing)
- Identify estimated capital and operating costs for furnishing and installing pay stations, signage/striping and associated operating expenses for enforcement, collections, repair, maintenance, signs & striping, administration staffing/labor, service contracts, computer hardware/software, equipment, parts, supplies, credit card transaction, processing, gateway and other fees, and expenses
- Advise Town and Special Services District on parking rates, permits, fees and fines ins consideration of estimated capital and operating costs and market rates for parking