

**Downtown Committee Meeting
January 10, 2018**

1. Call to Order: Committee Chair, Councilor Belanger called the meeting to order at 6:30 p.m.

Roll Call: Members present were Councilors Norman Belanger, Michael Ready, Marc Lessard and Amy Clearwater; and Mayor Casavant

Also present were City Staff:
Chief Operating Officer Brian Phinney
Police Chief, Roger Beaupre
Public Works Director, Jeff Demers
Downtown Development Coordinator Brad Favreau

2. Site Tour of Municipal Lots:

Councilor Belanger recessed the meeting during a site tour of the municipal lots by Committee, along with City Staff.

Some comments during the walk:

Jeff Demers:	Need color identifier for each lot Need clearer signs or lights at each kiosk Current yellow signs are not highly visible at night Sign needed at yellow (hourly) lot: Users must input license plate into kiosk to park for the first free hour
Brian Phinney:	Incorporating Federal St and Franklin St into parking lot, essentially making this space a part of the lot might make parking clearer to users and would provide more parking spaces.
Norm Belanger:	Signs at the spaces abutting Louis Pizza are needed

Meeting called back to order and resumed at 6:55 p.m.

3. Approval of Minutes:

Motion by Councilor Ready and seconded by Councilor Clearwater to approve the minutes of the November 26, 2018 meeting as printed. Vote unanimous.

4. Staff Update:

Chair indicated that these would be addressed as the meeting progressed.

5. Discussion/Review:

5a. Discussion: Event Parking Waivers – City events vs. private events and Council vote vs. a more formal process, i.e., policy or ordinance.

Brian Phinney opined that if parking waivers were to be granted for downtown events that they should be limited to City of Biddeford sponsored events ONLY. Mayor Casavant

recommended that a policy be written to address this issue. Councilor Ready recommended that any policy that is crafted to address this issue should be referred to, and reviewed by, the Policy Committee, with their recommendation being reviewed by the full City Council.

Motion by Mayor Casavant, and seconded by Councilor Ready that City Staff draft a policy that would address the waving of parking fees in certain city lots during events held in the Downtown. Vote unanimous.

5b. Discussion: Yellow Lot (Downtown Lot) – consider modifying free period from 1st hour free to the first 2 hours free (in any 24-hour period).

Motion by Mayor Casavant and seconded by Councilor Clearwater to increase the free period from 1st hour free to the first 2 hours free (in any 24-hour period) in the Downtown Lot. During discussion, Councilor Lessard opined that this recommended action, “pushes to the line” the purview of the Downtown Committee as to its authority to make this change. Councilor Ready stated that there are too many proposed changes without first giving time to properly evaluate the current program.

Motion by Mayor Casavant to amend his motion by referring this matter to the full City Council for their review with the Committee’s recommendation for approval. Vote unanimous. Councilor Belanger expressed the opinion that this pending action is within the authority of the Downtown Committee.

5c. Discussion: Kiosk Operation – consider modifying certain kiosks to accept cash.

It was Staff’s recommendation that because of the cost to add a bill/coin feature to the kiosks would not be economically feasible. Plus the cost of maintenance, and the accounting for and handling of cash are additional considerations. Staff did, however, recommend the use of “gift cards” as an alternative. This program would involve minor programming of the Kiosks, and the purchase of these cards from the manufacturer for resale to consumers. The cards would be purchased from the City Clerk’s office (for example) and the amount purchased by the consumer uploaded to the card, which can be any amount the consumer wishes to purchase.

Motion by Councilor Ready and seconded by Councilor Clearwater to forward this recommendation to the full City Council with a Committee recommendation of adoption of this program. Vote unanimous.

5d. Discussion; Crosswalk Access & Winter Maintenance – review timing, expectations and responsibilities.

DPW Director Jeff Demers informed the Committee members that crosswalks are cleared within 24 hours of a storm, and is dependent upon staffing levels, size and length of the snow event.

Committee took no formal action.

5e. Discussion: Alfred Street On-Street Parking – consider modifying time from 2 hours to 4 hours.

Councilor Clearwater advised the Committee that she had spoken with members of the Business Community, who indicated that they did not support this modification, and that this move would adversely impact their individual business.

Committee took no formal action on this matter.

5f. Discussion: ADA Spaces in Lots – consider increasing the number of ADA compliant spaces beyond the minimum.

Brian Phinney asked more time was needed for Staff to complete and inventory of existing spaces, and to complete a recommendation.

Committee took no formal action on this matter.

5g. Discussion: Green Lot (Federal/Franklin) – consider additional short term (30 minute) spots.

Discussion began with Councilor Ready indicating that he is in favor of moving the six (6) 30 minute parking spaces from their current location to directly in front of Louis Pizza. Mayor Casavant suggested that more than six (6) 30 minute free spaces are needed.

Motion by Councilor Lessard and seconded by Councilor Clearwater to okay a recommendation to Staff to increase the number of free thirty (30) minute parking spaces to up to twelve (12) spaces.

After discussion, Motion by Councilor Lessard and seconded by Councilor Clearwater to amend the motion by adding six (6) free thirty (30) minute parking spaces to be located directly in front of Louis Pizza, with the first slot being closest to Franklin Street. Vote on the Amendment: Mayor Casavant, Councilors Belanger, Clearwater and Lessard in favor; Councilor Ready in opposition.

Vote on the Motion as Amended: Mayor Casavant, Councilors Belanger, Clearwater and Lessard in favor; Councilor Ready in opposition. Motion carries.

5h. Discussion: Blue Lot (Alfred Street Lot) – consider adding two (2) free police business only spots time-limited 30 minutes.

Motion by Councilor Lessard and seconded by Councilor Clearwater to grant this request. Vote unanimous. Spaces will be located in row 2, and nearest to Alfred Street.

5i. Discussion: Holiday Light Expansion

Councilor Lessard shared his experience after his recent visit to the Botanical Gardens in Boothbay Harbor, and would like to see an expansion of the Holiday Light display in the Downtown. Committee members generally agreed but took no formal action on this item.

6. Adjourn:

Motion by Councilor Ready and seconded by Councilor Clearwater to adjourn at 7:57 p.m. Vote unanimous.