

Minutes of 12/4/19 Maynard Parking Authority

OMS Conference Room, Maynard Town Building, 4 pm.

Meeting called to order at 4:00 pm.

Members present: Justin Demarco, Dan Nash, Jack MacKeen, Mike Noble, Megan Zammuto.

Members absent: Ben Hoffman

Others present: Nick Johnson

Parking management and enforcement research: D. Nash provided a demonstration of a municipal citation solutions product. Parking Authority members noted the information that can be collected, reports that are easily generated, and transparency this type of product can provide. Many systems are connected to the Registry of Motor Vehicles, and can flag meters that need maintenance. The group discussed inviting representatives from Kelley and Ryan to attend a future meeting. The initial quote for the basic Kelley and Ryan citation system is \$2,500 a year.

J. MacKeen discussed the need to focus on a pilot program. The group agreed, and decided to focus on designing a pilot program at the next meeting.

Phase One – Parking Management Plan: The group reviewed phase one of the parking management plan.

Action items were identified below:

- Review replacing meter messaging – M. Noble/D. Nash
- Share google drive with all members – highlight signage plan – M. Zammuto
- Review loading zone needs with businesses – discussion to request this information through the MBA
- Visit River St. Lot and review signage – M. Zammuto / J. DeMarco / N. Johnson
- Handicap parking space discussion – J. DeMarco to follow up with Town Engineer
- Parking Philosophy – J. MacKeen will draft a statement for the group to review at the next meeting.

Financial subcommittee update and next steps: D. Nash provided information he received from town finance staff including meter and ticket revenue. He plans to discuss Kelley and Ryan data with the Treasurer Collector later this week.

Meeting adjourned at 5:30 pm.

Minutes Approved 1/6/20