



**Downtown Parking Initiative Advisory Committee
Friday, September 19th 2014
8:00- 9:30 a.m.
BBA 3rd Floor Conference Room, 29 Church Street
Minutes**

1. Welcome
 - a. Present at Meeting: Michele Boomhower, Asa Hopkins, Peter Keating, Dan Bradley, Kathy Ryan, Jim Barr, Max Tracy, John Killacky, Pat Buteau, Chapin Spencer, Diana Colangelo, Matt Chabot, Kelly Devine

2. Administrative Tasks
 - a. Motion for Approval of Minutes from June 27th 2014 meeting by Matt Chabot, 2nd by Pat Buteau.
 - b. Motion for Approval of Minutes from July 25th 2014 meeting by Matt Chabot, 2nd by Dan Bradley, 1 Abstain – John Killacky.

3. Presentation
 - a. Outlining the material to be distributed to the public to facilitate the parking transition. Information distributed in the shape of EMAILS, TABLING, ADVERTISEMENTS, BROCHURES and SIGNAGE will take place throughout the following weeks as well as presented in the immediate area. Key Points- Installation times and locations, price changes, unveiling of brand new Kiosks/ Multi-Space Meter.
 - b. Discussion-45 minutes
 - i. The schedule of implementation for the price changes (which are set for October 1st) and installation (which will be staggered), were raised
 - ii. Suggestions for material included Maps with Landmarks, Mobile friendly web based material, Rate displays for Signage and Location/ Scheduling of Tabling.



4. Calendar

- a. Desmond Stakeholder Meeting-Oct/ Nov
- b. November 19th Public Forum at Memorial Auditorium to discuss Parking Changes

5. BASECAMP

- a. Kelly provided an outline of the use of BASECAMP to collaborate on ideas and share materials in a centralized location.

Adjourn- Moved to Adjourn at 9:31 am by Dan Bradley, Pat Buteau 2nd, all in favor.