



Mayor Alex B. Morse

Michael P. McManus, Superintendent

City of Holyoke

Department of Public Works

April 30, 2019

RE: Ernest Proulx (Dwight Street) Municipal Parking Facility  
New Parking Equipment

The City of Holyoke, through the Department of Public Works (DPW), has recently taken over the active management of the Downtown Parking Area. This includes the daily management of the City's off-street parking garages and lots. The DPW is working to have as seamless a transition from Executive Parking as possible; however, we would appreciate your patients and cooperation during the transition.

There are several changes that will be made in the near future that will affect the operations of the municipal parking facilities: appreciate

- The City will begin offering an online mobile application through ParkMobile for temporary parking at both on-street metered spaces and at off-street parking facilities.
- The City will be replacing the existing entry and exit equipment with license plate reading (LPR) technology; first at the Ernest Proulx (Dwight Street) Municipal Parking Facility, followed by the William S. Taupier (Suffolk Street) Municipal Parking Garage upper deck and lower deck respectively.
  - At the garage entrance an LPR will record the vehicle's license plate and determine if the vehicle belongs to a monthly leaseholder or a temporary parker.
  - Temporary parkers will be able to pay for their parking through the online mobile application.
  - At the garage exit a second LPR will record the vehicle's license plate and will raise the exit gate for monthly leaseholders or temporary parkers who have paid for their parking. Temporary parkers who have not paid for their parking will be required to pay prior to exiting the parking facility.
  - The DPW will maintain the database used by the LPR of monthly leaseholders.

In order to facilitate the implementation of the LPR at the garages DPW requests that monthly lease holders provide a new Monthly Parking Agreement for each monthly leaseholder. The license plates provided in the Monthly Lease Agreement will be included in the database utilized by the LPR system. Vehicles with license plates not included in the database will be recognized as temporary parkers.

Please return the attached Monthly Lease Agreement to the DPW at 63 Canal Street; by fax at 413-539-6807; or by email at [parking@holyoke.org](mailto:parking@holyoke.org). We request that the information be returned by May 10th.

Sincerely,

Michael McManus  
General Superintendent

# MONTHLY PARKING AGREEMENT



Department of Public Works  
 63 Canal Street  
 Holyoke, MA 01040  
 (413)322-5645

Location:
Monthly Rate \$40.00 Yearly Rate \$480.00
<input type="checkbox"/> Employer Pays <input type="checkbox"/> Individual Pays
<input type="checkbox"/> Parker update <input type="checkbox"/> Vehicle Update

Date: \_\_\_\_\_  
 Name of Holder: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home/Cell: \_\_\_\_\_  
 Fax: \_\_\_\_\_

### Primary Vehicle

Plate		Make		Model	
Color		State		Year	

### Secondary Vehicle

Plate		Make		Model	
Color		State		Year	

**I UNDERSTAND THAT:**

- Month to month payments are due by the 25th calendar day of the previous month. After the 28th calendar day a late fee of \$2.00/day will be charged. All payments are non-refundable. Holders are responsible for canceling their parking agreement.
- A fee of \$25.00 will be assessed for any returned checks.
- Parking agreements are non-transferable, unless listed on this agreement.
- This agreement is not a lease, and no bailment is created between the agreement Holder and the City of Holyoke, its agents and employees, with respect to the Holder's motor vehicle or any personal property contained in the vehicle. This agreement grants the Holder a personal license to park a motor vehicle at this facility, at the Holder's own risk and in accordance with the terms of this agreement.
- The City of Holyoke, its agents and employees, are not responsible for any loss or damage to any motor vehicle, or its contents, by fire, theft, collision or any other cause, or for anything contained in any vehicle. It is the Holder's responsibility to remove or secure all items of value in the vehicle. The Holder hereby releases the City of Holyoke, its agents and employees, from any and all responsibility in connection with the Holder, the Holder's motor vehicle, and the Holder's other personal property. In the event that the Holder suffers any loss to person or property, the Holder shall look solely to his or her insurance coverage, if any, and shall make no claim whatsoever against the City of Holyoke.
- By signing this document, I acknowledge I have read and fully understand all conditions set forth above.

Signature of Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_