



CITY OF DOVER

## TRANSPORTATION ADVISORY COMMITTEE AGENDA

Meeting Type: Regular Meeting  
Meeting Location: City Hall Auditorium  
Meeting Date: **Monday, February 25, 2008**  
Meeting Time: **7:00 pm**

**Members present:** Glenn Grasso, Councilor Karen Weston, Ed Wentworth, John Scruton, Dennis Munson, Peter Schmidt, Dave White, Marn Speidel, Bruce Woodruff. **Others present:** Ray DuBois

Meeting began at 7:05pm.

### NEW BUSINESS

1. **Meeting Notes from the January 28, 2008 meeting** were approved as written with a motion from Wentworth, second from Grasso. Vote U/A
2. **Review of Commission's By-Laws and City Administrative Code.** Members reviewed the by-laws section by section, with an eye for consistency between the City Code and this document and to fix other issues such as how the Chair is appointed, when the Commission meets and other errata. Members spoke on their intent to review, amend, and settle on changes at this meeting so they may be posted properly for the next meeting at which time they can be voted up or down as a block. It is also the intent of the members to take any public comment on the proposed by-law changes at the next meeting. The following is a synopsis of the by-law revisions discussion:
  - a. There shall be alternate members. Also change "their" to "its". Members consensus was ok.
  - b. D. The Chair or designee of the Chair. Also, add within one month. Members consensus was ok.
  - c. Article IV. B. Consensus of members was that this can stay the same.
  - d. Article IV D. Who does the meeting notes? Woodruff explained difference between notes and minutes. Schmidt spoke on the issue of continuity. Consensus was to strike the second proposed clause, but retain the 5 days phrase.
  - e. Article V. A. Consensus was to remove the wording after fourth Monday.
  - f. Article V. B. Consensus was that this section is ok as is.
  - g. Article V. D. Consensus was to remove the word, "upon".
  - h. Article VI. A. Consensus was that this section is ok as is.
  - i. Article IX. Validity. Consensus was to change the word effect to affect and to delete the words, statute of.
3. **Election of the Chair.** The TAC portion of the City Administrative Code was discussed by members along with the conflicting section in the By-laws. It was the consensus of the members that the Code prevailed specifically with the Elections portion of the bylaws. It was also their consensus opinion that the section that was not in accordance with Code could be stricken using Article IX- severability section in the by-laws.



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The election for Chair then took place, with nominations called for by the acting Chair, Speidel. Schmidt moved to nominate Grasso as Chair. The motion was seconded by Munson. There were no other nominations. The acting Clerk then moved to cast one vote for the nominee, the motion was seconded by Wentworth and the motion carried unanimously.

4. New Chair Grasso began a discussion on **appointing a Vice-Chair and a Clerk**. Wentworth was appointed Vice-Chair by Grasso. There was a discussion led by Speidel regarding the RSA 91:A rules and time limits for preparing and posting "minutes". Woodruff stressed that this body does not make any decisions, only recommendations; that the TAC is an advisory body and that it has no authority to take or order actions to take place and that it holds no true public hearings. He was advised by a past City Attorney that a working committee's record should be called "meeting notes", and that is the way the TAC has been operating since its inception in 2000. Woodruff was appointed Clerk with Munson acting as note-taker/secretary at meetings.

### OLD BUSINESS

1. **Meeting Dates Schedule for 2008 and procedures for meeting notices to members Discussion.** Speidel explained the issue of private vs. City email accounts and the decision by the City Clerk to not send out agendas and meeting notes to private email accounts. Clerk Woodruff indicated he would continue to email such notices/materials to members with email access and that the City Clerk would continue to mail packets to the two members that do not currently have email access. The process of setting agenda items between staff, the Chair and the Council representative was also discussed and formulated. The schedule was amended to avoid conflict with Memorial day, Thanksgiving and Christmas. The Clerk will revise and post the schedule.
2. **Downtown Parking Facility and Management Draft Final Study Comments/Discussion from TAC.** TAC member comments on this draft final study were solicited. Speidel spoke on his concern. Grasso felt the first sentence dictated what was happening now and the second what should happen later. Members agreed. Woodruff spoke on the other minor changes and said the draft with changes will be forwarded to the consultant for revision and then posting of final version on the City website. There were no other comments.
3. **Henry Law Avenue Parking Issue** (all day parking in competition with other more nearby users with need.). Sgt. Speidel gave the background on this, as it was tabled from the 11/07 meeting. Facts: 7-9 Central Tower residents do not have off-street parking spaces for their vehicles. Councilor Weston stated that the Henry Law roadway



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project that would create more spaces will be on the CIP hearing with the Council on 3/5 and that members should go and support. He read from his departmental action plan. Discussion ensued. Grasso asked for a recommendation from staff. The recommendation is to change the unrestricted parking along Henry Law to 3 hour time restricted spaces and to institute a residential permit parking program, much like the one in place on First Street. Wentworth asked if the three hour restriction would keep the all day parkers out effectively. Speidel answered yes. Grasso concerned about "off-putting" or giving the Children's Museum patrons the wrong impression with restricted parking. Discussion ensued. Scruton wants more transit, pedestrian facilities, and less parking. Weston reiterated that the project was most likely going to be approved and then constructed. More discussion on the three hour limit ensued. Wentworth moved to recommend that the Council approve three hour time limit parking along Henry Law and to recommend that the Police institute a residential parking permit program using Council approved upgraded fee structure. Schmidt seconded. No more discussion. Vote U/A

4. **Prioritization of TAC issues/Items.** This item was tabled to the next meeting.

The next meeting will be on March 24, 2008.

The meeting was adjourned at 9:28pm. Moved by White, seconded by Munson. Vote U/A

Meeting notes prepared by Bruce Woodruff.