



CITY OF DOVER

DOVER PARKING COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Council Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: Friday, December 11, 2009
Meeting Time: 8:30 am

Members Present: Charles Reynolds (Chair), Otis Perry, Jack Buckley, George Maglaras, and Anthony McManus.

Members Not Present: Carrie Keech

Others Present: Bruce Woodruff (Planning) Kirt Schuman, Marn Speidel (Police), Dan Barufaldi (DBIDA), and Dan Lynch (Finance Director).

The Meeting was called to order at 8:32AM

1. Review and Approval of November 13, 2009 minutes

A.McManus made the motion to approve the November 13, 2009 Minutes. O.Perry seconded.

J.Buckley questioned if the decision had been made to direct overnight parking to one area in the Library lot. M.Speidel noted that it had been discussed, but the decision had not been made. The Parking Clerk had been asked to make calls. If the address identified on the winter parking permit application is somewhere near the Library parking lot, we can expect they would choose that lot and we would place a call and ask them to park along the perimeter to make it easier for the snow plows. It was suggested that they park in the southwest corner at the far end of the lot. It was suggested that this be discussed at the next meeting.

Questioned the vote that was taken under item #3 where it states that it would limit parking at the McConnell Center to 10PM to 8AM weekdays. What about Friday & Saturday nights? It was noted that there were no restrictions on the weekends; the signs are only for Monday thru Friday. Speidel noted that there was a recommendation to City Council to pass an ordinance to restrict parking times in this lot for non-McConnell users during the hours of 8am to 5pm. B.Woodruff noted that during the discussions he specifically wrote down the word used which was limit not restrict. A.McManus made the motion to add the word weekdays. O.Perry seconded. Discussion on the wording ensued. The motion was not voted on. It was noted that this could be discussed at a time other than when we are considering approving these minutes.

Vote to approve minutes: Unanimous.



CITY OF DOVER

DOVER PARKING COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Council Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: Friday, December 11, 2009
Meeting Time: 8:30 am

2. Staff Update on Parking Issues and Projects

B.Woodruff noted that the pay and display machines have been installed; more striping has been completed; and signs are being made. He added that training began on December 2nd, 3rd and 4th, which entailed Operation & Enforcement Training, Operation Maintenance Training, Regular Machine Maintenance Training, Neo Back Office Software Training for administrative and finance staff. He noted that the 9th machine was installed on Friday after the training was completed.

B.Woodruff presented a draft Deeded Space Initiative letter for the Commission to review. He noted that they have worked on the website, drafted language for Channel 22 and have a strategy to reach out to the local paper. He presented a draft flyer. It was suggested that flyers be distributed instead of tickets the first day by the PEO's. It was suggested that the flyers be distributed a few days ahead of time and direct them to the City website for more information.

M.Speidel noted that the sign package is in the hands of the Facility & Grounds Division. A full inventory has been done on where there are existing posts in the ground; what can be reused; what needs to be replaced; and what needs new installations. He noted that a lot of the signs are sufficient in size but they may not be able to produce them in house, which may create some delays. It was noted that the old meter heads will be removed and can be marketed.

D.Barufaldi noted that they are working on setting up a meeting with the merchants to discuss a discount program that would also serve to gather data to see which spaces are servicing which establishments and give us information for future placements.

D.Barufaldi noted that he has been tasked to explore investment for a potential public or private parking facility. He added that he would like some direction as to how he should proceed. It was noted that the Commission would like to have some information regarding the potential for the surface lots in a private public partnership. The Commission noted that they discussed the First Street lot and Third Street lot.

A.McManus noted that there may be opportunities with the two Mills and the plant location. It was suggested that the bank may also be a possibility. D.Barufaldi noted that he spoke with Mr. LaFrance from LaFrance Hospitality who has expressed interest along with UNH New England Conference Center in a parking garage near the First Street location.



CITY OF DOVER

DOVER PARKING COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Council Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: Friday, December 11, 2009
Meeting Time: 8:30 am

It was suggested that the Commission send out an RFP and see if there is any interest or ideas. Discussion ensued. There was a consensus that an RFP may be premature and do the process more harm than good at this stage.

3. Parking Fund Creation Discussion (with Finance Director Dan Lynch) & Review Parking Revenue Fund Financials (hand out).

It was noted that the Parking Fund was created many years ago. It would be helpful if the Commission was reminded on what the access and restrictions were. D.Lynch noted that the Parking Activity Fund is budgeted annually and is deemed a special revenue fund. The current revenue to this fund come from parking permits, existing meters and parking tickets. He added that there are some personnel costs, and enforcement of parking ordinances/regulations costs. He noted that any surplus at the end of the year would remain in the fund. He noted that going from a special revenue fund to an enterprise fund is a City Council policy decision. A.McManus noted that he believes the theory is to increase revenue from the new meters to generate a profit which would be used towards a parking garage. It was noted that the financials currently reflect any asset accumulation as a contingency line.

It was noted that the City Council can expense their cost to this fund to balance the budget. It was noted that this should placed on the next agenda for further discussion.

4. Request for formal handicap space in front of 69 Silver St.

B.Woodruff noted that there was a medical building at 69 Silver Street. The business has recently installed a stone/concrete handicap ramp that goes down to the sidewalk and there is a parking lot out back. He noted that the business has requested a handicap space and sign. He added that there is no striping or formal spaces.

M.Spiedel noted that pavement parking is not required by law for formal HC spaces. He added that historically we have resisted efforts to create public handicap parking spaces on City streets for specific individual properties. The City has assigned walking disabilities spaces within the Urban Core only and they do not serve a particular building.

O.Perry moved to not recommend a formal handicap parking space in this section.
J.Buckley seconded. Vote: Unanimous



CITY OF DOVER

DOVER PARKING COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Council Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: Friday, December 11, 2009
Meeting Time: 8:30 am

5. Discussion Re: Jeanne Auger

B.Woodruff read an email letter request to the Parking Commission into the record. He noted that Jeanne Auger wanted to make sure that the Parking Commission is aware of the difficulties residents are having at 20-28 Pine Street during the winter parking ban. There is no driveway and the residence was converted into two condo properties so there are currently three professionals living in each condo totaling six cars. She hopes that City Officials pay closer attention to the taxpayers since it seems like the policies like the parking ban are partly made to collect fines. She would like the parties involved to consider instituting an alternate side parking policy similar to Manchester.

It was noted that the Parking Ban issue should be placed on the next agenda. The Chair asked that Woodruff contact Ms. Auger to inform her of the Parking Commission continuing assessment of the issue.

6. Discussion on Fourth Street:

Speidel noted that there is a parking issue on Fourth Street just after the bridge heading into downtown. The TAC had been considering the issue from a traffic flow perspective with one solution being to adjust the centerline striping. This solution was not supported by the City Engineer. Therefore, the TAC has recommended a parking restriction solution that must be reviewed by this Commission as well. It was determined that this should be placed on the next agenda.

7. Discussion on status/use of Grimes Lot on Portland St.

B.Woodruff noted that the 44 space Grimes lot on Portland St. has parking permit only signs. He added that very few cars are using the parking lot and the demand is very low. He suggested that the Parking Commission make a recommendation to change it back to free parking until economic conditions change. He noted that there is a FasTrans bus stop there and if it was free parking it would help pedestrian service. It would also free up spaces on Cochecho Street which are currently being used as all day spaces rather than short term parking in favor of the businesses in the area. Woodruff stated that the Commission could decide to re-sign the lot in future as conditions warrant.

O.Perry made the motion to remove the sign. J.Buckley seconded. Vote: Unanimous.



CITY OF DOVER

DOVER PARKING COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Council Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: Friday, December 11, 2009
Meeting Time: 8:30 am

8. Discussion Re: Henry Law Avenue near the River Bend Store

Speidel noted that the new meters cover all the angled parking at Henry Law all the way down to the barriers. They are all parallel spaces across from River Bend Variety which are presently controlled by 3 hour parking. We have been asked to consider 30-minutes parking zones near River Bend. G.Maglaras made the motion to change the four parking spaces to 30-minutes. There was no second and the motion died. It was determined that this should be on the next agenda in order for the Police to notify interested citizens nearby.

7. Schedule – Next Meeting

The Chair stated the next meeting will be on Friday January 8, 2010 at 8:30AM.

8. Adjourn

G.Maglaras made the motion to adjourn at 9:50 AM. O.Perry seconded. Vote: Unanimous