



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: **Thursday, February 4, 2010**
Meeting Time: 8:30 am

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

Others Present: Bruce Woodruff (Parking & Transportation Coordinator), Marn Speidel (Police-Parking Enforcement), Dan Barufaldi, (Economic Development), Mike Joyal (City Manager) and Jeff Harrington (Dover Resident).

The Meeting was called to order at 8:30AM.

J.Buckley made the motion to approve the agenda. O.Perry seconded. Vote: Unanimous

1. Review and Approval of January 15, 2009 minutes

A. McManus made the motion to approve the January 15, 2009 minutes. G.Maglaras seconded. G.Maglaras noted the future minutes should reflect which Commissioner is commenting on a topic. Vote: Unanimous.

2. Executive Session to discuss potential public/private partners in parking facilities (Dan Barufaldi)

A. McManus made the motion to enter into an Executive Session, the reason being that it involves a discussion regarding acquisition of real property. O. Perry seconded. Vote: Unanimous

The Commission came out of Executive Session.

G.Maglaras made the motion to approach the City Council and request permission to put out an RFP for public/private partnerships for all public parking lots within the approved Parking District in Dover. J. Buckley seconded. Vote: Unanimous.

O. Perry made the motion to seal the minutes, the reason being that the divulgence would render the proposed action ineffective. A. McManus seconded. Vote: Unanimous.

3. Staff Update on Parking Issues and Projects

B.Woodruff noted that the Pay and Display system is operating nominally. There have been yellow indicators indicate low signals to the cell phone tower, but nothing that makes the machines not work. There have been notices that say that the coin boxes are getting full, which is a good thing. We set up the texting, email and meter alarm notices that appear to be working. He noted that they are working hard on getting the finance process developed for the MIS system for the credit card transactions. He added that we are on track to make our estimated annual revenue that we put together earlier in the year. He noted that it was just under \$5,000 from January 4th to February 3rd at 3PM. He felt that this was an indicator as to where we are going and noted that there will be a big up-tick in parking during the summer, especially on Henry Law Ave near the Children's Museum.

B.Woodruff noted that they have been working on the Parking Budget and he finished working on a parking system, goals and objectives, mission statement, and a fee schedule for City Council review. He added that he was working on an implementation and work plan for the full implementation of the Pay and Display system,



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which he will submit in draft form for the next meeting. He stated that he is working with the Dover Main Street and the Chamber in regards to a potential park and shop program.

B.Woodruff stated that through the last month they have been addressing several permit management issues in regards to parking and resident parking requests. He stated that there have been many issues regarding the winter parking ban. He added that another large issue that has cropped up is the elderly and care giver parking permit issues, where we are trying to do the right thing by solving in the best manner for all involved. He stated that retailer timed parking change request have been dealt with down on Henry Law and George Street. He will be working with Dan Barufaldi on providing the reports and statistics on the Dover Ridership for the Downeaster and transit services at the Dover Station for economic development reasons.

4. Review Parking Revenue Fund Financials (hand out)

This was not discussed and will be deferred.

5. Fourth Street Parking Issue near Bridge (Sgt. Speidel)

This was not discussed and will be deferred.

6. Update on Garrison School Parking Issue (TAC action)

This was not discussed and will be deferred.

7. Parkeon Parkfolio back-office meter software (move to Planning Office)

This occurred after the regular meeting was adjourned (see below).

8. Schedule – Next Meeting

The next meeting was scheduled for Tuesday, February 16, 2010 at 8:30AM

9. Adjournment.

J.Buckley thanked the staff for the work they have done. The Chair indicated that this was so noted by the Commission. A. McManus made the motion to adjourn. G.Maglaras seconded. The Chair noted the Commission will attend a demonstration in B.Woodruff's Office. Vote: Unanimous.