



**CITY OF DOVER**

## DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, Room 306  
61 Locust Street, Dover, NH 03820  
Meeting Date: **Tuesday, January 28, 2014**  
Meeting Time: 8:30 AM

**Members Present:** Charles Reynolds, Otis Perry, Tom Massingham, Carrie DiGeorge

**Others Present:** Bill Simons (Parking Manager)  
Chris Parker (Director of Planning)  
Karen Weston (City Mayor)  
Anthony McManus (City Council Designee)

**Members not Present:** Jack Buckley, George Maglaras

### CITIZEN'S FORUM

No one addressed the Citizen's Forum at the January 28, 2014 Dover Parking Commission meeting.

### NOTES

A motion was made by Otis Perry to approve the December 17, 2013 Parking Commission minutes which was seconded by Carrie DiGeorge. All members present were in favor.

### STAFF UPDATES

Bill Simons provided the Parking Commission members with the current monthly and year-to-date meter activity and balances.

Bill Simons advised the Parking Commission that Municipal Services Bureau out of Texas brought in \$700 for the City during the month of December. Currently, its return for the City is 18.02%. He advised that they currently have accounts that go as far back as 2001. Of the approximately 2,900 accounts we have sent to them, 45 of them have been closed due to death or bankruptcy filings.

Bill Simons advised that New Hampshire residents currently have 4,870 outstanding tickets totaling \$259,000 and there are 1,700 out-of-state residents with tickets totaling \$107,000. He indicated that all out-of-state tickets are sent to our collections agency. The NH Department of Motor Vehicles regulations only allow the City to send out tickets that are within the past 13 months.

Bill Simons informed the Parking Commission that the City Clerk scofflaw software is set to be tested on February 3<sup>rd</sup> and is scheduled to go live on February 11<sup>th</sup>.

Chris Parker gave a brief update to the commission members on the status of the First Street Lot. He advised that last week the City Council approved an addendum to the land disposition agreement that we have with First Street Garrison, LLC. Plans were revised to show the different parking changes that are to be made during the phases of development.



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Chris Parker informed the Parking Commission members that they are moving forward with the TIF Project. He advised that he and Bill Simons have reviewed some preliminary language for the enabling documents and they are looking to have a workshop with the City Council on February 5<sup>th</sup>. He advised that members of the Parking Commission were invited to the workshop. A public hearing is going to be schedule for the middle of February by the City Council. A vote could take place as soon as March 12<sup>th</sup>.

### OLD BUSINESS

Bill Simons informed the members that the City Council requested they review the decision to provide free parking in the Transportation Center Parking Lot. A motion to reconsider was made by Otis Perry and seconded by Carrie DiGeorge. All members present were in favor. After a lengthy discussion, a motion was made by Carrie DiGeorge to allow parking for 25 cents an hour, maximum \$2.50 a day per car regardless of use, or a monthly permit of \$15. The motion was seconded by Otis Perry. A roll-call vote was taken where the motion failed 2-2, Reynolds and Massingham being opposed. Bill Simons was requested to come back to the next meeting with additional information and options.

Discussion reference the food vendor truck parking is being tabled for discussion to a future meeting. Parking Commission members asked Bill Simons to draft up a proposal that would identify location, fee, clean-up requirements, and rules pertaining to permit revocation and present it at a future meeting.

Charles Reynolds advised the Parking Commission members that Councilor McManus is going to be the designee to the Parking Commission. He informed the members that a Vice Chair needed to be elected and it was decided to wait until more board members were present.

### NEW BUSINESS

Bill Simons advised the Parking Commission that the long term in-fill plan for the City included part of the Third Street parking lot. After a brief discussion, it was decided to move forward and to have draft RFP's brought to the next meeting.

It was decided that a new fee schedule for the new parking garage will be tabled for another meeting.

Charles Reynolds informed the members that they need to be cautious when replying to all when they receive a message.

A motion was made to adjourn the January 28, 2014 Parking Commission meeting by Otis Perry and seconded by Tom Massingham. All members present were in favor.