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|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">DOVER PARKING COMMISSION - MINUTES</h2> <table border="0"> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>McConnell Center, Room 305<br/>61 Locust Street, Dover, NH 03820</td></tr> <tr> <td>Meeting Date:</td><td><b>Tuesday, July 18, 2017</b></td></tr> <tr> <td>Meeting Time:</td><td>8:30 a.m.</td></tr> </table> | Meeting Type: | Regular Meeting | Meeting Location: | McConnell Center, Room 305<br>61 Locust Street, Dover, NH 03820 | Meeting Date: | <b>Tuesday, July 18, 2017</b> | Meeting Time: | 8:30 a.m. |
| Meeting Type:                                                                                                 | Regular Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |                 |                   |                                                                 |               |                               |               |           |
| Meeting Location:                                                                                             | McConnell Center, Room 305<br>61 Locust Street, Dover, NH 03820                                                                                                                                                                                                                                                                                                                                                                                             |               |                 |                   |                                                                 |               |                               |               |           |
| Meeting Date:                                                                                                 | <b>Tuesday, July 18, 2017</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |               |                 |                   |                                                                 |               |                               |               |           |
| Meeting Time:                                                                                                 | 8:30 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                 |                   |                                                                 |               |                               |               |           |

Called to Order at 8:31 a.m.

### ROLL CALL

**Members Present:** Charles Reynolds (Chairman), George Maglaras (Vice Chair), Thomas Massingham, Jack Buckley, Joseph DiGregorio, and Otis Perry

**Members Absent:** Anthony McManus and Dennis Ciotti (City Council designee)

**Others Present:** Darlene Colwell-Ellis, Doug Colwell (Doug's Hoagies), Jeff Johnston (Cathartes) Christopher Parker (Assistant City Manager), Daniel Barufaldi (Economic Development Director), William Simons (Parking Manager), and Michael Cicchese (Parking Clerk)

### CITIZENS' FORUM

Commercial property owner Darlene Colwell-Ellis and Doug Colwell, owner of Doug's Hoagies, requested the Parking Commission authorize three 15-minute spaces in the Chestnut Street parking lot. Colwell-Ellis noted the lot was recently metered, and there was a need for short-term customer spaces.

Dover Economic Development Director Daniel Barufaldi wanted to thank Parking Manager Bill Simons for the effort provide to mitigate the impact the Central Avenue bridge repair project has had on downtown parking. He noted that in a similar type project in downtown Somersworth, the downtown lost 5 businesses permanently. So far none have been lost in Dover.

### MEETING MINUTES

#### A) Review and Approval of June meeting minutes

Commissioner Massingham made a motion to approve the minutes from the June 20, 2017 Parking Commission meeting. Motion seconded by Commissioner DiGregorio. **Approved 6-0**

### STAFF UPDATES

#### A) Downtown Development – Christopher Parker, Assistant City Manager

Assistant City Manager Christopher Parker reported to the Commission that the city's sale of the Third St. parking lot closed on July 6, 2017. Construction is expected to start in August and be completed in April.



**CITY OF DOVER**

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### **B) Parking Activity & Budget – William Simons, Parking Manager**

The Parking Manager reviewed the end of the FY17 financial numbers. He highlighted the daily average transaction use at the meters has risen by 7.6 percent. He further noted income for the fiscal year exceeded projections, and expenditures were below budget.

## **OLD BUSINESS**

### **A) 15-Minute Parking**

The Parking Manager noted that at its June meeting, the Commission directed him to study the existing first 15-minutes free parking policy for on-street parking. He said given the current atmosphere downtown with the Central Av. bridge work, and other construction projects, that he felt it was not a good time to address that policy, and suggested returning to it in the fall.

## **NEW BUSINESS**

### **A) Chestnut Street Lot – 15-Minute Spaces**

Commissioner Buckley made a motion to have three 15-minute spaces added to the Chestnut St. lot. Commissioner Maglaras seconded the motion. **Approved 6-0**

### **B) Parking Permits – Cathartes (Robbins)**

Assistant City Manager Parker told the Commission in the city's negotiations with the company Cathartes, and its plans to develop 104 Washington St. for commercial and residential use, the need for an additional 55 parking permits guaranteed over a 45-year period was being requested. Jeff Johnston of Cathartes said such an agreement with the city was needed to secure financing for the \$11 million project.

The Commission discussed concerns about potentially overselling permits for the garage, and the length of the agreement. The Commission directed the Parking Manager and the Assistant City Manager to develop measures the city could use to address the Commission's concerns.

Commissioner Perry moved to table the item to the August meeting. Commissioner DiGregorio seconded the motion. **Approved 6-0**



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### C) CIP – FY19

The Commission agreed to change the wording in the Capital Improvement Program document, removing the specific location reference for a parking deck at the School St. lot, to just a need for an additional parking facility downtown. The Commission also agreed to remove the parking deck reference for the Third St. lot as well. Chris Parker will bring a revised proposal to the August meeting for approval.

### ADJOURN

Commissioner Perry moved to adjourn the meeting, which was seconded by Commissioner Maglaras.  
**Approved 6-0**

Adjourned at 9:14 a.m.