

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – October 3<sup>rd</sup>, 2024  
Conference Room A

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**PRESENT:**     **Members:** Chairman Andrew Bagley, Public Works Director Peter Rice, Stephanie Casella Planning Department, Mark Syracuse, Mary Lou McElwain, Erica Wygonik, Dave Allen (alternate)

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>Middle Street, Voted to temporarily remove one space to the northeast of the intersection and mark the parking area with additional signage and paint, as well as any appropriate tree trimming via the City Arborist and to revisit the topic in six months, and to have staff install a temporary traffic camera to record any changes in behavior or perceived risk.</li></ul>



- **Roll Call**
- **Financial Report:** Voted to accept and place on file Financial Report dated August 31<sup>st</sup>, 2024.
- **Public Comment Session:** There were 7 speakers: Mark Adamy, Jessica Sears, Brian Ratay and Matthew Grocki spoke regarding traffic speed and volume concerns on Broad Street. Brent Schmitt and Hannah Giovannucci spoke regarding parking at the intersection of Middle Street and Cass Street, and James Robinson regarding traffic speed and volume concerns on Cate Street and the Bartlett Street intersection.
- **Broad Street, concerns regarding traffic speeds and volumes:** Voted to refer to staff for evaluation and a report back at a future meeting.
- **Bartlett Street, Cate Street, Hodgdon Way pedestrian and vehicular concerns:** Voted to refer to staff for evaluation and a report back at a future meeting.
- **Union Street, request to change traffic flow to one-way between State Street and Austin Street:** Voted to refer to staff for evaluation and a report back at a future meeting.
- **Middle Street, request to remove parking at intersection with Cass Street:** Voted to remove one space to the northeast of the intersection and mark the parking area with additional signage and paint, as well as any appropriate tree trimming via the City Arborist and to revisit the topic in six months, and to have staff install a temporary traffic camera to record any changes in behavior or perceived risk.
- **Hancock Street at Washington Street, request for all-way stop:** Voted to place the item on file.
- **Police monthly accident report:** Informational; no action required.

- **City road construction projects update:** Informational; no action required.
- **State legislation update, new RSA on seasonal speed limits:** Informational; no action required.
- **Coakley Connector Public Meeting:** Informational; no action required.
- **Parking Utilization Study Presentation:** Informational, no action required.

*Respectfully submitted by: Eric Eby*

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – September 5, 2024  
Conference Room A

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**PRESENT:**     **Members:** Chairman Andrew Bagley, Steve Pesci, Public Works Director Peter Rice, City Manager Karen Conard, Deputy Police Chief Mike Maloney, Fire Chief Bill McQuillen, Mark Syracuse, Mary Lou McElwain, Erica Wygonik, Dave Allen (alternate)

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>• Portwalk Place, voted to renew annual valet parking license agreement for Parade Residence Hotel LLC.</li><li>• Portwalk Place, voted to renew annual valet parking license agreement for Portwalk HI LLC.</li><li>• Chapter 7, Section 7.1004, Voted to recommend approval of changes to Ordinance to City Council.</li></ul>



- **Roll Call**

- **Financial Report:** Voted to accept and place on file Financial Report dated July 31<sup>st</sup>, 2024.

- **Public Comment Session:** There were 10 speakers. Meredith and Jay Kobzik and Nancy Yarmac spoke regarding speeding on Islington Street. Dave Rheaume spoke regarding the proposed all-way stop at McDonough Street and Langdon Street. Jane Mitchell Pate, Greg Hebert, Joni Lane and Bryce Pate spoke regarding the Greenleaf Avenue sidewalk project and proposed traffic changes in the Hillside Drive neighborhood, and Matthew Glenn (Z) and Jonathan Sandberg (Z) spoke regarding the proposal to eliminate the separate left turn lane on Congress Street at Islington Street and spoke regarding removing parking along Middle Street at Cass Street.

- **Congress Street, proposal to reduce lanes and widen sidewalk on Congress Street between Chestnut Street and Maplewood Avenue:** Voted to have staff continue to develop proposal, incorporating suggestions and comments from meeting, and report back closer to start of construction.

- **Portwalk Place, request to renew valet license agreements for Portwalk HI LLC and Parade Residence Hotel LLC:** Voted to approve renewal of both license agreements.

- **Middle Street, request to remove parking near intersection of Cass Street:** Voted to schedule site visit and put out flyer notifying abutters of meeting.

- **Hill Street, request for signage to address vehicles turning around in private street:** Voted to refer to staff to post signage as deemed appropriate.

- **City Ordinances, Chapter 7, proposed changes to Section 7.1004:** Voted to approve changes as presented.

- **Hancock Street at Washington Street, request for all-way stop:** Voted to schedule site visit and refer to staff for further evaluation and report back.
- **McDonough Street, request for all-way stop at Langdon Street:** Voted to approve STOP signs on McDonough Street to create all-way stop-controlled intersection.
- **Police monthly accident report:** Informational; no action required.
- **City road construction projects update:** Informational; no action required.
- **State legislation update:** Informational; no action required.
- **Seacoast Greenway Rail Trail rules:** Informational; no action required.

*Respectfully submitted by:* Eric Eby

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. –August 1, 2024  
Conference Room A

**PRESENT:** Members: Chairman Andrew Bagley, Steve Pesci, Stefanie Casella, Planning Department; Deputy Police Chief Mike Maloney; Mark Syracuse, Mary Lou McElwain; Dave Allen (alternate)

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>Sagamore Avenue, voted to prohibit parking on both sides of Sagamore Avenue between Shaw Road and Wentworth House Road</li></ul>

- Sagamore Avenue, voted to prohibit parking on both sides of Sagamore Avenue between Shaw Road and Wentworth House Road

- Roll Call
- Financial Report: Voted to accept and place on file Financial Report dated, 2024.
- Public Comment Session: None
- Greenleaf Avenue, explore possibility of converting a portion of the roadway between Lafayette Road and the Route 1 Bypass to one way traffic as part of sidewalk construction project, by DPW: Voted to refer to staff for evaluation and report back, and schedule public meeting on sidewalk project.
- McDonough Street, request for all-way (3-way) stop at intersection with Langdon Street, by residents: Voted to schedule site visit and refer to staff for evaluation and report back.
- Daniel Street, request for handicap parking space at intersection with Penhallow Street, by resident: Voted to table request until comprehensive downtown handicap parking plan developed.
- Sagamore Avenue, request to renew parking prohibition on both sides of roadway between Shaw Road and Wentworth House Road, by DPW: Voted to prohibit parking on both sides of Sagamore Avenue between Shaw Road and Wentworth House Road.
- Car sharing, report back on options, alternatives and feasibility of providing a car sharing service in downtown Portsmouth: Informational; no action required.
- Police monthly accident report: Informational; no action required.
- City road construction projects update: Informational; no action required.

Respectfully submitted by: Leila Birr

**PARKING and TRAFFIC SAFETY COMMITTEE**  
**PORTSMOUTH, NEW HAMPSHIRE**

**CONFERENCE ROOM A**  
**CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**August 1, 2024**

**MINUTES**

**I. CALL TO ORDER**

Councilor Andrew Bagley called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Chairman Andrew Bagley

Vice Chair Steve Pesci

Stefanie Casella, Planning Department

Officer Nick Small representing Deputy Police Chief Mike Maloney

Mark Syracuse

Mary Lou McElwain

Dave Allen (alternate)

City Staff Present:

Parking Director Ben Fletcher

City Engineer – Parking, Transportation and Planning Eric Eby

Associate Engineer Tyler Reece

Absent

Public Works Director Peter Rice

Fire Chief William McQuillen

Erica Wygonik

**III. FINANCIAL REPORT**

[00:04:12] Mary Lou McElwain moved to approve the financial reports dated May 31 and June 30, 2024. Seconded by Steve Pesci. Motion carried 7-0.

Mary Lou McElwain requested that we compare fiscal year 2023 and fiscal year 2024 data at our next meeting.

**IV. PUBLIC COMMENT**

None

**V. PRESENTATIONS**

None

## **VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

- A. [00:05:53] Greenleaf Avenue, explore possibility of converting a portion of the roadway between Lafayette Road and the Route 1 Bypass to one way traffic as part of sidewalk construction project, by DPW. Mary Lou McElwain moved to refer to staff for evaluation and report back, and schedule public meeting on sidewalk project. Seconded by Stefanie Casella. Motion carried 7-0
- B. [00:15:14] McDonough Street, request for all-way (3-way) stop at intersection with Langdon Street, by residents. Mary Lou McElwain moved to schedule site visit and refer to staff for evaluation and report back. Seconded by Steve Pesci. Motion carried 7-0.
- C. [00:16:10] Daniel Street, request for handicap parking space at intersection with Penhallow Street, by resident. Mary Lou McElwain moved to table request until comprehensive downtown handicap parking plan developed, seconded by Dave Allen. Motion carried 7-0.

## **VII. OLD BUSINESS**

- A. [00:17:46] Sagamore Avenue, request to renew parking prohibition on both sides of roadway between Shaw Road and Wentworth House Road, by DPW. Dave Allen moved to prohibit parking on both sides of Sagamore Avenue between Shaw Road and Wentworth House Road, seconded by Mary-Lou McElwain.
- B. [00:19:26] Car sharing, report back on options, alternatives and feasibility of providing a car sharing service in downtown Portsmouth.

## **VII. INFORMATIONAL**

- A. [00:24:49] Police monthly accident report
- B. [00:26:56] City road construction projects update

## **VIII. MISCELLANEOUS**

[00:31:28] Mary Lou McElwain requested removal of the wayfinding sign at Pleasant and Court Streets as it is a distraction from the stop sign. She also requested that the stop sign at Mechanic and Marcy Streets be moved up. These items will be added to a future agenda.

## **IX. ADJOURNMENT**

Chairman Bagley adjourned the meeting at 9:00 a.m.

Respectfully submitted,  
Leila Birr  
Administrative Assistant  
Department of Public Works



# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – June 6, 2024

Conference Room A

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**PRESENT:**     **Members:** Chairman Andrew Bagley, Steve Pesci, Public Works Director Peter Rice; Erica Wygonik (Z); Stefanie Casella, Planning Department; Deputy Police Chief Mike Maloney; Fire Chief Bill McQuillen; Mark Syracuse, Mary Lou McElwain

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>• Taxi Stands, voted to modify City Ordinance Chapter 7, Section 7A.408, to allow for taxi stands to revert to metered parking when no taxi licenses and medallions are issued by the City.</li><li>• Hanover Street, voted to relocate 15-minute space on Hanover Street, near the intersection of Maplewood Avenue, to a location near the intersection with the Vaughan Mall.</li></ul>



- **Roll Call**
- **Financial Report: Voted** to accept and place on file Financial Report dated March 31, 2024.
- **Public Comment Session:** There were no speakers.
- **Taxi Stands, request to modify City Ordinance Chapter 7, Section 7A.408, to allow for taxi stands to revert to metered parking when no taxi licenses and medallions are issued by the City, by DPW: Voted** to approve changes to Chapter 7, Section 7A.408 as presented.
- **Initial discussions about providing a car sharing operation, such as ZipCar, in the City: Voted** to request staff report back on alternatives, feasibility and opportunities for a car sharing program in the City.
- **Hanover Street, report back on request for 15-minute space near Vaughan Mall: Voted** to relocate 15-minute space on Hanover Street, near the intersection of Maplewood Avenue, to a location near the intersection with the Vaughan Mall.
- **Police monthly accident report:** Informational; no action required.
- **Update on sidewalk project along Greenleaf Avenue and Lafayette Road:** Informational; no action required.

- **Update on Rail Trail access improvements on Islington Street near Vine Street and Barberry Lane:**  
Informational; no action required.
- **Bike corral locations:** Informational; no action required.
- **City road construction projects update:** Informational; no action required

*Respectfully submitted by: Leila Birr*

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**June 6, 2024**

**MINUTES**

**I. CALL TO ORDER**

Councilor Andrew Bagley called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Chairman Andrew Bagley  
Vice Chair Steve Pesci  
Public Works Director Peter Rice  
Stefanie Casella, Planning Department  
Deputy Police Chief Mike Maloney  
Erica Wygonik (Z)  
Fire Chief William McQuillen  
Mark Syracuse  
Mary Lou McElwain  
Dave Allen (alternate)

City Staff Present:

Parking Director Ben Fletcher  
City Engineer – Parking, Transportation and Planning Eric Eby  
Associate Engineer Tyler Reece

**III. FINANCIAL REPORT**

[00:04:55] Peter Rice moved to accept the financial report dated April 30, 2024, seconded by Mary Lou McElwain. Motion carried 9-0.

**IV. PUBLIC COMMENT**

None

**V. PRESENTATIONS**

None

## **VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

- A. [00:07:12] Taxi Stands, request to modify City Ordinance Chapter 7, Section 7A.408, to allow for taxi stands to revert to metered parking when no taxi licenses and medallions are issued by the City, by DPW. Peter Rice moved to approve changes to Chapter 7, Section 7A.408 as presented. Seconded by Mary Lou McElwain. Motion carried 9-0
- B. [00:09:16] Initial discussions about providing a car sharing operation, such as ZipCar, in the City. Peter Rice made a motion to request staff report back on alternatives, feasibility and opportunities for a car sharing program in the City. Seconded by Steve Pesci. Motion passed unanimously 9-0.

## **VII. OLD BUSINESS**

- A. [00:11:51] Hanover Street, report back on request for 15-minute space near Vaughan Mall. Chief McQuillen moved to relocate 15-minute space on Hanover Street, near the intersection of Maplewood Avenue, to a location near the intersection with the Vaughan Mall. Seconded by Dave Allen. Motion carried 9-0.

## **VII. INFORMATIONAL**

- A. [00:13:40] Police monthly accident report
- B. [00:18:41] Update on sidewalk project along Greenleaf Avenue and Lafayette Road
- C. [00:25:42] Update on Rail Trail access improvements on Islington Street near Vine Street and Barberry Lane
- D. [00:28:18] Bike corral locations
- E. [00:33:32] City road construction projects update

## **VIII. MISCELLANEOUS**

[00:38:43] Peter Rice moved to cancel the July meeting, seconded by Mary Lou McElwain

[00:39:12] Chairman Bagley indicated that we have received complaints regarding motorcycle noise. Deputy Chief Maloney spoke to the challenges of enforcement of noise ordinances with motorcycles.

[00:43:31] Steve Pesci requested that at the August meeting we discuss any state legislative changes that may impact parking and traffic. We would want to request that Jane Ferrini give a briefing.

[00:44:35] Deputy Chief Malony updated the committee on officers' use of e-bikes.

**IX. ADJOURNMENT**

Chairman Bagley adjourned the meeting at 9:11 a.m.

Respectfully submitted,  
Leila Birr  
Administrative Assistant  
Department of Public Works



Hanover Street

Fleet Street

Vaughan Mall

Maplewood Avenue

Change Zone A space to 15-minute space

Change 15-minute space to Zone A space

Retain one 15-minute space

Retain 15-minute spaces (2)

**Section 7A.408: TAXI STANDS DESIGNATED (Amended 01/23/2023)**

The following areas are hereby designated as Taxi stands:

- A. Pleasant Street: easterly side, first parallel parking space north of State Street.

**In the event that there are no Taxi Licenses and Medallions issued by the City, any designated Taxi stands shall revert to metered parking spaces until such time as the City issues Taxi Licenses and Medallions.**

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – May 2, 2024  
Conference Room A

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**PRESENT:**     **Members:** Chairman Andrew Bagley, Steve Pesci, Public Works Director Peter Rice; Erica Wygonik; Stefanie Casella, Planning Department; Deputy Police Chief Mike Maloney; Fire Chief Bill McQuillen; Mark Syracuse, Mary Lou McElwain

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>E-bike and scooter use on sidewalks, voted to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes.</li></ul>

- E-bike and scooter use on sidewalks, voted to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes.

- **Roll Call**
- **Financial Report:** Voted to accept and place on file Financial Report dated March 31, 2024.
- **Public Comment Session:** There was one public speaker: Kelly Shaw regarding Rail Trail parking and trucks on Banfield Rd.
- **Discussion of potential new projects for the NHDOT 10-year plan, by DPW:** Informational; no action required.
- **E-bike and scooter use on sidewalks, report back on potential changes to City Ordinance:** Voted to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes.
- **Police monthly accident report:** Informational; no action required.
- **Outdoor dining update:** Informational; no action required.

*Respectfully submitted by:* Leila Birr



**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**May 2, 2024**

**MINUTES**

**I. CALL TO ORDER**

Councilor Andrew Bagley called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Chairman Andrew Bagley  
Vice Chair Steve Pesci  
Public Works Director Peter Rice  
Stefanie Casella, Planning Department  
Deputy Police Chief Mike Maloney  
Erica Wygonik  
Fire Chief William McQuillen  
Mark Syracuse  
Mary Lou McElwain

Absent

Dave Allen (alternate)

City Staff Present:

Parking Director Ben Fletcher  
City Engineer – Parking, Transportation and Planning Eric Eby  
Associate Engineer Tyler Reece

**III. FINANCIAL REPORT**

[00:06:16] Mark Syracuse moved to accept the financial report dated March 31, 2024, seconded by Steve Pesci. Motion carried 9-0.

Mary Lou McElwain asked about the percentage of budgeted parking violations.

The newly designed entrance is now open at the Hanover Garage with the same technology as the Foundry Garage.

**V. PRESENTATIONS**

None

**VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

- A. [00:12:01] Discussion of potential new projects for the NHDOT 10-year plan, by DPW. June 2<sup>nd</sup> is the deadline for new suggestions.

**VII. OLD BUSINESS**

- A. [00:27:16] E-bike and scooter use on sidewalks, report back on potential changes to City Ordinances. Peter Rice moved to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes. Seconded by Erica Wygonik. On unanimous vote, motion carried.

**VIII. INFORMATIONAL**

- A. [00:34:43] Police monthly accident report

- B. [00:34:59] Outdoor dining update

**II. PUBLIC COMMENT**

There was a resident on Zoom who had technical difficulties during the public comment period. Peter Rice moved to suspend the rules to allow her to speak later, seconded by Mark Syracuse. Motion passed unanimously.

[00:36:42] Kelly Shaw spoke regarding Rail Trail parking and trucks on Banfield Rd.

**VII. MISCELLANEOUS**

[00:41:23] Mary Lou McElwain expressed concerns regarding vehicle traffic in and out of the Skate Park parking lot. Peter Rice indicated that he would coordinate signage for the event on May 18<sup>th</sup>.

[00:46:52] Eric Eby gave an update on Woodbury Avenue traffic calming. Additional speed signs and stencils for painting the speed limit on the road have been ordered.

**VIII. ADJOURNMENT**

Mark Syracuse moved to adjourn at 9:15a.m., seconded by Steve Pesci. Meeting adjourned on a unanimous vote.

Respectfully submitted,  
Leila Birr  
Administrative Assistant  
Department of Public Works

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – April 4, 2024  
Conference Room A

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**PRESENT:**     **Members:** Chairman Andrew Bagley, Steve Pesci, Public Works Director Peter Rice; Erica Wygonik; Stefanie Casella, Planning Department; Deputy Police Chief Mike Maloney; Dave Allen; Fire Chief Bill McQuillen; Mark Syracuse

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>• None</li></ul>

- None

- **Roll Call**
- **Annual selection of chair:** **Voted** to elect Councilor Andrew Bagley as chair and Steve Pesci as Vice Chair.
- **Financial Report:** **Voted** to accept and place on file Financial Report dated February 29, 2024.
- **Public Comment Session:** There were nine speakers: Bill Davis, Jonathan Sandberg (Z), Martin Ryan (Z), Teresa Hill (Z), and Becky Vardell (Z) spoke regarding the intersection at Bartlett and Thornton Streets. Justin Richardson, Matt Glenn (Z), and Stacey Szmyt (Z) spoke regarding traffic calming on Woodbury Avenue. Annie Poubeau spoke regarding both Woodbury Avenue and the intersection at Bartlett Street and Thornton Street.
- **Request for 15-minute parking space on Hanover Street at Vaughan Mall, by business owner:** **Voted** to refer to staff for evaluation of existing 15-minute spaces in the area and report back with recommendations.
- **Woodbury Avenue, discussion on alternative traffic calming measures:** Informational; no action required.
- **Bartlett Street and Thornton Street intersection, request for approval of raised intersection as part of Bartlett Street reconstruction, by DPW:** **Voted:** to approve construction of a raised intersection on Bartlett Street at Thornton Street and remove stop signs on Bartlett Street at the intersection, as part of the Bartlett Street reconstruction project.
- **Police monthly accident report:** Informational; no action required.
- **Construction project updates:** Informational; no action required.

*Respectfully submitted by:* Leila Birr

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**April 4, 2024**

**MINUTES**

**I. CALL TO ORDER**

Councilor Andrew Bagley called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Councilor Andrew Bagley  
Steve Pesci (Z)  
Public Works Director Peter Rice  
Stefanie Casella, Planning Department  
Deputy Police Chief Mike Maloney  
Erica Wygonik  
Dave Allen  
Fire Chief William McQuillen  
Mark Syracuse

Absent

Mary Lou McElwain

City Staff Present:

Parking Director Ben Fletcher  
City Engineer – Parking, Transportation and Planning Eric Eby  
Associate Engineer Tyler Reece

- A.** [00:05:07] Annual Selection of Chairman. Peter Rice moved to elect Councilor Andrew Bagley as chair and Steve Pesci as vice chair, seconded by Erica Wygonik. Motion carried on roll call vote, 9-0.

**III. FINANCIAL REPORT**

[00:06:37] Mark Syracuse moved to accept the financial report dated February 29, 2024, seconded by Erica Wygonik. On roll call vote, motion carried 9-0.

**IV. PUBLIC COMMENT**

[0:07:35] There were nine speakers: Bill Davis, Jonathan Sandberg (Z), Martin Ryan (Z), Teresa Hill (Z), and Becky Vardell (Z) spoke regarding the intersection at Bartlett and Thornton Streets. Justin

Richardson, Matt Glenn (Z), and Stacey Szmyt (Z) spoke regarding traffic calming on Woodbury Avenue. Annie Poubeau spoke regarding both Woodbury Avenue and the intersection at Bartlett Street and Thornton Street.

**V. PRESENTATIONS**

None

**VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

- A. [00:27:39] Request for 15-minute parking space on Hanover Street at Vaughan Mall, by business owner. Erica Wygonik made a motion to refer to staff for evaluation of existing 15-minute spaces in the area and report back with recommendations, seconded by Peter Rice. Motion passed on roll call vote, 9-0.

**VII. OLD BUSINESS**

- A. [00:29:45] Woodbury Avenue, discussion on alternative traffic calming measures. Staff to place additional speed feedback signs and continue to investigate options.
- B. [00:52:35] Bartlett Street and Thornton Street intersection, request for approval of raised intersection as part of Bartlett Street reconstruction, by DPW. Peter Rice moved to approve construction of a raised intersection on Bartlett Street at Thornton Street and remove stop signs on Bartlett Street at the intersection, as part of the Bartlett Street reconstruction project. Motion seconded by Erica Wygonik. On a 9-0 roll call vote, motion carried. Staff to also consider installation of RRFBs on Bartlett Street approaches as part of this project.

**VIII. INFORMATIONAL**

- A. [01:00:04] Police monthly accident report
- B. [01:00:27] Construction project updates

**IX. MISCELLANEOUS**

[01:04:18] Peter gave an update on the Rail Trail. We have received a grant to create two access parking points. There will also be an access point at the Skate Park. The official opening will be in October.

**X. ADJOURNMENT**

Chairman Bagley adjourned the meeting at 9:32am.

Respectfully submitted,  
Leila Birr  
Administrative Assistant  
Department of Public Works

# PARKING and TRAFFIC SAFETY COMMITTEE ACTION SHEET

8:30 A.M. – March 7, 2024

Conference Room A

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**PRESENT:**     **Members:** Acting Chairman Steve Pesci, Public Works Director Peter Rice; Erica Wygonik; Mary Lou McElwain; Stefanie Casella, Planning Department; Deputy Police Chief Mike Maloney; Dave Allen; Fire Chief Bill McQuillen

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>Market Square bus bay parking, voted to change the two 15-minute spaces in the bus bay to Zone A spaces.</li></ul>

- Market Square bus bay parking, voted to change the two 15-minute spaces in the bus bay to Zone A spaces.

- **Roll Call**
- **Financial Report:** Voted to accept and place on file Financial Report dated January 31, 2023.
- **Public Comment Session:** There were three speakers: Sherry Brandsema, Lenore Weiss Bronson and Nancy Johnson (Z) spoke regarding Woodbury Avenue traffic calming.
- **Woodbury Avenue, request for reconsideration of speed cushions, by City Council:** Voted to refer to City Staff for further review and development of alternatives.
- **E-scooter and E-bikes, review of current City ordinances:** Voted to work with Legal to adjust the language in the City Traffic Ordinance, Section 7.301 H. to address electric bikes and scooters. Voted to have staff report back on State RSA changes regarding e-bikes and e-scooters.
- **Market Square bus bay parking, interim review of temporary parking spaces:** Voted to change the two 15-minute spaces in the bus bay to Zone A spaces.
- **Police monthly accident report:** Informational; no action required.
- **DOT Route 1 project update:** Informational; no action required.

*Respectfully submitted by:* Leila Birr

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**March 7, 2024**

**MINUTES**

**I. CALL TO ORDER**

Acting Chairman Steve Pesci called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Acting Chairman Steve Pesci  
Public Works Director Peter Rice  
Stefanie Casella, Planning Department  
Deputy Police Chief Mike Maloney  
Erica Wygonik  
Dave Allen  
Fire Chief William McQuillen  
Mary Lou McElwain

Absent

Mark Syracuse  
Councilor Andrew Bagley

City Staff Present:

Parking Director Ben Fletcher  
City Engineer – Parking, Transportation and Planning Eric Eby  
Associate Engineer Tyler Reece

Selection of chairman was delayed due to Councilor Bagley's absence.

**III. FINANCIAL REPORT**

[00:06:33] Peter Rice moved to accept the financial report dated January 31, 2024, seconded by Mary Lou McElwain. Motion carried 8-0.



**IV. PUBLIC COMMENT**

[00:07:13] Sherry Bransima, Lenore Weiss Bronson and Nancy Johnson (Z) spoke regarding Woodbury Avenue traffic calming.

**V. PRESENTATIONS**

None

**VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

None

**VII. OLD BUSINESS**

A. [00:17:48] Woodbury Avenue, request for reconsideration of speed cushions, by City Council. Bill McQuillen moved to refer to City Staff for further review and development of alternatives, seconded by Peter Rice. Motion carried 8-0.

B. [00:23:10] E-scooters and E-bikes, review of current City ordinances. Peter Rice made a motion to work with Legal to adjust the language in the City Traffic Ordinance, Section 7.301 H. to address electric bikes and scooters. Seconded by Erica Wygonik. Motion passed 8-0.

[00:25:55] Peter Rice left the meeting early due to conflicting obligations.

Mary Lou McElwain made a motion for staff to report back on State RSA changes regarding e-bikes and e-scooters, seconded by Bill McQuillen. Motion carried 8-0

C. [00:30:13] Market Square bus bay parking, interim review of temporary parking spaces. Bill McQuillen made a motion to change the two 15-minute spaces in the bus bay to Zone A spaces, making all four spaces Zone A spaces. Seconded by Dave Allen. On a roll call vote, motion passed 4-1, with Steve Pesci and Erica Wygonik abstaining.

**VIII. INFORMATIONAL**

A. [00:38:37] Police monthly accident report

B. [00:39:21] DOT Route 1 project update

**IX. MISCELLANEOUS**

[00:44:35] Mary Lou McElwain requested an update on RV and camper overnight parking.

Mary Lou McElwain also noted that the crosswalk lights on State Street are still not in sync and that the pedestrian crosswalk lights at Pleasant Street and State Street are going on when there are no pedestrians. Erica Wygonik mentioned that the pedestrian lights at Pleasant and State Streets also appear turned, possibly due to the windstorms.

Erica Wygonik requested that the mobile crosswalk sign at Little Harbour Road be put back.

Steve Pesci asked that the center line marker and flashing beacon at Maplewood Avenue by the railroad crossing also be put back in place.

[00:47:21] Mary Lou McElwain addressed the letter from Elizabeth Bratter. Eric Eby noted that the City does not put up mirrors for traffic but that we may be able to add more paint to prevent use of the center area at the Bartlett and Cate Street intersection.

[00:48:36] There was discussion regarding the railroad overpass. City staff have submitted paperwork to the Federal Railroad Administration for obligation of the grant.

**X. ADJOURNMENT**

Erica Wygonik moved to adjourn the meeting at 9:14 a.m., seconded by Mary Lou McElwain. Meeting adjourned at 9:14 a.m.

Respectfully submitted,

Leila Birr  
Administrative Assistant  
Department of Public Works

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**February 1, 2024**

**MINUTES**

**I. CALL TO ORDER**

Acting Chairman Andrew Bagley called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Acting Chairman Andrew Bagley  
Vice Chairman Steve Pesci  
Public Works Director Peter Rice  
Stefanie Casella, Planning Department  
Deputy Police Chief Mike Maloney  
Erica Wygonik  
Dave Allen (alternate)  
Fire Chief William McQuillen  
Mary Lou McElwain

Absent

Mark Syracuse

City Staff Present:

Parking Director Ben Fletcher  
City Engineer – Parking, Transportation and Planning Eric Eby  
Associate Engineer Tyler Reece

**III. FINANCIAL REPORT**

[00:06:38] Steve Pesci moved to accept the financial report dated December 31, 2023, seconded by Mary Lou McElwain. Motion carried 8-0.

[00:08:14] Parking Director, Ben Fletcher, presented a report back on holiday parking.

**IV. PUBLIC COMMENT**

None

**V. PRESENTATIONS**

None

**VII. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

**A.** [00:22:36] Discussion on electric scooters and e-bikes in the City. Chief McQuillen made a motion to request Legal review State laws and which ordinances we have on the books, and have the Committee look at those at our March and April meetings. Seconded by Steve Pesci. Motion passed 8-0.

**B.** [00:45:17] Skate Park parking, request to prohibit parking on Greenland Road and Islington Street near the skate park, by DPW. Peter Rice made a motion to prohibit parking on the north and south sides of Greenland Road from Islington Street to the NH Park and Ride lot, and on the east and west sides of Islington Street from Greenland Road to Plains Avenue. Amended by Steve Pesci. Seconded by Dave Allen. Motion carried 8-0.

**VIII. OLD BUSINESS**

None

**IX. INFORMATIONAL**

**A.** [00:56:56] Police monthly accident report.

**B.** [00:57:25] Market Square bus stop observations.

**X. MISCELLANEOUS**

None

**XI. ADJOURNMENT**

Acting Chairman Bagley adjourned the meeting at 9:25 a.m.

Respectfully submitted,

Leila Birr  
Administrative Assistant  
Department of Public Works

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the option to join the meeting over Zoom.*

**8:30 AM**

**January 4, 2024**

**MINUTES**

**I. CALL TO ORDER**

Acting Chairman Andrew Bagley called the meeting to order at 8:30 AM.

Moment of Silence for Harold Whitehouse

**II. ATTENDANCE**

Members Present:

Acting Chairman Andrew Bagley  
Vice Chairman Steve Pesci  
Public Works Director Peter Rice  
Stefanie Casella, Planning Department  
Deputy Police Chief Mike Maloney  
Erica Wygonik  
Dave Allen (alternate)  
Fire Chief William McQuillen  
Mark Syracuse  
Mary Lou McElwain

City Staff Present:

Parking Director Ben Fletcher  
City Engineer – Parking, Transportation and Planning Eric Eby  
Associate Engineer Tyler Reece

**III. ANNUAL SELECTION OF CHAIR**

[00:05:17] The selection of chairman is postponed until the next meeting. City Council has not yet had their first meeting of the year, where they will appoint the Parking and Traffic Safety Committee representative.

#### IV. FINANCIAL REPORT

[00:06:12] Mark Syracuse moved to accept the financial report dated November 30, 2023, seconded by Steve Pesci. Motion carried 9-0.

#### V. PUBLIC COMMENT

[00:06:44] There were two speakers: Elizabeth Bratter, regarding parking, and Matthew Glenn regarding pedestrian and bicycle planning.

#### VI. PRESENTATIONS

None

#### VII. NEW BUSINESS

*(No public comment during Committee discussion without Committee approval.)*

A. [00:16:07] 2 Russell Street, request for approval of on-street parking changes and loading zones on Deer Street and Russell Street, by property owner. Steve Pesci moved to approve requested changes to on-street parking on Deer Street and Russell Street as presented on approved site plans for project, with the modifications proposed by the DPW as presented, the inclusion of bike route signage at locations to be approved by the DPW traffic engineer, and the continuation of sharrows on Russell Street to Market Street. Seconded by Mark Syracuse. **On a unanimous vote, motion passed 9-0.**

#### VIII. OLD BUSINESS

A. [00:49:25] Middle Street/Miller Avenue/Summer Street intersection, request for selection of preferred alternative for construction, by DPW. Mark Syracuse made a motion to select the "hybrid" option for reconstruction of the intersection, with a white edge line rather than individual space lines to delineate on-street parking, and moving the bus stop to in front of the Margeson Apartments. Seconded by Mary Lou McElwain. **Motion carried 8-1**, with Erica Wygonik voting opposed.

B. [01:15:19] Parking Principles, request to approve proposed changes to City Parking Principles, by DPW and Planning Department. Peter Rice made a motion to approve proposed changes to City Parking Principles as proposed by DPW and Planning Department, seconded by Mary Lou McElwain. **Motion passed unanimously, 9-0.**

C. [01:18:10] Chapter 7, Section 7-A.402, Bus Stops Designated, request to amend section to reflect current conditions, by DPW. Peter Rice moved to table the vote until there is a report back from Engineering and consensus on Market Square, seconded by Mark Syracuse. **Motion carried 9-0.**

**IX. INFORMATIONAL**

A. [01:24:51] Police monthly accident report.

**X. MISCELLANEOUS**

[01:25:25] Mary Lou McElwain expressed concern regarding malfunctioning crosswalk lights at Middle Street and State Street. There has been an ongoing issue with malfunctioning equipment, including new equipment.

[01:28:31] Mark Syracuse read the Mayor's Jessica's Law Awareness Proclamation.

[01:31:46] Mary Lou McElwain reminded the Committee that she would like to see electric scooter and electric bicycle safety on an upcoming agenda.

[01:32:40] Erika Wygonik requested observation on safety of the intersection at the skate park.

[01:34:23] Snow notifications updates.

[01:37:17] Mary Lou McElwain requested a report on holiday parking, which Ben Fletcher is in the process of putting together.

**XI. ADJOURNMENT**

Mark Syracuse moved to adjourn, seconded by Mary Lou McElwain. Meeting adjourned at 10:03 a.m.

Respectfully submitted,

Leila Birr  
Administrative Assistant  
Department of Public Works