PARKING and TRAFFIC SAFETY COMMITTEE

January 2021

NO MEETING WAS HELD IN JANUARY.

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

8:00 A.M. – February 4, 2021
Remote Meeting via Zoom

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Fire Chief Todd Germain, Police Captain Mike Maloney
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg, Harold Whitehouse and Erica Wygonik (Alternate)

CITY STAFF: Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher
Planning Director Juliet Walker

ACTION ITEMS NEEDING APPROVAL BY CITY COUNCIL

- Report back on recommendations for traffic calming measures for Banfield Road. **On a unanimous roll call 9-0, voted** to present the report to the City Council with additional signage for pedestrian and bicycle crossings on Banfield Road.

- Report back on recommendations for traffic calming measures for Middle Road. **On a unanimous roll call 9-0, voted** to move the pilot program forward to the City Council for their acceptance.

1. Chairman Peter Whelan recited that this is a Remote Meeting via Zoom Conference Call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

2. Financial Report – **On a unanimous roll call, voted** to accept and approve the financial report dated December 31, 2020 as presented.

3. Public Comment Session – There were 5 speakers: Kelly Shaw (Banfield Road traffic calming), Liza Hewitt (Middle Road traffic calming), Jason Combs (Middle Road traffic calming), Rodney Rodriguez (Middle Road traffic calming), and Patrick Lyons (Middle Road traffic calming)

4. Report back on recommendations for traffic calming measures for South Street, from Lafayette Road to Marcy Street. Committee discussed improved speed limit signage, pavement markings and a possible signage campaign with Little Harbour School students to increase awareness in the area.

5. Report back on recommendations for traffic calming measures for Banfield Road. **On a unanimous roll call 9-0, voted** to present the report to the City Council with additional signage for pedestrian and bicycle crossings on Banfield Road.

6. Report back on recommendations for traffic calming measures for Middle Road. **On a unanimous roll call 9-0, voted** to move the pilot program forward to the City Council for their acceptance.

7. Aldrich Road neighborhood traffic calming meeting scheduled for February 23, 2021 at 6:30 PM – No action required.

8. Congress Street/Maplewood Avenue/Middle Street/Islington Street pedestrian signal changes update – Signal contractor will be replacing signal heads and signage will be moved to increase awareness.

9. Brewery Lane/Chevrolet Avenue area traffic study update – Data collection with consultant will begin soon.

10. Peverly Hill Road Complete Streets project update – Zoom meeting scheduled with the neighborhood on February 17, 2021 at 6:30 P.M.

11. Middle Street bike lanes status update – No action required.

12. Bicycle traffic volumes on Lafayette Road at South Street – No action required.

13. Traffic volumes during pandemic – No action required.

14. Monthly accident report from Police Department – No action required.

15. PTS Open Action Items – No Committee discussion.

16. Adjournment – At 9:26 a.m., **on a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Amy Chastain, Administrative Assistant, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – February 4, 2021
Remote Meeting via Zoom

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 8:00 a.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Mike Maloney
Mary Lou McElwain
Steve Pesci
Jonathan Sandberg
Harold Whitehouse
Erica Wygonik (Alternate)

City Staff Present:
Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher
Planning Director Juliet Walker

III. FINANCIAL REPORT:

Parking Director Ben Fletcher commented that revenues are doing better than the revised budget, but it is still off compared to the original budget.

Public Works Director Peter Rice moved to accept and approve the financial report dated December 31, 2020 as presented, seconded by Mary Lou McElwain. **On a unanimous roll call, motion passed 9-0.**

IV. PUBLIC COMMENT:

Kelly Shaw commented on the Banfield Road project. Ms. Shaw thanked the City for helping to move the project along. Ms. Shaw commented that she hoped the three way stops and other traffic calming measures moved forward.

Liza Hewitt thanked staff for meeting with the neighborhood to discuss Middle Road traffic calming measures. She stated it will be interesting to see how the neighborhood feedback was incorporated into the final plans. A resident was involved in a hit and run at the Essex Avenue crosswalk. It would be good to install a Rapid Flashing Beacon (RFB) at that crosswalk. There should be more discussion about this. Bollards and bump-outs are only 3-season solutions because they are removed for the winter.

Jason Combs echoed Ms. Hewitt's comments. It was good for residents to give feedback. It will be interesting to see how the feedback is incorporated.

Rodney Rodriguez commented that he was the victim of the hit and run. Mr. Rodriguez thanked the staff for giving residents the opportunity to provide feedback. The goal is to make sure everyone is safe when traversing the street. It would be good to see a RFB at the Essex Avenue crosswalk.

Patrick Lyons echoed the previous comments regarding Middle Road traffic calming measures. Mr. Lyons appreciated the City putting a lot of effort into this effort. He has a child who is deaf and blind, so speed is a real challenge.

V. NEW BUSINESS:

No new business agenda items.

VI. OLD BUSINESS:

A. Report back on recommendations for traffic calming measures for South Street, from Lafayette Road to Marcy Street. Eric Eby commented that they conducted speed and volume studies at six locations along the South Street corridor. The average speeds were in the range of 25-30 mph on the lower end and the upper end had average speeds of 22-25 mph. The 85th percentile was 31-32 mph in the lower end and in the upper 20s mph for the upper end. The posted speed limit is 20 mph. By State law, a road like this should be 30-mph. The current speed limit is not consistent with State law. A reasonable speed would be 25-30 mph. South Street is classified as an arterial roadway and it is narrow. That limits the traffic calming options. Speed feedback signs, like the one before New Castle Avenue, can be added in other areas of the corridor. Bollards can be added, or the speed limit could be painted onto the road. The road is not wide enough to put in islands at the intersections. This data is being presented to the Committee to see if they had any ideas or thoughts. There is no staff recommendation at this time. It could be argued that speeding is not the problem. South Street has a speed limit problem. The 20-mph speed limit is inappropriate, but they do want to make sure vehicle speeds are lower near the schools when lights are flashing.

Erica Wygonik questioned if the school flashing lights were consistent with the current school times given the COVID-19 schedule. Eric Eby responded that the schools are in charge of the flashing signs, but he could check with them. Erica Wygonik commented that school access is the biggest concern. It is good to make sure they are doing what they can to slow speeds. The current speeds on the road are not out of character for the road itself, but there are schools and pedestrians in the area. It is a simple thing to make sure the flashing signs are activated at the appropriate times.

Harold Whitehouse mentioned the playground on the corner of South School Street and questioned if ripples in the roadway could be installed in that area. Mr. Eby responded that rumble strips are very effective in getting drivers attention, but they do make noise. When they are installed in residential areas, then they typically get complaints from residents.

Mary Lou McElwain commented that she and the neighbors appreciated the attention paid to this corridor. She noticed the studies were conducted during different years, and the most recent one was done in the winter. Traffic increases in warmer weather. There has also

been less traffic with schools not being open 5 days a week. The flashing speed limit sign has been very effective. More of them should be installed along the corridor. It would be good to see a flashing pedestrian sign like the one at Clough Drive near the playground on South School Street. People cross there often and don't use the RFB placed there. It would be good to have more police patrol on South Street issuing tickets and not just giving warnings.

Steve Pesci commented that they should rethink some of the 20-mph speed limits in the City. South Street should be more in line with State law and be 25-mph. It would allow police to better enforce this street. The speed limit of 20-mph is so impractical it's not having any effect. As the Committee looks at the speed limit network, the 20-mph zones should be limited to the dense downtown pedestrian area. Painting the speed limit in the roadway at the gateway is a good idea.

Erica Wygonik commented that the 20-mph speed limit signs are not to the current sign standards. They are too small and not retro reflective. She stated up to date signage could go a long way toward speed awareness as well.

Jonathan Sandberg commented that there may be an opportunity to engage the students at the Little Harbour School in a sign campaign. Students can create signs asking drivers to slow down.

Harold Whitehouse commented that his car has a bumper sticker saying that he is the "pace car" and it is effective.

Chairman Peter Whelan questioned if student signage would be effective. Eric Eby confirmed they could be. Signage could be posted in lawns abutting South Street. They could be similar to the "drive like your kids live here" signs.

Public Works Director Peter Rice commented that he would contact the art teacher at Little Harbour School about the idea. It would be good to reach out to the PTO for funding.

Mary Lou McElwain commented that she would be willing to coordinate with the art teacher.

Erica Wygonik noted that the PTO has been looking for remote friendly activities, so this could be a good idea for that.

B. <u>Report back on recommendations for traffic calming measures for Banfield Road.</u>
Eric Eby commented that they met with residents in November and conducted traffic counts and speed studies at Constitution Avenue and Heritage Avenue. Predominate flow is on Banfield Road with lower volumes on the side streets. Normally it is ideal to have a similar volume on all roads or at least a 60/40 split. The volumes in this area don't support that. However, there are limited sight lines at these corners, so an all-way stop is recommended because of that safety issue. Constitution Avenue is busy when Water Country is open in the summer. The alternative would be to remove more vegetation and work with neighbors for easements. An all-way stop at those locations would help to improve safety. The next idea would be to install a speed table halfway between Ocean Road and Heritage Avenue intersections. A speed feedback sign can be added on the road as well. Traffic calming

measures are concentrated on the area of the road that is mostly residential. These proposed measures can be incorporated into the consultant's contract.

Jonathan Sandberg noted that it would be helpful to add a pedestrian crossing sign at the rail trail to warn motorists. Eric Eby confirmed that they could put up a temporary sign until the rail trail becomes official.

Steve Pesci questioned if one of the all-way stops had a higher priority over the other. Eric Eby responded that the volume is steady at Heritage Avenue. However, the sight lines are limited at both locations. Both could use the all-way stop signs for safety improvements. It is a low-cost measure. Constitution Avenue is a higher priority in the summer, otherwise they are both equal priorities.

Steve Pesci questioned if the speed table would be okay for fire access. Fire Chief Todd Germain responded that the speed table was not a concern. It slows the truck down, but only temporarily. Eric Eby added that the speed table is designed for speeds of 25-30 mph. It is similar to the one on Maplewood Avenue. Fire Chief Todd Germain noted that this route was rarely used as a response route for Fire Station 2.

Harold Whitehouse questioned if snowplows would be impacted by the speed table. Public Works Director Peter Rice responded that he has not received any negative feedback from operating staff.

Mary Lou McElwain moved to present the report to the City Council with additional signage for pedestrian and bicycle crossings on Banfield Road, seconded by Harold Whitehouse. On a unanimous roll call, motion passed 9-0.

C. Report back on recommendations for traffic calming measures for Middle Road.
Eric Eby commented that they met with the neighborhood and presented their overall plan. The residents provided feedback that was included in revised plans. A bump-out with temporary bollards was proposed at Leavitt Avenue to see how it works. That would create a pinch point coming into the neighborhood. A diamond warning sign would be installed at the entrance to the residential area warning cars that they were entering a residential area. Further down the corridor there would be bump-outs in the long straight away. Pedestrian flags are proposed at the Riverbrook Condos crosswalk. This was not brought up with the neighborhood, but it could be considered. It's a low-cost improvement. Yellow flex posts down the middle of the road were proposed in one section. A speed feedback sign at the Chase Home driveway was also proposed. Mr. Eby stated the neighborhood did not want flex posts, so they were removed. The speed feedback sign was kept. Pedestrian flags could be added at the Essex Avenue location. There is no funding to include the flashing beacons. There were proposed flex posts at the intersection with South Street. However, based on residential feedback the flex posts were removed. There is a proposed yield sign in the middle of the crosswalk on Middle Road near South Street. As far as long-term solutions go, the intersection at Middle Road and South Street might be able to be reconstructed into a roundabout or a "T" intersection. Right now, traffic can take a turn onto South Street at 30-mph. A "T" intersection would force traffic to slow down as they turn. Bump-outs with flex post bollards are proposed at the intersection with Spinney Road. The bump-outs would create a pinch point and bring drivers' attention to the crosswalk. Another bump-out was added on the other side of the roadway as well. Bollards were not well received by the

neighborhood, so the plan was revised to eliminate most of them. The bump-out near the crosswalk will ensure people will not park too close to the crosswalk. The last intersection had a high rate of speed for traffic coming down Middle Street onto Middle Road. In the summer there are bollards for the bike lane that help to reduce speeds. Overall a "T" intersection configuration would be the best solution. There is enough width right now in the road to allow two-way traffic on one side of the island. It would force traffic to slow down for a right turn. Signage can be installed, and access to the other side of the island can be blocked off. This measure can be done quickly and easily.

Public Works Director Peter Rice commented that this is a pilot project. It is being proposed in order to collect data and better inform a permanent project. Initial funding will come in fiscal year 2022, but the bulk of funding will come in fiscal year 2024. This is an opportunity to see if options work and give the neighborhood the opportunity to see if they like it or not. The green shading on the plan will not be painted areas. There will be bollards in those locations.

Chairman Peter Whelan noted that this was discussed at length with the neighborhood. The neighborhood was informed that this is a pilot project, so if something goes wrong it can be changed. It is a great way to look at the corridor and try something new. He stated the pedestrian hit and run in the crosswalk was unacceptable, and changes need to be made.

Harold Whitehouse questioned if the flashing beacons would be funded from a grant or the operating budget. Public Works Director Peter Rice responded the beacons would be funded from the operating budget. They are not currently budgeted.

Steve Pesci commented that the revised plan was a good pilot project. The pedestrian flags would be a good use. They are currently used in front of the Durham Town Hall. It is a low cost, effective tool.

Mary Lou McElwain commented that she was not in favor of the bump-outs because they are very difficult for cyclists to maneuver around.

Jonathan Sandberg commented that making the Middle Road/Middle Street a "T" intersection would be a good solution sooner rather than later. That area is especially hazardous for cyclists. It would be good to see the area addressed.

Harold Whitehouse questioned if the area was all city-owned property. Public Works Director Peter Rice confirmed it was.

Mary Lou McElwain commended Eric Eby and his team for the good work on this pilot project. The neighbors have given great feedback. It will be a positive step for the neighborhood.

Chairman Peter Whelan agreed that the team did a good job and questioned when these measures could be implemented. Eric Eby responded that, depending on funding, it would likely be in the spring.

Erica Wygonik questioned if the bump-outs at the Spinney Road intersection were offset from the pedestrian crosswalk because of driveway access and truck turning movements. Eric

Eby confirmed that was correct. Erica Wygonik noted that the bump-outs don't shorten the crossing distance. Eric Eby responded that it does a little on one side because pedestrians can walk out to the edge of the bump-out.

Public Works Director Peter Rice moved to move the pilot program forward to the City Council for their acceptance, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

VII. INFORMATIONAL:

A. Aldrich Road neighborhood traffic calming meeting scheduled for February 23, 2021 at 6:30 PM. Eric Eby commented that notices were mailed to the neighborhood. The meeting will be to discuss possible traffic calming measures.

Harold Whitehouse questioned if the meeting would be broadcasted live on Channel 22. Public Works Director Peter Rice stated he could join the meeting via Zoom.

B. Congress Street/Maplewood Avenue/Middle Street/Islington Street pedestrian signal changes update. Eric Eby commented that the signal contractor will be installing a flashing right turn arrow. It will bring awareness to the traffic turning right that they should look for pedestrians. Signage warning traffic to look for pedestrians will be moved to eye level.

Jonathan Sandberg commented that he passes through the intersection twice a day. The most dangerous point is going past Discover Portsmouth trying to cross Islington Street. Cars coming from Islington Street turning right onto Middle Street do not look for pedestrians. The shrubs around Discover Portsmouth hide the sidewalk. The sidewalk should be pushed further into the intersection to force cars to go wider and pay more attention.

Mary Lou McElwain agreed it is a dangerous intersection. She was almost hit by a car at the intersection. She thanked Eric Eby for taking action.

C. Brewery Lane/Chevrolet Avenue area traffic study update.
Eric Eby commented that they have a contract in place with a consultant. The firm will be conducting traffic, pedestrian and truck traffic observations for the area. This will be a holistic look at the area in order to improve traffic and pedestrian flow. Public Works Director Peter Rice commented that they were using previously appropriated funding for this study.

D. Peverly Hill Road Complete Streets project update.
Eric Eby commented that there would be another public meeting on February 17, 2021. Notices were mailed. There is a completed preliminary design on this project that is ready to be submitted to NHDOT. Before it is submitted, staff will meet with the neighborhood to make sure they are comfortable with the plan because it does involve easements. It is good to make sure everyone is on board because federal funding will be used.

Chairman Peter Whelan questioned if this would come back to PTS after the neighborhood meeting. Public Works Director Peter Rice noted that the intent was to report back to City Council because the additional meeting was their request.

E. Middle Street bike lanes status update.

Eric Eby commented that the City hired a peer review consultant to look at the current implementation and consider changes proposed by the City Council. The consultant made a presentation to the City Council and recommended not changing the parked car position because it provides protection to cyclists. There was a recommendation for improvements to the bike lanes with flashing pedestrian lights and bollards to improve sight lines and safety.

Public Works Director Peter Rice clarified that this was for a section of the bike lane and not the entire bike lane corridor.

Harold Whitehouse questioned if the City would have to return the federal monies if they did not comply by the design. Public Works Director Peter Rice responded that there were no final decisions made. The State would consider it once they saw something concrete. It was implied by NHDOT staff that the money would go back if major changes were made.

F. Bicycle traffic volumes on Lafayette Road at South Street.

Eric Eby commented that the bike traffic during the winter has consistently been in the single digits on the bike lanes. There is continuous use even in the winter.

Erica Wygonik commented that it was important to make sure that the snow was cleared as much as possible to keep the bike lanes safe.

G. Traffic volumes during pandemic.

Eric Eby commented that the traffic volumes were holding steady at 80-85% of the pre-pandemic levels.

H. Monthly accident report from Police Department.

Police Captain Mike Maloney clarified that he did not include non-reportable accidents in the most recent report. The past reports included both reportable and non-reportable. Because of that it looks like a 50% drop, but that's because non-reportable accidents were included in previous reports. Police Captain Mike Maloney questioned if the Committee wanted both types of accidents included in the report.

Jonathan Sandberg commented that it should be consistent to be a fair comparison. Police Captain Mike Maloney noted that 25% of all City accidents occurred in parking lots. The report can be run both ways as well.

Erica Wygonik commented that a report with reportable crashes is a nice standard, but it would be helpful to understand how the numbers relate to past years. Erica Wygonik questioned if reportable crashes included any bike and pedestrian accidents. Police Captain Mike Maloney confirmed those were always reportable.

Mary Lou McElwain commented that she did not remember reading or hearing about the pedestrian hit and run accident. It is important to report those because the community should know about it.

Police Captain Mike Maloney commented that this was still an open criminal investigation, so he could not share a lot of information.

I. PTS Open Action Items. No Committee discussion.

VIII. MISCELLANEOUS:

Mary Lou McElwain commented that she received an email from Doug Roberts about complaints about residents being overcharged at the parking garages because of the snow parking ban. She asked why the parking meters were still charging on holidays. She also noticed the crossing guards were not consistently using the flashing stop signs.

Parking Director Ben Fletcher explained what happened regarding the person who believed they were overcharged at the parking garage. He addressed the flashing stop signs used by the crossing guards. He also stated there are 9 holidays where the City does not conduct enforcement. The meter vendors do not allow the City to handle messaging on the machines. It is difficult to get the vendor to change the display in a timely fashion for that specific day.

Chairman Peter Whelan noted that he received a letter from Abby Frank who lives at 169 Madison Street. She was concerned about the crossing at Madison Street and Middle Street. Ms. Frank requested that a flashing crosswalk sign be added at the crosswalk. Eric Eby stated the crosswalk has been identified, but there is no funding for improvements. This concern is noted, and they will see what they can do with funding at a future time. Jonathan Sandberg noted that this could be another location where they try the pedestrian flags.

Eric Eby commented that he received a request this week for a crosswalk on Greenleaf Avenue by Hillside Drive. This will be presented to the Committee with a report back at a future meeting.

IX. ADJOURNMENT:

Harold Whitehouse moved to adjourn the meeting at 9:26 a.m., seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

Respectfully submitted by:

Becky Frey
PTS Recording Secretary

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

8:00 A.M. – March 4, 2021
Remote Meeting via Zoom

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Fire Chief Todd Germain, Police Captain Mike Maloney
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg, Harold Whitehouse and Erica Wygonik (Alternate)

CITY STAFF: Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

REPORT BACK TO CITY COUNCIL

- City Council request for review of implementation of Rectangular Rapid Flashing Beacons (RRFB) at three pedestrian crosswalk locations (Madison Street at Middle Street, Essex Avenue at Middle Road and Thornton Street at Bartlett Street).

  The Parking and Traffic Safety Committee is reporting back to the City Council that the Thornton Street at Bartlett Street location was tabled per request of Councilor McEachern.

  The Committee voted unanimously to endorse installing Rectangular Rapid Flashing Beacons at two pedestrian crosswalk locations (Essex Avenue at Middle Road and a safe location on either Madison Street or Wibird Street at Middle Street). There were no questions to report back to the City Council on this agenda item.

1. Chairman Peter Whelan recited that this is a Remote Meeting via Zoom Conference Call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

2. Financial Report – **On a unanimous roll call 9-0, voted** to accept and approve the financial report dated January 31, 2021 as presented.

3. Public Comment Session – There were seven speakers: City Councilor Deaglan McEachern (RRFB on Thornton Street at Bartlett Street), Elizabeth Bratter (parking fine increases and parking reductions), Ken Goldman (Islington Creek Neighborhood Parking Program and parking fine increases), Liza Hewitt (RRFB on Essex Avenue at Middle Road), Rodney Rodriguez (RRFB on Essex Avenue at Middle Road), Beth Margeson (event parking restrictions in the South End) and Robin Husslage (Islington Creek Neighborhood Parking Program)

4. City Council request for review of proposed parking fine increases, by Parking Director Ben Fletcher. **On a unanimous roll call 9-0, voted** to recommend to the City Council that the parking fine rate be increased as follows: $35.00 fine and $55.00 fine after 30 days in each of the four violation categories (session expired, parked in no parking area, emergency snow ban, and commercial loading zones), and request a report back on recommendations to adjust the safety and frequent offender fines at a future meeting.

5. City Council request for review of implementation of Rectangular Rapid Flashing Beacons (RRFB) at three pedestrian crosswalk locations (Madison Street at Middle Street, Essex Avenue at Middle Road and Thornton Street at Bartlett Street).
On a unanimous roll call 9-0, voted to endorse installing Rectangular Rapid Flashing Beacons at two pedestrian crosswalk locations (Essex Avenue at Middle Road and a safe location on either Madison Street or Wibird Street at Middle Street). *The Thornton Street at Bartlett Street location was tabled per request of Councilor McEachern.*

6. Request for traffic signal at intersection of Lafayette Road and Hoover Drive, by Ken Riley. **On roll call 7-2, voted** to conduct traffic assessment of intersection and report back on findings at future meeting.

7. Request for crosswalk on Greenleaf Avenue at Hillside Drive. **On a unanimous roll call 9-0, voted** to refer to staff to evaluate and report back at future meeting.

8. Request to examine speed of vehicles on Sagamore Avenue approaching the intersection with South Street, by Councilor Kennedy. **On a unanimous roll call 9-0, voted** to refer to staff for report back at future meeting.

9. Request for Islington Creek Neighborhood Parking Program. **On a unanimous roll call 9-0, voted** to refer to staff for further review and schedule a meeting with the neighborhood committee in the near future.

10. Request for South End Neighborhood Parking Program. **On roll call 8-0-1, voted** to refer to staff to reach out to the neighborhood committee to gather more information.

11. Aldrich Road neighborhood traffic calming meeting. – **On a unanimous roll call 9-0, voted** to refer to staff to report back on recommendations on traffic calming measures at a future meeting.

12. Congress Street/Maplewood Avenue/Middle Street/Islington Street pedestrian signal changes update. – Informational item with no action required.

13. Monthly accident report from Police Department. – Informational item with no action required.

14. PTS Open Action Items. – No Committee discussion.

15. Adjournment – At 10:00 a.m., **on a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Amy Chastain, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – March 4, 2021
Remote Meeting via Zoom

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 8:00 a.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Mike Maloney
Mary Lou McElwain
Steve Pesci
Jonathan Sandberg
Harold Whitehouse
Erica Wygonik (Alternate)

City Staff Present:
Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

III. FINANCIAL REPORT:

Harold Whitehouse requested an update on the Foundry Place Garage. Parking Director Ben Fletcher responded that the Foundry Garage did well in February. Its performance outpaced February of last year. It is a positive result of the Stay and Pay Program. People are parking in the garages in order to stay longer, while 92% of cars parked on the street are still turning over on the third hour.

Harold Whitehouse moved to accept and approve the financial report dated January 31, 2021 as presented, seconded by Mary Lou McElwain. **On a unanimous roll call, motion passed 9-0.**

IV. PUBLIC COMMENT:

City Councilor Deaglan McEachern commented that he joined the meeting because he has reconsidered his motion made at the February 8, 2021 City Council meeting to install an illuminated sign [Rectangular Rapid Flashing Beacon (RRFB)] at the Thornton Street and Bartlett Street location. Something needs to happen with Bartlett Street after the Cate Street development is complete. Staff can take a more detailed look at the corridor after that and take measures to engage the public in a more deliberative fashion.

Elizabeth Bratter supported the parking fine increases to deter bad parking behaviors. Most streets are narrow, and one car parked the wrong way can cause safety issues. The fines are not so the City can make more money. Right now, in many cases, it is cheaper to get a ticket than pay for parking. There is a major parking problem, and it is growing. Someone should be assigned to track parking reductions that are granted for

developments. It should be catalogued and presented to Boards when future parking reductions are considered.

Ken Goldman commented on the Islington Creek Neighborhood Parking Program. People on Islington Street were not included in the original Islington Creek plan because they already have limited on-street parking. Islington Street is still not included in this plan. There needs to be a distinction made between public parking and people who live there parking on the street. He stated the two-tiered fee schedule does not make sense. It would cost more than parking in the Foundry Garage for someone who doesn't live on that street to park there. It should be the same fee. There should also be consideration given to allowing residents to purchase just a guest parking permit.

Liza Hewitt commented that she supported the installation of the RRFB at Middle Road and Essex Avenue. The area was studied by DPW and it meets all the criteria. City Council has found the money to install the RRFB, if it is approved.

Rodney Rodriguez commented that City Council made the decision to go forward with the RRFB on Middle Road and Essex Avenue. Mr. Rodriguez was the victim of the hit-and-run at the crosswalk. So many families try to cross there and it is a headache.

Beth Margeson commented that when the Farmers' Market moved to Little Harbour School, they were able to get No Parking signs installed around the neighborhood. Ms. Margeson requested a similar parking situation for the South End. She requested a report back on event parking and how that could work in the South End.

Robin Husslage spoke in support of the Islington Creek Neighborhood Parking Program. The neighborhood has many narrow streets and small house lots with no driveways. It is challenging to find a parking spot close to home. There needs to be a balance between residents, visitors and commuters. The request is for a pilot program. Without the pilot, they won't know what works for this neighborhood.

V. NEW BUSINESS:

A. City Council request for review of proposed parking fine increases, by Parking Director Ben Fletcher. Parking Director Ben Fletcher commented that these fines have not been looked at since 2013. A lot of fines are lower than the cost of parking for the day. A number of people are choosing to get a $15 ticket and stay all day. The proposal is to increase the fine to $50 because of the Stay and Pay Program. Currently, the maximum a person could pay is $46 to park all day. People have to make a choice to not pay the meter and then be caught by enforcement staff in order to incur the fine. The proposed price is only imposed on drivers who decide to not follow the parking ordinances.

Mary Lou McElwain commented that there was concern from business owners/employees about not getting to the meter in time and getting a fine. Mary Lou McElwain questioned if they were working with the businesses downtown. Parking Director Ben Fletcher responded that there is a program in place at the Foundry Garage where downtown employees can get parking for 10 hours for $3.00. There is no reason a downtown employee should be using the meter and having those issues. Presently there are 170 employees actively taking advantage of the program. Some people may not be aware the program exists, but they try to let people know as much as possible.

Harold Whitehouse questioned if the Council made a decision on this issue. Parking Director Ben Fletcher responded that Council referred this back to the Parking and Traffic Safety Committee for further discussion. The public was concerned that the raised fines would affect low-income people, but that demographic is not a major factor in citation issuance.

Steve Pesci noted that the City has done a lot for downtown employees and parking. He questioned if there was a way to have a similar employee parking program at a higher price for the Hanover Garage. Steve Pesci understood the sticker shock of the proposed fines and questioned if there was a repeat offender fine. Parking Director Ben Fletcher confirmed there was. If a person has $125 dollars in unpaid citations, then they are subject to immobilization. If a person has 10 or more tickets in a year, then they are subject to increased fines. Steve Pesci commented that the 'expired parking' fines may need to be a little lower initially. They could lower the fine to $35 but adjust the 'Safety' fines. A lot of safety fines remain at $15. Lowering the expired parking fines could be balanced out with increasing some of the safety fines.

City Manager Karen Conard commented that there was concern the steep fines apply to everyone and not just the Stay and Pay Program spaces. City Manager Karen Conard questioned if they could separate out the 15- and 30-min spots and adjust the fine. Parking Director Ben Fletcher responded that they combined the former time limit spaces into the first line of the table. There are not many of them left because Stay and Pay eliminated most of the previous time limits. Adjusted fines are meant to encourage people to behave a certain way.

Chairman Peter Whelan commented that a person's other choice could be to park at the Foundry for $1.00 an hour or Hanover for $2.00 an hour. Parking Director Ben Fletcher confirmed that was an option.

Mary Lou McElwain questioned if there could be more available spots for employees in the Hanover Garage. Parking Director Ben Fletcher responded that on a normal summer day the Hanover Garage would fill fairly regularly. That has not happened over the past year. The Hanover restoration project will make 30% of the garage unavailable for 3 years. Pricing changes were made to try to encourage people to park at the Foundry and walk further.

Steve Pesci commented that the fines were low for habitual offenders. Ten tickets or more is a lot. It should be tightened up to 5-6 in one year. Parking Director Ben Fletcher responded that would require an ordinance change. He clarified that a fee is set through the Fee Committee and a fine is the result of behavior or action. Either proceeding must go through three readings at the City Council.

Chairman Peter Whelan questioned if someone could get multiple parking tickets for staying all day. Parking Director Ben Fletcher responded that they were allowed to write three tickets in a day, but it is difficult to get around to a vehicle multiple times in one day. Chairman Peter Whelan questioned how many cars were booted last year for nonpayment of tickets. Parking Director Ben Fletcher responded that he did not have that figure on hand.

Mary Lou McElwain agreed with Steve Pesci's comment on lowering the parking fine from $50 to $35 and looking at adjusting the safety fines. Parking Director Ben Fletcher responded that he would be happy to address safety fines at a future meeting. The intent of this meeting is to move forward with the four violation categories fines.

Steve Pesci suggested that the fines be lowered from $50 to $35 and they should come back with a comprehensive adjustment to the safety fines and frequent offender fines.

Erika Wygonik commented that she was in support of increasing the fines and the proposed number aligns with the overall logic. It makes sense to move forward with this proposal. The sticker shock is understood, and the fine should be adjusted over time. It should be revisited more often to avoid such a big jump. The safety fines are important. Frequent offenses should be more serious. Maybe they could leave a flier that advertises the parking program for employees on repeat offender cars.

Harold Whitehouse questioned if there was an issue with the barricades placed downtown. Parking Director Ben Fletcher responded that in general it is taking inventory out of the mix. The City's parking is already overcrowded even now. In general, more people are finding space in the garages. People who want to pay the meter will pay. It is just a matter of being able to find an on-street parking space at all.

Jonathan Sandberg commented that the goal should be compliance. It would be helpful to keep track of the rate of citations written and see if the $35 fine changes that in a meaningful way. Parking Director Ben Fletcher responded that the assumption was a 40% reduction, if the fine went to $50.

Public Works Director Peter Rice recommended adjusting the fine for late payment if the initial fine is amended to $35.

Steve Pesci moved to recommend to the City Council that the parking fine rate be increased as follows: $35.00 fine and $55.00 fine after 30 days in each of the four violation categories (session expired, parked in no parking area, emergency snow ban, and commercial loading zones), and request a report back on recommendations to adjust the safety and frequent offender fines at a future meeting, seconded by Harold Whitehouse.
On a unanimous roll call, motion passed 9-0.

B. <u>City Council request for review of implementation of Rectangular Rapid Flashing Beacons at three pedestrian crosswalk locations. (Madison Street at Middle Street, Essex Avenue at Middle Road and Thornton Street at Bartlett Street)</u>
Eric Eby commented that there was a RRFB planned on Middle Street during the bike lane project. They were not installed because of funding. The consultant that recently reviewed the bike lanes recommended the RRFB at Wibird Street. Other low-cost items have been suggested, but the RRFB is more effective and the most expensive. He stated the Madison Street at Middle Street, and Essex Avenue at Middle Road would be appropriate locations for RRFBs. The Thornton Street at Bartlett Street location was tabled at the request of City Councilor McEachern.

Harold Whitehouse questioned if this came out of the capital budget. Public Works Director Peter Rice responded that it was existing capital money that had been set aside for pedestrian and bike improvements.

Mary Lou McElwain questioned what the implementation timeline would be for installation. Eric Eby responded that it would be whenever the vendor could do the install. It would be within a couple months when the ground is thawed.

Jonathan Sandberg commented that the bike plan actually shows two RRFB's, one at Wibird Street and another at Madison Street. The consultant recommended the Wibird Street location. Eric Eby responded that Wibird Street was farther south. A lot of people want to cross at Cass Street because it is less of a walk. It makes more sense to spread the beacons out.

Mary Lou McElwain clarified that they were taking the Thornton Street location out of this request. Chairman Peter Whelan confirmed that was correct. There is a 4-way stop sign at the Thornton Street location.

Mary Lou McElwain commented that Wibird Street crosswalk was most used. Eric Eby confirmed the intent is to just put in one on Wibird Street. Installing two beacons too close together is not good practice.

Fire Chief Todd Germain noted that the market across the street draws a lot of foot traffic on Middle Street. Madison Street would be a more direct route for that. Mary Lou McElwain corrected herself and agreed that Madison Street got more foot traffic than Wibird Street. It should go in at Madison Street. Public Works Director Peter Rice agreed that it should go in at Madison Street. That is consistent with the referral from City Council. Chairman Peter Whelan agreed. He noted that he had a letter from 20 residents on Madison Street requesting it be placed there.

Jonathan Sandberg commented that more needed to be done to slow traffic on Middle Street. The crosswalks provide a false sense of security for pedestrians unless other traffic calming measures are implemented.

Eric Eby commented that it may be a bigger challenge to install the RRFB at Madison Street because there is a small sidewalk island at the market and a residential front porch that may block sightlines on the Madison Street side. They would need to look at both locations to see which would work better.

Public Works Director Peter Rice moved to endorse installing Rectangular Rapid Flashing Beacons at two pedestrian crosswalk locations (Essex Avenue at Middle Road and a safe location on either Madison Street or Wibird Street at Middle Street), seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

C. Request for traffic signal at intersection of Lafayette Road and Hoover Drive, by Ken Riley. Eric Eby commented that residents have requested staff look at putting a traffic signal here. They have talked to the State and would like to have City support before moving forward. The first step would be to collect data and report back.

Erika Wygonik commented that she was concerned about the proximity to West Road and a driveway. That may not be best place for a signal. Eric Eby noted that the State is looking at this area in another project and currently is not proposing a traffic signal at either location, but they can compare data.

Public Works Director Peter Rice noted that this was a State controlled road, so they need State approval. Implementation would be at the City's expense.

Mary Lou McElwain moved to conduct traffic assessment of intersection and report back on findings at future meeting, seconded by Harold Whitehouse.

Steve Pesci commented that he was inclined to oppose the motion. NHDOT conducts the studies on needs in the State roadways. It is premature for the City to interject the cost of this study and project. The City should not be leading on it.

On a roll call vote, motion passed 7-2. Steve Pesci and Chairman Peter Whelan voted opposed.

D. Request for crosswalk on Greenleaf Avenue at Hillside Drive.

Eric Eby commented that this request was from residents with children walking to the High School. They are looking for a safer way to cross Greenleaf Avenue. Cars are traveling fast, there are limited sightlines, and the roadway has a curve. There is a Capital Improvement Plan (CIP) project to modify the intersection of Greenleaf Avenue and Lafayette Road, and reduce traffic along Greenleaf Avenue. This project is the best long-term solution rather than install a crosswalk, which could give pedestrians a false sense of security.

Erika Wygonik commented that she had a lot of concerns about people crossing the road as it stands currently. People whip around the corner and a crosswalk would come up quickly. Improving access to pedestrians is important, but it needs to be done in a safe way. She agreed that a comprehensive plan would be the best choice.

Public Works Director Peter Rice stated a vote was taken on this several years ago before the completion of the signalized intersection at the High School. Part of the intent was to provide an alternate approach to avoid utilizing Greenleaf Avenue. This should be looked at in a comprehensive manner. Staff can start the process in examining how the intersection should be reconfigured for an overall safer approach.

Mary Lou McElwain agreed that a comprehensive plan was needed because of the number of children in the area. She hopes the area can be reviewed soon.

Erika Wygonik asked when the physical changes would happen. Eric Eby responded that the more formal adjustments would be part of the CIP project. Erika Wygonik questioned what the CIP timeframe was. Public Works Director Peter Rice responded that periodically Council approves intersection improvement funding as part of the CIP process. There is money available to start a study, but not implementation.

Mary Lou McElwain moved to refer to staff to evaluate and report back at future meeting, seconded by Harold Whitehouse. On a unanimous roll call, motion passed 9-0.

E. Request to examine speed of vehicles on Sagamore Avenue approaching the intersection with South Street, by Councilor Kennedy.

Harold Whitehouse moved to refer to staff for report back at future meeting, seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

F. Request for Islington Creek Neighborhood Parking Program.
Mary Lou McElwain requested that they discuss this at another meeting. This will be a long discussion and this meeting is running late. This could be scheduled as a special meeting or work session.

Chairman Peter Whelan agreed they should set up a special meeting for the neighborhood to participate in the discussion. The Planning Board just approved a 21-unit micro apartment development with no on-site parking. The owners are required to provide off-street parking to the tenants. The meeting would be to talk about a pilot program.

Steve Pesci agreed that a focused meeting would be important. Many things will need to be tweaked and tried. They will never make everyone happy, but improving the parking situation in the neighborhood is good.

Mary Lou McElwain moved to refer to staff for further review and schedule a meeting with the neighborhood committee in the near future, seconded by Steve Pesci.
On a unanimous roll call, motion passed 9-0.

G. Request for South End Neighborhood Parking Program.
Chairman Peter Whelan stated he would recuse himself from this vote as he lives in the South End Neighborhood.

Public Works Director Peter Rice spoke to his comments at the Citywide Neighborhood Meeting and the comment made by Beth Margeson during the public comment period. He stated the original request was to do what the Little Harbor area did regarding restricted parking. He clarified that the Farmer's Market parking issue was a specific request in an emergency situation. It is a complete restriction of parking on the street. It is not a parking program. A neighborhood parking program would be a better option if the residents want it. These programs are driven by the residents.

Steve Pesci commented the South End went through a neighborhood parking program discussion last year and it failed. This would restart that discussion.

Chairman Whelan commented that he was abstaining from voting, but the neighborhood was divided on it for a lot of reasons. Steve Pesci commented that he was not opposed to revisiting it but questioned if Staff had the resources to have two discussions simultaneously.

Parking Director Ben Fletcher commented that he had the numbers from last summer for the Islington Creek Neighborhood. There is nothing on the South End because they canceled the effort early in the process. They can put resources into making counts in the South End, if so desired.

Mary Lou McElwain commented that the Committee needs to be aware that this will open up a huge discussion of every neighborhood requesting a parking program. They need to prepare for that.

Public Works Director Peter Rice moved to refer to staff to reach out to the neighborhood committee to gather more information, seconded by Mary Lou McElwain. On a roll call, motion passed 8-0-1.
Chairman Peter Whelan abstained from voting.

VI. OLD BUSINESS:

No old business.

VII. INFORMATIONAL:

A. Report back on the Aldrich Road neighborhood traffic calming meeting.

Eric Eby commented that attendance was good at the February 23rd meeting. Staff heard a lot of concern about speeding. The average speeds were in the low 20's and the higher end was closer to 30 mph. This is not surprising given the characteristic of the road. There was consensus from the neighborhood to add more signage, another speed sign, and speed humps. Eric Eby identified three possible locations for speed humps. There were questions about the speed at one end of the road and more data was included from the other end. The data includes average speeds on the whole road. There was very little traffic going over 40 mph. The road is listed at 20 mph, which is low for that type of roadway.

Public Works Director Peter Rice commented that there were concerns brought up about the validity of the data. He clarified that the data provided was multi-directional data. Eric Eby confirmed the data was included in the packet.

Harold Whitehouse questioned if there was room for a roundabout. Eric Eby responded that there was not.

Steve Pesci commented that this was another example of an artificially low speed limit. The City spent a lot of money in that corridor in 2014. It is a relatively safe corridor. It may make sense to do traffic calming, but this is not the most unsafe corridor in the City. Steve Pesci supported a reasonably priced traffic calming installation in this corridor.

Mary Lou McElwain moved to refer to staff to report back on recommendations on traffic calming measures at a future meeting, seconded by Harold Whitehouse. On a unanimous roll call, motion passed 9-0.

B. Congress Street/Maplewood Avenue/Middle Street/Islington Street pedestrian signal changes update. Eric Eby commented that the vendor had been out to change the signal heads. Now there is a flashing yellow right turn arrow if the pedestrian crossing is activated. The YIELD TO PEDESTRIAN signs still need to be lowered to the driver's view. Signage is the last change to be made and will be completed soon.

C. Monthly accident report from Police Department.
Police Captain Mike Maloney commented that there were 96 traffic accidents in January 2021 and of that 34 were reportable. There were no bike accidents. The only pedestrian accident was the pedestrian hit-and-run that is under current investigation. There has been an upward trend in DWIs and DWI related crashes. He applied for and received additional grant funding for pedestrian and DWI safety. There has also been new grant funding approved for media messaging.

Mary Lou McElwain commented that the police log shows a lot of verbal warnings have been given, but not a lot of tickets. Police Captain Mike Maloney confirmed they write hundreds and hundreds of tickets each year. The media release that goes out is 25 pages long and the Police Department does not select the items mentioned in the log.

D. PTS Open Action Items. There was no discussion.

VIII. MISCELLANEOUS:
No miscellaneous agenda items.

IX. ADJOURNMENT:
Harold Whitehouse moved to adjourn the meeting at 10:00 a.m., seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

Respectfully submitted by:

Becky Frey
PTS Recording Secretary

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

8:00 A.M. – April 8, 2021
Remote Meeting via Zoom

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Fire Chief Todd Germain, Police Captain Darrin Sargent
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg, Harold Whitehouse and Erica Wygonik (Alternate)

CITY STAFF: Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

ACTION ITEMS FOR CITY COUNCIL

- Request to prohibit truck traffic on Bartlett Street once Hodgdon Way (Cate Street Connector) is fully open to traffic in July – **On a unanimous roll call 9-0, voted to prohibit truck traffic on Bartlett Street as expeditiously as possible.**

1. Chairman Peter Whelan recited that this is a Remote Meeting via Zoom Conference Call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

2. Financial Report – **On a unanimous roll call 9-0, voted** to accept and approve the financial report dated February 28, 2021 as presented.

3. Public Comment Session – There were five speakers: Iris Estabrook (Islington Creek Neighborhood Parking Program), Tom Morgan (electric vehicle charging stations), Judy Miller (pedestrian signals downtown), Mark Galvin (pedestrian signals downtown) and Kerry Rubinstein (pedestrian signals downtown)

4. Request for all-way stop at intersection of Court Street and Atkinson Street – **On a unanimous roll call 9-0, voted** to discuss agenda item. **On a unanimous roll call 9-0, voted** to refer to staff to conduct study and report back.

5. Request to prohibit truck traffic on Bartlett Street once Hodgdon Way (Cate Street Connector) is fully open to traffic in July – **On a unanimous roll call 9-0, voted** to follow staff recommendation for discussion purposes. **On a unanimous roll call 9-0, voted** to prohibit truck traffic on Bartlett Street as expeditiously as possible.

6. Request for traffic signal at intersection of Lafayette Road and Hoover Drive – **On a unanimous roll call 9-0, voted** to place on file, awaiting study from NHDOT.

7. Request for crosswalk on Greenleaf Avenue at Hillside Drive – **On a unanimous roll call 9-0, voted** to schedule public input session to discuss intersection improvement project at Greenleaf Avenue and Lafayette Road.

8. Islington Creek resident parking program – **On a unanimous roll call 9-0, voted** to schedule a public input neighborhood meeting on April 14, 6:30 PM.

9. Status of Chevrolet Avenue sidewalk, and traffic study – Traffic study is underway. The sidewalk project on Chevrolet Avenue to Cass Street is projected to be completed in the fall of 2021. *Informational item with no action required.*

10. Middle Street bike lane status update – Staff discussed the changes that have been made to date and provided an update on installation of bollards.
Informational item with no action required.

11. Islington Street construction update – Detour pattern will start next week.
Informational item with no action required.

12. Outside dining barricade setup, Congress Street loading/parking west of Fleet Street – Staff provided an update on the barricade setup and the flow of traffic. The Committee also discussed the possibility of adjusting loading zone time periods based on utilization. Staff will review and report back. *Informational item with no action required.*

13. Locations of speed feedback signs and pedestrian RRFBs – Map provided in packet.
Informational item with no action required.

14. Monthly accident report from Police Department – *Informational item with no action required.*

15. PTS Open Action Items – *Informational item with no action required.*

16. Foundry Garage lighting and distance concerns – Staff provided an update on improvements. *Informational item with no action required.*

17. Holiday info on meters and kiosks – Staff spoke about the software limitations regarding messaging on meters and kiosks. *Informational item with no action required.*

18. Adjournment – At 9:40 a.m., **on a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Amy Chastain, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – April 8, 2021
Remote Meeting via Zoom

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 8:00 a.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Darrin Sargent
Mary Lou McElwain
Steve Pesci
Jonathan Sandberg
Harold Whitehouse
Erica Wygonik (Alternate)

City Staff Present:
Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

III. FINANCIAL REPORT:

Mary Lou McElwain questioned if signage advertising the $1.00 an hour rate at the Foundry Place Garage would go back up near the Sheraton Hotel to help lead people to the garage. Parking Director Ben Fletcher confirmed he would look into it. There is a permanent sign on Market Street at Russell Street. If there is a spare sign, then he would be happy to put it back up.

Steve Pesci noted that there is an annual problem with competing operator signs encroaching in the right-of-ways and sidewalks. City staff should keep on top of that. Parking Director Ben Fletcher confirmed staff would look at the placement of the signs.

Harold Whitehouse moved to accept and approve the financial report dated February 28, 2021 as presented, seconded by Mary Lou McElwain. **On a unanimous roll call, motion passed 9-0.**

IV. PUBLIC COMMENT:

Iris Estabrook commented that she and her neighbors felt left out of the Islington Creek Parking Program. That concern should be considered.

Tom Morgan commented on the motion passed by City Council recently about the electric vehicle charging stations. The item was referred to this Committee for a report back. Mr. Morgan encouraged the Committee to recommend more stations. Portsmouth is behind

the curve on this. The City should not get in the business of running or operating the electric spaces. However, they should make it easier for private operators to put them in. The DC rapid charging units would also be good to add.

Judy Miller commented that the pedestrian traffic lights along Maplewood Avenue at the Deer Street, Hanover Street, Congress Street need to be reconsidered. The overall idea to move traffic is good but cars are not stopping for pedestrians when they are turning right on red. This crossing is now dangerous for pedestrians. There is a sign that says, "watch for pedestrians." However, this could become a bigger problem as traffic increases for the summer. This whole change favors cars over people. The right turn on red should be changed to no turn on red.

Mark Galvin commented on the Maplewood Avenue intersection as well. Mr. Galvin walks that route every day. That intersection is dangerous for pedestrians. Some police officers have agreed it is dangerous. The intersection was incredibly pedestrian friendly, but now it is not at all. The yellow flashing light can be confusing for drivers. The concrete barriers for outdoor seating will add another layer of complexity.

Kerry Rubinstein commented on the Maplewood Avenue intersection as well. The traffic light changes have made it dangerous for pedestrians. This should be looked at again.

V. NEW BUSINESS:

A. Request for all-way stop at intersection of Court Street and Atkinson Street, by Doug Johnson. Eric Eby commented that people come around that corner fast, so it makes it hard for a resident to back out of their driveway. The building on the corner also limits sightlines at that intersection. The plan is to collect data to evaluate the traffic volumes and take sightline measurements to see if an all-way stop is appropriate.

Mary Lou McElwain moved to discuss the agenda item, seconded by Steve Pesci. **On a unanimous roll call, motion passed 9-0.**

Mary Lou McElwain commented that it should be extended down to Washington Street as well. Both Atkinson Street and Washington Street are two-way streets. They are narrow and dangerous at the State Street and Court Street intersections. Staff should look at making them one-way instead of putting up stop signs. That would make it easier. It is a complicated problem.

Public Works Director Peter Rice commented that this agenda item was just to discuss the all-way stop. Mary Lou McElwain noted that she was requesting to extend the study. Chairman Peter Whelan noted that they could bring up the one-way request during the miscellaneous section at the end of the meeting.

Erika Wygonik commented that having staff gather data makes the most sense.

Mary Lou McElwain moved to refer to staff to conduct study and report back, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

B. Request to prohibit truck traffic on Bartlett Street once Hodgdon Way (Cate Street Connector) is fully open to traffic in July, by Bill Davis. Eric Eby commented that the truck restriction would be put in place on Bartlett Street. Hodgdon Way is under construction and will connect traffic from the Bypass to Bartlett Street. Opening that roadway will allow trucks to get to Ricci Lumber without traveling Bartlett Street.

Public Works Director Peter Rice moved to follow staff recommendations for discussion purposes, seconded by Steve Pesci. **On a unanimous roll call, motion passed 9-0.**

Public Works Director Peter Rice commented that truck traffic is currently prohibited on Woodbury Avenue from Dennett Street to Bartlett Street. This action would complete the truck traffic restriction for the rest of the area. Cate Street will be modified this spring with a stop sign at Bartlett Street. The intent is to discourage people from naturally turning right onto Bartlett Street. Initial design for Bartlett Street has been completed. This is part of a larger effort to address the concerns of the residents. These changes will calm traffic and create a more pedestrian friendly environment. Public Works Director Peter Rice commented that the motion should say that this will be implemented as expeditiously as possible instead of immediately.

Chairman Peter Whelan commented that they should ensure all businesses with tractor trailer deliveries are accounted for with this change. Public Works Director Peter Rice commented that most of the truck traffic was box truck deliveries. A truck restriction does not prohibit legitimate deliveries. It just restricts through truck traffic.

Jonathan Sandberg questioned if trucks would still be allowed on Dennett Street. Eric Eby responded that there was already a truck restriction on Dennett Street.

Steve Pesci questioned if the through street could be all one name instead of changing from Cate Street to Hodgdon Way. Public Works Director Peter Rice responded that they worked hard to try to resolve that, but the naming must remain as it is. There are existing businesses with longstanding street frontage.

Steve Pesci questioned if the future restriction would cover Woodbury Avenue from the southward ramp. Eric Eby responded that Woodbury Avenue currently has a truck restriction for its entire length. Steve Pesci commented that they should share an image showing the full network of truck restrictions with the public to better inform them.

Public Works Director Peter Rice commented that adding signage about the restriction is a good point. They will need to work with the State to coordinate signage.

Erika Wygonik commented that it would be good to see the Cate Street and Bartlett Street intersection redesigned. They need to make sure they are communicating the changes at the traffic decision point. It should be treated like a detour in terms of signage. Erika Wygonik suggested changing the little section of Bartlett Street to Cate Street to make it a more coherent through street. It is understood that it's not as simple, so it may not be possible.

Public Works Director Peter Rice moved to prohibit truck traffic on Bartlett Street as expeditiously as possible, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

VI. OLD BUSINESS:

A. Request for traffic signal at intersection of Lafayette Road and Hoover Drive, by Ken Riley. Eric Eby commented that he contacted NHDOT because it is their road. That intersection is part of their ongoing redesign project. They collected traffic volume information and it does not meet the warrants for a traffic signal. A traffic signal is not included in the design currently. Eric Eby recommended holding off until they can see the NHDOT report. There may be other changes that they propose that improve the situation.

Harold Whitehouse moved to place on file, awaiting study from NHDOT, seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

B. Request for crosswalk on Greenleaf Avenue at Hillside Drive.
Eric Eby stated there is a project in the CIP for intersection improvements. A better way to address these concerns is to look at the area with the neighborhood and hold a public input session. That would lead to a better long-term solution rather than just putting in a crosswalk.

Public Works Director Peter Rice commented that the area was already approved for modification when the signal was installed at the entrance to the high school. The intent was to create a safe left turn option to get to the Bypass. It is a dangerous intersection to come out onto Lafayette Road. There are poor sightlines and people go too fast. The vote at that time was to look at it in a comprehensive manner. It does not need an additional vote. Public Works Director Peter Rice suggested to move this forward to the public process and use money for intersection improvements when they have more input from the residents.

Harold Whitehouse commented that at one point they were working with the State to "T" that intersection and questioned if that was still an option. Public Works Director Peter Rice responded that at one time the City had the opportunity to purchase the property that would have allowed them to "T" the intersection opposite Andrew Jarvis Drive. The City did not buy the property and now it is privately owned.

Mary Lou McElwain commented that they should make sure to effectively inform the neighborhood. Public Works Director Peter Rice responded that staff would do that. Jonathan Sandberg commented that they should be conscious of the broader community as well. People will have vested interest because their kids walk that street.

Public Works Director **Peter Rice moved to schedule public input session to discuss intersection improvement project at Greenleaf Avenue and Lafayette Road, seconded by Jonathan Sandberg. On a unanimous roll call, motion passed 9-0.**

C. Islington Creek resident parking program.
Eric Eby commented that they should have another neighborhood meeting to get public input on the proposed changes.

Public Works Peter Rice moved to schedule a public input neighborhood meeting on April 14, 6:30 PM, seconded by City Manager Karen Conard. On a unanimous roll call, motion passed 9-0.

VII. INFORMATIONAL:

A. Status of Chevrolet Avenue sidewalk, and traffic study.

Eric Eby commented that the traffic study was underway, and they should be getting the draft of recommendations within the next week or two. There is an ongoing sidewalk project as well. Public Works Director Peter Rice commented that they received requests to extend the sidewalk on Chevrolet Avenue to Cass Street. The challenge before was that the City did not have all of the land rights. They have worked with property owners and recommended a land swap to enable this project to move forward. The land swap recommendations will be going to the Planning Board. They will make a decision and send their recommendation to the City Council. The project will probably be completed by the fall.

Harold Whitehouse questioned if they have evaluated adding another stop sign on Cass Street. Eric Eby responded that was part of the traffic study currently in progress by the consultant.

Chairman Peter Whelan commented that the sidewalk would be a good improvement.

B. Middle Street bike lane status update.

Eric Eby commented that they made changes to the section on Middle Street between Cabot Street and Lincoln Avenue. The bike lane was removed and parking was put back to the curb. The parking restrictions are back to what they were before, and signs will be installed. The handicap space is back in front of the chiropractor's office. Bollards will be installed, and the white lines will be repainted. The bollards will be put in at the big curve on Middle Street approaching Middle Road, the South Street bike boxes, and a couple other intersections to keep vehicles from encroaching on the corners. The speed limit on Middle Street has been reduced to 25 mph.

Harold Whitehouse questioned if they would need to return the money to the State with these changes. City Manager Karen Conard responded that they had a conversation with NHDOT that they are within the 6-month test period and would not be in jeopardy of repaying funds. The City needs to hire an engineer to do a study and come up with the safest design possible.

Mary Lou McElwain questioned if they were putting bollards in at Greenleaf Avenue. Eric Eby confirmed they would be installed at Greenleaf Avenue and Lafayette Road.

Jonathan Sandberg asked what set of criteria or benchmarks would be used to measure the safety success over the next 6 months. City Manager Conard responded that would be addressed by the engineer firm to be hired.

Chairman Peter Whelan commented that it would be helpful to include bike lane counts in the report for each meeting. Eric Eby confirmed he would include that data.

Steve Pesci questioned if that section was scheduled for resurfacing. Public Works Director Peter Rice responded that it needs to be done within the next 2 years.

Harold Whitehouse noted that he has received complaints that the bollards are hard to see at night and questioned if they could be painted with reflector paint. Public Works Director

Peter Rice responded that the bollard design meets federal standards. It would not be appropriate to paint them. Chairman Peter Whelan noted that most of them have reflective tape on them. Eric Eby added that they were making an effort to clean the bollards and make them as white as possible before they go out.

Mary Lou McElwain commented that the speed of cars seems to have increased since the bike lane was removed for that one portion. Seeing the data in that area would be important.

C. Islington Street construction update.
Eric Eby commented that work was underway between Albany Street and Dover Street. The one-way detour will go into effect next week. It will be one-way outbound on Islington Street from Cabot Street to Albany Street. The detour will be in effect 24/7 throughout the rest of the construction period. The detour will not run through Jewel Court this year. It will be on Albany Street instead.

D. Outside dining barricade setup, Congress Street loading/parking west of Fleet Street. Eric Eby showed the Committee a graphic of the parking area. A couple years ago the Committee voted to try to restripe Congress Street at Fleet Street to make a right turn only lane. The loading zone will allow parking in that section of Congress Street. It will be a loading zone during the day and then cars can park there outside of the loading zone times. There are barricades in front of the Thirsty Moose area and 15 min parking spaces. It made sense to make the right lane on Congress St. available for parking after the loading zone times. Signs will be posted. Most of the barricades are already up in the downtown area. Portsmouth is using a combination of plastic water filled barriers, blue jersey barriers, and metal fencing for the barricades.

Harold Whitehouse commented that the cement barriers looked good downtown. Eric Eby noted that there were reflector strips on the barricades, so they would show up at night.

Erika Wygonik commented that the City should be careful to enforce the no parking during the loading zone hours. That can be an issue. It is a good idea to share the space, but the parked cars should not cause problems when it is a loading zone. Eric Eby commented that the area will be striped to look like a loading zone, so it is not obvious there is parking there unless the user reads the sign.

Public Works Director Peter Rice questioned if the loading zone time needed to go all the way until 7 p.m. The City should research to see if that time can be changed to an earlier point in the day. Usually, most deliveries are done by 5 p.m. Public Works Director Peter Rice recommended that staff will review the data and adjust the times, if appropriate. Parking Director Ben Fletcher agreed. The City has 83 shared spaces. The plan is to use the new signage in other areas as well to let people know they can park in those spaces after hours. It will provide for more evening parking inventory.

Erika Wygonik agreed that it was good to collect data. Most cities have a window of 8 a.m. to 10 a.m. A loading zone that goes until 7 p.m. is rare. There is plenty of precedent to have a more restrictive window.

Chairman Peter Whelan agreed that most delivery trucks were back in the garage by 3 p.m. Public Works Director Peter Rice commented that they could reach out to the people

who receive deliveries to see when they usually get their deliveries as well. Chairman Peter Whelan questioned if they would have to change the hours by making a change to the ordinance. Parking Director Ben Fletcher responded that it was codified in the Ordinance, so any change would require 3 readings. Chairman Peter Whelan noted that they should get this item moving as quickly as possible.

E. Locations of speed feedback signs and pedestrian RRFBs.

Eric Eby showed the Committee a color-coded map that showed where all the RRFBs and the portable speed feedback signs were installed in the City. Chairman Peter Whelan commented that it would be nice to see this updated graphic at every meeting.

Mary Lou McElwain commented that she was concerned about moving the speed signs around. They are effective throughout the City. If staff asked neighbors about moving them, then they would hear objections. These should be kept in their locations permanently and they could add more in new locations as needed.

Harold Whitehouse agreed with Mary Lou McElwain. It makes sense to leave them where they are.

Public Works Director Peter Rice was supportive of adding more speed signs and they should be implemented based on available funds.

Chairman Peter Whelan commented that DPW should figure out how many speed signs were needed. It may make sense to have some that move around and some in a permanent location. Public Works Director Peter Rice confirmed they would put together a budget.

Steve Pesci agreed it was a worthwhile investment for safety. It would be good to see a priority list of proposed locations.

Chairman Peter Whelan commented that they did not need a motion for this, and he could put it on the City Council agenda.

F. Monthly accident report from Police Department.

Police Captain Darrin Sargent commented that the report goes back to February. They were still trending low in February. A lot of that was attributed to less cars on the road. In March, there was an uptick in accidents and DWI related accidents.

Jonathan Sandberg questioned if these were just reportable accidents or all of them. Police Captain Darrin Sargent responded that the number 49 represented all crashes. 32 were reportable.

G. PTS Open Action Items.

Chairman Peter Whelan questioned if they would be getting a report back on the Aldrich Road traffic calming measures. Eric Eby confirmed that was correct.

VIII. MISCELLANEOUS:

A. Foundry Garage lighting and distance concerns.

Public Works Director Peter Rice commented that they did light measurements at the Foundry Garage in response to concerns from the Reopen Portsmouth Committee. They replaced the pedestrian lighting with higher wattage light bulbs. That resulted in a significant increase in lighting. Cobra head lights will also be added at Hanover Street and Deer Street. The crosswalks will be painted and an RRFB will be added at the Deer Street and Bridge Street intersection.

Harold Whitehouse commented that the residents of Hill Street complained about lighting when the Foundry Garage first opened, and questioned if this change would create an issue for them. Public Works Director Peter Rice commented that all of the lighting changes made were on the street level only. There was no change to the rest of the garage lighting.

Mary Lou McElwain commented that all winter the sidewalks around the garage were very icy. Sidewalk conditions are as important as the lighting, and they should be better maintained.

B. Holiday info on meters and kiosks.

Mary Lou McElwain commented that it was important that the meters and kiosks recognize free parking on holidays. It is not fair for people to pay on those days.

Harold Whitehouse questioned what the final decision was for the meter expiration. Chairman Peter Whelan responded that it went to City Council and will now be set on the agenda for 3 readings. The public will have an opportunity to comment. It could still be revised. Harold Whitehouse questioned if it was currently $35. Chairman Peter Whelan confirmed that was correct. Harold Whitehouse questioned if they thought about giving a forgiveness letter for the first violation. Parking Director Ben Fletcher responded that as part of the appeal proceedings there is a one-time forgiveness policy. The forgiveness is not done automatically, but can be granted on an appeal.

Parking Director Ben Fletcher commented that the meter devices can be programmed to display something different on holidays. However, it does not work well especially with holidays that shift days. The company that operates the meters does not allow the City to change the messaging. It can take days and sometimes weeks to change the messaging. Enforcement does not take place on holidays. Meters are always in effect, but enforcement is not.

Jonathan Sandberg questioned if they could use paper leaflet or signs on the streets as notification. Parking Director Ben Fletcher responded that people would object to permanent signage advertising the holidays and leaflets would be a littering nightmare.

Public Works Director Peter Rice explained that there were a lot of things that staff needs to work on and there is an established program in place. This is how operations have been conducted for years with no issues. He appreciated the idea, but the department has other operational priorities to focus on at this time.

City Manager Karen Conard left meeting the meeting at 9:30 a.m. Erika Wygonik voted in her place for the remainder of the meeting.

Steve Pesci stated that there should be a sunset clause on some of the open action items listed on the report. Some of these items have been dormant for a long time. Steve Pesci also agreed with the public comments about electric vehicle charging stations. The City should be more proactive about planning for them in the future. A 3rd party company should be managing the sales, but Portsmouth should be more aggressive in their approach.

Harold Whitehouse commented that they should consider adding a stop sign at the intersection of Sheafe Street and Chapel Street.

Chairman Peter Whelan commented that they should discuss the public concerns about the Maplewood Avenue intersection changes. The flashing yellow light can be confusing.

Police Captain Darrin Sargent offered his personal opinion that allowing pedestrians to cross and vehicular traffic to go at the same time was problematic.

Public Works Director Peter Rice commented that the request to make Washington Street one-way will be reviewed by Eric Eby to determine if it's appropriate. They have the authority at this point to initiate that without having to come back to the Committee. It can be done more expeditiously if they move forward with it and report back. One concern about making Atkinson Street a one-way is that a lot of people use that to access the bridge.

IX. ADJOURNMENT:

Harold Whitehouse moved to adjourn the meeting at 9:40 a.m., seconded by Mary Lou McElwain. **On a unanimous roll call, motion passed 9-0.**

Respectfully submitted by:
Becky Frey
PTS Recording Secretary

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

8:00 A.M. – May 6, 2021
Remote Meeting via Zoom

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Fire Chief Todd Germain, Police Captain Mike Maloney
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg, Harold Whitehouse and Erica Wygonik (Alternate)

CITY STAFF: Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher
Assistant City Attorney Jane Ferrini

ACTION ITEMS FOR CITY COUNCIL

- Request to renew valet parking license agreement for The 100 Club, by Dana Wergen. **On unanimous roll call 9-0, voted** to recommend renewal of valet parking license agreement for the 100 Club for a term of one year contingent upon staff working out the details with the property owner.

- Report back on Aldrich Road traffic calming recommendations. **On unanimous roll call 8-0, voted** to recommend a raised intersection at Boss Avenue be added to the CIP and two more on Aldrich Road with locations to be determined.

1. Chairman Peter Whelan recited that this is a Remote Meeting via Zoom Conference Call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

2. Financial Report – **On unanimous roll call 9-0, voted** to accept and approve the financial report dated March 31, 2021 as presented.

3. Public Comment Session – There were 15 speakers: Ken Goldman (Islington Creek Neighborhood Parking Program), Michelle Wirth (Islington Creek Neighborhood Parking Program), Trisha Anderson (Aldrich Road traffic calming measures), Nicole LaPierre (Islington Creek Neighborhood Parking Program), Ollire Lane (Islington Creek Neighborhood Parking Program), Sarah Lynch (Aldrich Road traffic calming measures), Dan Umbro (Islington Creek Neighborhood Parking Program and Islington detour plan), David Higgins (Aldrich Road traffic calming measures), Kathleen Larney (Aldrich Road

traffic calming measures), John Mayer (Aldrich Road traffic calming measures), Iris Estabrook (Islington Creek Neighborhood Parking Program), Elizabeth Bratter (Islington Creek Neighborhood Parking Program), Stan Ketchel (Aldrich Road traffic calming measures), Carl Diemer (Aldrich Road traffic calming measures), and Robert Swan (Aldrich Road traffic calming measures).

4. Discussion of penalty schedule for safety related parking violations, requested by City Council, by Parking Director Ben Fletcher. **On roll call 8-0-1, voted** to recommend to the City Council that the parking fine rate be increased on the following fine schedule items.

Description	Recommended Fine	Recommended Fine After 30 Days
Parked within 15 ft of Fire Station	$25.00	$50.00
Obstructing Traffic During Construction	$25.00	$50.00
Double Parking	$25.00	$50.00
Parked in Wrong Direction	$25.00	$50.00
Back to Curb	$25.00	$50.00
Distance from Curb	$25.00	$50.00
Parked Too Close to Intersection	$25.00	$50.00
Emergency Snow Ban	$50.00	$100.00

5. Policy discussion regarding handling of repeat parking ticket offenders and frequency of same day ticketing, by Parking Director Ben Fletcher. The Committee discussed the history of the policy of issuing multiple same day tickets when the City had time restricted parking and discussed the difficulties of such a policy under the Stay and Pay Program. The Committee confirmed that any same day ticketing policy under Stay and Pay would need to be codified by ordinance. The Committee also discussed long term repeat parking ticket offenders and agreed to discuss this agenda item in more detail at a future meeting.

6. Discussion of need for additional EV charging stations, requested by City Council, by Parking Director Ben Fletcher. EV station usage is four transactions on average per day across the entire system.

7. Discussion of policy regarding prepaid parking garage vouchers for private businesses, by Parking Director Ben Fletcher. Parking Director Fletcher and Assistant City Attorney Ferrini explained the policy and will report back to the Committee at a future meeting.

8. Request to renew valet parking license agreement for The 100 Club, by Dana Wergen. **On unanimous roll call 9-0, voted** to recommend renewal of valet parking license agreement for the 100 Club for a term of one year contingent upon staff working out the details with the property owner.

9. Request for all-way stop at intersection of Court Street and Atkinson Street, by Doug Johnson. **On unanimous roll call 9-0, voted** to recommend all-way stop control at the intersection of Court Street and Atkinson Street.

10. Report back and discussion of Islington Creek Neighborhood Parking Program public meeting, by Parking Director Ben Fletcher. **On unanimous roll call 8-0, voted** to schedule next public meeting on Neighborhood Parking Program to address concerns.

Due to technical issues, Jonathan Sandberg and Steve Pesci were unable to attend the remainder of the meeting.

11. Report back on Aldrich Road traffic calming recommendations. **On unanimous roll call 8-0, voted** to recommend a raised intersection at Boss Avenue be added to the CIP and two more on Aldrich Road with locations to be determined.

12. Request for crosswalk on Greenleaf Avenue at Hillside Drive. **On unanimous roll call 8-0, voted** to schedule public work session for June 3, 2021 to discuss intersection improvement project at Greenleaf Avenue and Lafayette Road.

13. Monthly accident report from Police Department. *Informational item with no action required.*

14. **On unanimous roll call 8-0, voted** to table Agenda Items VII.B. through VII.E. to the June meeting.

15. Adjournment – At 11:00 a.m., **on unanimous roll call 8-0, voted to adjourn.**

Respectfully submitted by:
Amy Chastain, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – May 6, 2021
Remote Meeting via Zoom

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 8:15 a.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Mike Maloney
Mary Lou McElwain
Steve Pesci
Jonathan Sandberg
Harold Whitehouse
Erica Wygonik (Alternate)

City Staff Present:
Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher
Assistant City Attorney Jane Ferrini

III. FINANCIAL REPORT:

Harold Whitehouse moved to accept and approve the financial report dated March 31, 2021 as presented, seconded by Mary Lou McElwain. **On unanimous roll call, motion passed 9-0.**

IV. PUBLIC COMMENT:

Ken Goldman commented on the Islington Creek Neighborhood Parking Program. The program should include all residents of the neighborhood regardless of the street they live on. It should be fair. If this moves forward it should be with the 2019 proposal and include all residents, including those on Islington Street. If the 2019 proposal is not used then the 2021 program should provide free parking permits to the whole neighborhood. The residents on Islington Street requested to be included in the original plan. The 2021 proposal does not define which residents qualify. If input is not solicited from everyone, then the program does not represent the residents of Islington Creek.

Michelle Wirth commented on the Islington Creek Neighborhood Parking Program. There are not enough parking spaces on the street for the local homeowners' demand. This program would be a burden. Residents should not have to pay to park in front of their homes. If a resident in the neighborhood has a driveway, then they should be parking in it. The ordinance already says that only residents can park in this area from 6 p.m. to 6 a.m. Those signs have been removed because of all of the construction. They should be

reinstalled and enforced. Residents get a sticker to the transfer station to prove their residency. The neighborhood can call in if someone is parking out of place. If someone is ticketed who shouldn't be, then they can go through the appeal process. This plan should not be a burden on the residents.

Trisha Anderson commented that cars are speeding by her home on Aldrich Road. The agenda has a proposal to include a raised intersection on the corner of Boss Avenue. Speed bumps should be installed in multiple locations on Aldrich Road. Ms. Anderson lives on the opposite side of the street from the proposed raised speed bump. If they are put in at multiple locations, then they would slow traffic on the entire street. Everyone on the street is hoping for equal safety. It would be better if these meetings could be later in the day and abutters received more advance notice.

Nicole LaPierre sent a letter to the Committee and asked that it become public record. When the Steering Committee began to work on this, they were instructed by the City to not include Islington Street because they already had parking parameters in place. Islington Street has to be dealt with separately. Trying to get a parking program in the neighborhood predates 2019. The item on the agenda is to move this to an evening public session and that should happen. This should go to a public session to continue the discussion.

Ollire Lane commented on the Islington Creek Neighborhood Parking Program. An evening meeting would be helpful. A lot of people didn't realize a parking program may go into place. The program will not give a guaranteed space, but it would give the residents the opportunity to have a parking permit. The demand has increased and surpassed the number of spaces. Some spaces have been removed from Hanover Street. Ms. Lane questioned what was happening with the Heinemann Building parking lot. If that becomes public parking, then it would impact the program.

Sarah Lynch commented on the speeding on Aldrich Rodd. The neighborhood is filled with kids. Traffic needs to slow down on Aldrich Road. It is a residential street and drivers aren't acting like it is.

Dan Umbro commented on the Islington Creek Neighborhood Parking Program. The parking data presented by the City indicated that they are not at capacity in the neighborhood. The Committee should look into how many homes in the neighborhood have driveways. Many residents already have off-street parking. Mr. Umbro requested to be involved in the process. He is a resident of Portsmouth and works on Islington Street. If the program does not involve everyone, then it will turn into something nasty like it did two years ago. Businesses in the neighborhood like the auto shop have a dedicated loading zone. Mr. Umbro questioned if that was being considered and if other businesses on the street would have dedicated parking. This does not need another public session. This was all discussed two years ago. It is getting the same push back. Mr. Umbro also commented on the detour on Islington Street. There is parking on both sides of the road, so cars are driving in the middle. Painting a line in the middle of the road may help drivers stay on their side.

David Higgins commented that speed tables should be considered in multiple locations on Aldrich Road. It is very difficult for a car to go 20 mph. The speed tracker was tracking walkers and bikers as well. If those were not considered in the stats, then the numbers

would be outrageous. 78% of cars go over 18 mph. A lot of cars going through here go over the speed limit. They need to slow down. Both sides of the street are dangerous. There should be a bump on both sides.

Kathleen Larney echoed the concerns of her neighbors. Speeding has been a concern in this neighborhood for a long time. They have asked the City to address this on multiple occasions. Ms. Larney was thrilled with the proposal that had 3 speed tables. The current proposal only has one speed table on the Middle St. side. It would be good to understand the process that went into determining that. Drivers treat this road as a cut through. There is a blind bend in the road near Sewell Rd. that impedes the ability to see traffic coming from the Middle St. end. The Committee needs to do something to address the whole street.

John Mayer agreed with the neighbors' concerns about Aldrich Road. The Islington Street side is just as problematic as the Middle Street end. He urged the Committee to put in the raised speed table in multiple locations on Aldrich Road. Right now, the speeding is of great concern to the residents in the neighborhood.

Iris Estabrook commented that the closest neighborhood to her house was the Islington Creek Neighborhood. She was concerned about the speaker who commented that Islington Street should have its own plan. They can't have a plan if they are not part of the neighborhood. Islington Street has 2-hour designated parking for businesses. There should not be losers here. They should not all pay the same taxes and have restrictions to street access.

Elizabeth Bratter commented that they should stop calling it a parking program because that is causing a lot of problems. This is just another parking management tactic like building another parking garage or offering reduced parking rates for residents. This should move forward with more streets included, changed hours, and better monitoring to assess if the program is working. The program is only for 6 months and funding for it has been set aside. This is about trying to balance the lack of parking inventory and meeting the needs of the residents. This should move forward for further discussion.

Stan Ketchel commented that he lived on the west end of Aldrich Road. It is good there is a speed bump proposed on the Middle Street end. However, the west end is just as dangerous. It is narrow and street parking is allowed. Cars on this end weave in and out of traffic and cars. Side mirrors have been knocked off parked cars. They should put in another raised bump and a speed indicator sign on this side of Aldrich Road.

Carl Diemer commented on the traffic calming measures on Aldrich Road. There is a lot of neighborhood concern about this end of the road. The recommendation on the agenda is appreciated, but the previous proposal included more speed tables. If there is only one speed table at one end, then it will not be as effective. Aldrich Road sees over 1,000 vehicles a day and 1/3 of them are going over the speed limit. The data from the speed monitoring in front of 311 Aldrich Road has not been included in the report provided in the packet. He stated there should be a second speed table.

Robert Swan echoed his neighbors' concerns about traffic calming on Aldrich Road. The most dangerous spot is the blind curve at Sewall Road. The data from the most recent speed tracker is not out yet, and it would be good to review it.

V. NEW BUSINESS:

A. Discussion of penalty schedule for safety related parking violations, requested by City Council, by Parking Director Ben Fletcher. Public Works Director Peter Rice requested clarification on this agenda item. Chairman Peter Whelan responded that Council requested that the Committee look at the safety related fines. There was a separate request from the Council to get more information about issuing multiple tickets under the current program.

Parking Director Ben Fletcher commented that they used to have a 3-hour time limit so they could write up to 3 citations. The Stay and Pay Program does not have any time limits. There is nothing specifically codified about how many tickets could be written. Without a time limit, they can put forward what the Committee thinks is fair and send it to City Council. They are currently operating with a reduced staff, so enforcement is difficult.

Public Works Director Peter Rice commented there are concerns about the multiple ticket approach. Sometimes people do not understand they are being ticketed more than once. It would be simpler to have a one-time fine.

Parking Director Ben Fletcher commented that the Council is in the process of adjusting the fines for the top 4 tickets issued. This called into question if the rest of the fines were too low. He modified the rest of the parking fine schedule, which included changes to the safety citations.

Assistant City Attorney Jane Ferrini commented that there are provisions on how to deal with people who continually violate parking tickets. The ordinance needs housekeeping, and they can expand on that discussion at a later date.

Mary Lou McElwain questioned if they could keep the line items for handicap placards and veterans time zones the same and not increase the fines. Parking Director Ben Fletcher responded that this was the perfect forum to have that discussion.

Steve Pesci commented that the schedule presented was very reasonable. It is important for Portsmouth to stay within the realm of surrounding towns. These are people who are misusing or lack the appropriate license to park in the ADA or veteran spaces. It is important to protect those spaces and increase the fine to dissuade people from misusing them.

Erica Wygonik commented that there was a line item for “parked in ADA” that has a sizeable fine. Then there are two line items for handicap time zone and veteran time zone violations. She requested clarification on those. Parking Director Ben Fletcher stated the larger fine comes as a recommendation from the State. The other two are rarely enforced. They do not charge for parking. However, in areas with time limits, they are allowed to use enforcement. There is nothing in the ordinance for veteran parking. They need to discuss that further to codify it. Erica Wygonik questioned how that related to the Stay and Pay Program. Parking Director Ben Fletcher responded that they need to discuss that further and codify the time limits. Assistant City Attorney Jane Ferrini commented that the ordinance has evolved over decades. The Stay and Pay Program does change the time limit on handicap parking. Towns are allowed to put in reasonable time limit enforcement. They need to further discuss how it relates to the Stay and Pay Program.

Chairman Peter Whelan questioned if they should recommend this schedule to the Fee Committee or the City Council. Assistant City Attorney Jane Ferrini commented that City Council is responsible for setting fines. Last time they elected to send it to the Fee Committee, but the City Council is responsible for the final vote to increase fines.

Public Works Director Peter Rice moved to recommend to the City Council that the parking fine rate be increased on the fine schedule items, seconded by Steve Pesci.

Mary Lou McElwain commented that the ADA time zone fine and veteran time zone fine should remain the same.

Chairman Peter Whelan questioned if that amendment could be made to the motion.

Public Works Director Peter Rice responded that parking violations make up $24,000 out of a $5 million budget. There are unintended consequences in giving blanket permission for ADA and veterans to stay without a mechanism to control turnover. People would camp out in preferred spots. They need to balance relief in this category but give a mechanism to justify turn over. Public Works Director Peter Rice was not against the amendment but wanted to give context.

Parking Director Ben Fletcher commented that 33,000 citations written in 2020. Ten were for those violations. Mary Lou McElwain commented that she did not object to the existing handicap and veterans time zone fines, but did not approve of increasing them.

Public Works Director Peter Rice commented that he did not feel strongly about raising or lowering those fines. Erica Wygonik questioned how this would relate to Stay and Pay Program. If cars can stay as long as they want, then there is no way to implement the fines. They need to address reasonable time limits.

Public Works Director Peter Rice moved to amend the original motion to remove the HC time zone and the veteran time zone fines and that they remain as is. This was seconded by Mary Lou McElwain.

Harold Whitehouse stated he would abstain from voting because he fell under the ADA and veteran category.

Chairman Peter Whelan noted that Erica Wygonik would vote in Harold Whitehouse's place and requested a roll call vote on the motion that included the amendment.

On roll call 8-0-1, voted to recommend to the City Council that the parking fine rate be increased on the following fine schedule items. Harold Whitehouse abstained.

Description	Recommended Fine	Recommended Fine After 30 Days
Parked within 15 ft of Fire Station	$25.00	$50.00
Obstructing Traffic During Construction	$25.00	$50.00
Double Parking	$25.00	$50.00
Parked in Wrong Direction	$25.00	$50.00
Back to Curb	$25.00	$50.00
Distance from Curb	$25.00	$50.00
Parked Too Close to Intersection	$25.00	$50.00
Emergency Snow Ban	$50.00	$100.00

B. Policy discussion regarding handling of repeat parking ticket offenders and frequency of same day ticketing, by Parking Director Ben Fletcher. Parking Director Ben Fletcher commented that the boot program is operational. When a plate number is processed on the device, it will display if there are multiple violations. This program is effective.

Assistant City Attorney Jane Ferrini commented that the parking ordinance is not a model of clarity in some sections. There is a provision that addresses a person receiving more than 10 violations in a year. This was the second part of the question from City Council. They want clarity on how the department is addressing repeat offenders. The provision on repeat offenders has not been amended and Council was interested in exploring that.

Parking Director Ben Fletcher commented that there were fines for people with 10 or more violations. The Council is close to passing the third and final reading on the citation fines. After that, they should look at the advanced fine for 10 or more violations. The boot program is for people with $125 or more of outstanding tickets and that could also be reviewed.

Chairman Peter Whelan commented that they could add this to a future agenda.

Steve Pesci questioned if they should wait to address this until after all the other proposed fine changes have passed. Parking Director Ben Fletcher concurred.

C. Discussion of need for additional EV Charging stations, requested by City Council, by Parking Director Ben Fletcher. Parking Director Ben Fletcher shared EV charging station data. On average there are 4 transactions per day and people are spending about $4 per transaction. People are leaving after just over 3 hours, which is about the same as any other paid parking. The price is structured to encourage turnover after the 4th hour. People have alluded to adding more stations to the Hanover and Foundry Garages. It takes a lot to install and provide power to spaces like that. The garages are not equipped to supply more power at this time. The current data is not showing that the City is short of inventory.

Harold Whitehouse commented that the financial report looked good when it came to EV stations. It is over 100%. Parking Director Ben Fletcher responded that they are priced to cover the cost and maintenance on those spaces.

Public Works Director Peter Rice appreciated the attention to the monies being generated by the EV charging stations, however, that line item is $4,300 out of a $5 million budget. These spaces are more of an amenity the City is providing to the residents. They are priced to break even.

Eric Eby questioned if it was an average of 4 transactions at each of the 7 spaces or total. Parking Director Ben Fletcher responded that was the total average.

Erica Wygonik commented that the Committee should be aware of the growing adoption of EV spaces and how that impacts policy. The demand will grow over time and they should not be caught behind. The Hanover Garage and City Hall Lot are the spaces that are used the most. They should plan for the cost involved in adding more to the existing.

Steve Pesci commented that it is not a cheap venture to charge a car now. It is not free electricity. It is discouraging to hear that the Foundry Garage wasn't built with more electrical capacity to accommodate more EV spaces. Steve Pesci agreed that they should start setting aside funds to plan for more spaces.

Public Works Director Peter Rice commented that the City buys electricity in bulk to get lower rates. Part of determining the rate is looking at the peak demand and peak output. The peaking factor rates on the EV stations are very high. Adding more will impact the City's overall bulk purchasing. It's appreciated that the Committee wants to provide more, but they need to be cognizant of what that means in a larger context.

Chairman Peter Whelan noted that the new administration in Washington may make more funds available for infrastructure. They may be able to take advantage of that for the EV upgrades at no cost to the residents.

Erica Wygonik noted that right now the City is providing the stations to residents as an amenity. As EVs become more prevalent there will be more of a social demand. Public Works Director Peter Rice responded that it would impact the DPW budget. Right now, most of the electrical is budgeted through the DPW. It is fine if the increase is part of the DPW budget as long as they are not penalized to cut other services or programs. Historically fuel for vehicles has been provided by private amenities. There may be opportunity to use federal money and have a private-public partnership.

Jonathan Sandberg agreed that the government does not provide fuel, but they do provide parking. That is the overlap. He questioned if they could offer different rates for non-peak times. Parking Director Ben Fletcher responded that the devices could be programmed to change pricing at certain times, but it would not change the cost of electricity.

D. Discussion of policy regarding prepaid parking garage vouchers for private businesses, by Parking Director Ben Fletcher. Parking Director Ben Fletcher commented that this was common practice in the industry. The policy would allow a business or customer to pre-purchase transient parking vouchers. For example, if someone is having a wedding at a nearby hotel, they could pre-purchase the vouchers to hand out to guests. There would not be a special allocation of spaces. Patrons would utilize whatever space was available in the garage. If the garage is full, then they would be turned away. This allows a business or party the opportunity to provide guests with an already paid parking voucher. If guests stay longer than the amount of time on the voucher, then they would be responsible for the remaining balance. This is simply a mechanism for a business or party to pay in advance. This change only effects the time of payment and it provides convenience to the customers. This should move forward.

Assistant City Attorney Jane Ferrini commented that she reached out to the bond counsel. The bond prohibits using public money for private benefit. If that is violated, then the tax-exempt status of the bond gets taken away. City Council can create a voucher program, but it needs to have parameters and restrictions in place to make sure they still qualify for the tax-exempt status. The vouchers can only be for short durations and the program needs to be reviewed on a yearly basis. It needs to be a small program with parameters. Bond counsel needs to review the policy in advance and then it can move forward.

Erica Wygonik questioned if there was any incentive to bulk purchase prepaid vouchers. Parking Director Ben Fletcher responded there was not.

E. Request to renew valet parking license agreement for The 100 Club, by Dana Wergen. Harold Whitehouse moved to recommend renewal of valet parking license agreement for the 100 Club for a term of one year, seconded by Mary Lou McElwain.

Public Works Director Peter Rice requested clarification from Eric Eby. There may be an issue with the property owner requesting to use the space for construction parking. Eric Eby responded that they have not received a completed application for the encumbrance permit. Public Works Director Peter Rice was concerned the two entities were asking for the same space. The approval should be contingent upon staff working out the details about a potential conflict with the property owner.

Public Works Director Peter Rice moved to amend the motion to recommend renewal of valet parking license agreement for the 100 Club for a term of one year contingent upon staff working out the details with the property owner, seconded by Harold Whitehouse.

On unanimous roll call 9-0, voted to recommend renewal of valet parking license agreement for the 100 Club for a term of one year contingent upon staff working out the details with the property owner.

VI. OLD BUSINESS:

A. Request for all-way stop at intersection of Court Street and Atkinson Street, by Doug Johnson. Eric Eby commented that the traffic volumes did not support an all-way stop, but the limited sightlines do. The recommendation is to install an all-way stop.

Public Works Director Peter Rice moved to recommend all-way stop control at the intersection of Court Street and Atkinson Street, seconded by Harold Whitehouse.

Mary Lou McElwain commented that she would vote against the motion because they should have looked at the State Street and Atkinson Street intersection at the same time. This should encompass both streets between State Street and Court Street. Mary Lou McElwain questioned if this was requested because of speed or visibility issues. Eric Eby responded that it was requested for both reasons.

Harold Whitehouse moved to table this item and have staff report back on the whole street, seconded by Mary Lou McElwain.

Public Works Director Peter Rice appreciated the desire to address the whole area. However, this was a specific request for this specific street. It has been reviewed this year and in years past. The Committee should not delay or discount the work that has been done to identify a solution. There has been discussion on making the street one-way, but it provides an outlet for traffic when the Memorial Bridge is up. The volume and speeds are manageable. The big issue is people turning onto Atkinson Street from Court Street. A stop sign would encourage safety. Public Works Director Peter Rice commented that he would not support the motion to table to a later date.

Jonathan Sandberg commented that adding stop signs would not hurt anything. They should install the stop signs and then address the other issues at a later time.

Chairman Peter Whelan commented that he was not going to support the motion to table. The sightlines at this intersection are terrible. An all-way stop would help the intersection tremendously.

Harold Whitehouse withdrew the motion to table. Mary Lou McElwain withdrew her second.

On unanimous roll call 9-0, voted to recommend all-way stop control at the intersection of Court Street and Atkinson Street.

B. Report back and discussion of Islington Creek Neighborhood Parking Program public meeting, by Parking Director Ben Fletcher. Parking Director Ben Fletcher stated this agenda item is at the point where they need to schedule an evening meeting to allow those impacted to be heard.

Harold Whitehouse moved to schedule next public meeting on Neighborhood Parking Program to address concerns, seconded by Mary Lou McElwain.

Chairman Peter Whelan commented that the Heinnemann lot just closed off parking, which will put more cars on the street. This is a pilot program, so they can get a lot of feedback from it. The proposal gives the City Manager a lot of latitude to make changes to make it work.

Erica Wygonik questioned what the next steps in this process are. Chairman Peter Whelan commented that they would go back to the neighborhood to update the proposal. Then it would go to City Council for a vote on the 6-month pilot program.

At this point, there were technical issues with the online meeting. When the meeting resumed Jonathan Sandberg and Steve Pesci were unable to rejoin the meeting. Alternate Erica Wygonik acted as a voting member for the rest of the meeting.

On unanimous roll call 8-0, voted to schedule next public meeting on Neighborhood Parking Program to address concerns.

C. Report back on Aldrich Road traffic calming recommendations. Eric Eby commented that at the last public meeting there were concerns about the speeding on each end of Aldrich Road. There were also concerns that the speed recordings were tracking pedestrians and bicyclists. Eric Eby put out another stealth recorder on the Islington Street end. The Boss Avenue end of the street showed average speeds of 24 mph and the 85th percentile was 29 mph. The Islington Street side showed average speeds of 23 mph and the 85th percentile was 28 mph. The speeds are very similar on both ends of Aldrich Road. There is a blind corner at Sewall Street. The average speeds are in the low 20s, so it is above the speed limit of 20 mph.

At the public meeting Eric Eby recommended several speed tables on Aldrich Road. However, after looking at the drainage characteristics of the road it is really only possible to put in one. The speed tables will act as a dam in the middle of the street. Boss Avenue is the only location where there is proper drainage. The catch basins are already there. The other locations do not have catch basins and would be creating a dam with water and

ice issues. Without road reconstruction, the best place to put in a speed table is Boss Avenue. They would raise the entire intersection. They can put a speed feedback sign on the other end to help with speeding concerns.

Public Works Director Peter Rice noted that it was clear the residents wanted multiple speed tables, but to achieve that requires a significant investment. Public Works Director Peter Rice recommended making this part of the CIP. This is an appropriate item to identify as a traffic calming project. If it is a CIP request, then they can program it accordingly. In the short term, they can look at installing speed feedback signs. This should go through the CIP process and include the additional tables requested.

Harold Whitehouse questioned if they could put in a roundabout anywhere between Islington Street and Middle Street. Public Works Director Peter Rice responded that was not possible without investment, but it could be proposed as an alternate in the CIP design.

Mary Lou McElwain commented that they needed to maximize the safety on this road. This has been a consistent complaint within the City. She questioned why they could not install temporary speed bumps like the ones in the Feaster parking lot. They should put in the three speed bumps and get it done.

Eric Eby commented that they do make larger temporary speed bumps. They are expensive and have to be removed for plowing. Reports from other communities are that they can come loose and require a lot of maintenance. Staff can look into possibly purchasing those. Public Works Director Peter Rice commented that historically they do not entertain temporary methods because they can be dangerous. He stated they need to reconfigure the roadway to do it right. If the Committee wants to vote to try something and City Council approves it, then they will implement it.

Mary Lou McElwain commented that they should do something that is part of the resident request. Public Works Director Peter Rice responded that they could put in the speed indicator signs. In 2016 they did a traffic calming project with the Aldrich Road neighborhood. The roadway design as it is now is what the neighborhood asked for.

Chairman Peter Whelan requested that staff report back on trying the temporary bumps in the warmer months before the speed table is installed. Fire Chief Todd Germain commented that they would prefer the speed table over multiple speed bumps. The speed bumps are more impactful to the vehicle suspension system.

Erica Wygonik was in favor of expanding the CIP project to include all the speed tables requested by residents. She questioned if it would make sense to implement them as two separate projects. The first could be the Boss Avenue speed table and the second could include the additional tables. Public Works Director Peter Rice responded that was a possibility. Funding is still needed to do the project. It would be better to request it once, get approval and move forward. Erica Wygonik questioned if it would be more efficient to split the project. Public Works Director Peter Rice responded that they needed to be cognizant of the many other neighborhoods asking for treatments. Erica Wygonik commented that they should also be cognizant about if the project is too big then it is pushed out by years.

Harold Whitehouse moved to recommend a raised intersection at Boss Avenue be added to the CIP, seconded Public Works Director Peter Rice.

Harold Whitehouse questioned what the timeline for implementation would be. Public Works Director Peter Rice responded that the timing would be dictated by the Planning Board and City Council. Staff is already acknowledging Middle Road and South Street traffic calming. This could be added to the list. There are three traffic calming projects that could potentially be designed and bid as one project. Staff would recommend putting them in the same timeframe. Erica Wygonik questioned if they would still advocate trying to do all three speed tables. Public Works Director Peter Rice confirmed that was correct.

Mary Lou McElwain commented that this would take a long time and the neighborhood has been requesting changes for a long time. She questioned if the speed feedback signs could be reinstalled in the area.

Public Works Director Peter Rice responded that they have a limited number of speed feedback signs, but could look at moving one. They can also look to see if there are any funds toward the end of the year and potentially buy more. Eric Eby commented that they have 10 signs and can move one to Aldrich Road.

Mary Lou McElwain commented that the City should have something in the budget for safety aspects, which include speed feedback signage. Public Works Director Peter Rice noted that there was a budget public hearing coming up and she could voice her request to the Council.

Erica Wygonik moved to amend the original motion and recommend putting in a CIP request for a raised intersection at Boss Avenue, and two more on Aldrich Road with locations to be determined, seconded by Harold Whitehouse.

On unanimous roll call 8-0, voted to recommend a raised intersection at Boss Avenue be added to the CIP and two more on Aldrich Road with locations to be determined.

D. Request for crosswalk on Greenleaf Avenue at Hillside Drive. Public Works Director Peter Rice moved to schedule a public work session for June 3, 2021 to discuss the intersection improvement project at Greenleaf Avenue and Lafayette Road, seconded by Mary Lou McElwain.

On unanimous roll call 8-0, voted to schedule public work session for June 3, 2021 to discuss the intersection improvement project at Greenleaf Avenue and Lafayette Road.

VII. INFORMATIONAL:

A. Monthly accident report from Police Department. Police Chief Mike Maloney noted that it was hard to compare the 2020 data with the 2021 data because the City was basically in lockdown last year. In March there was a total of 94 crashes and of those 37 were reportable. They will be implementing the highway safety grant funds for the months of May through August. There will be extra patrols focusing on enforcement of pedestrian and bikes, distracted driving, seatbelt compliance and DWI. There will be 4 patrols a week focusing on those items for the next four months.

Mary Lou McElwain moved to postpone Informational items B-E to the June meeting, seconded by Harold Whitehouse.

On unanimous roll call 8-0, voted to table Agenda Items VII.B. through VII.E. to the June meeting.

VIII. MISCELLANEOUS:

Harold Whitehouse commented on the lengthy packet of materials. Eric Eby noted that they were just trying to be transparent and provide all of the data that was presented. Mary Lou McElwain added that the majority of the Committee moved to the electronic option two years ago.

IX. ADJOURNMENT:

Public Works Director Peter Rice moved to adjourn the meeting at 11:00 a.m., seconded by Fire Chief Todd Germain. **On unanimous roll call 8-0, voted to adjourn.**

Respectfully submitted by:
Becky Frey
PTS Recording Secretary

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

3:00 P.M. – June 3, 2021
Remote Meeting via Zoom

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Fire Chief Todd Germain, Police Captain Mike Maloney
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg, Harold Whitehouse

ABSENT: Erica Wygonik, Member

CITY STAFF: Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

1. Chairman Peter Whelan recited that this is a Remote Meeting via Zoom Conference Call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

2. Financial Report – **On unanimous roll call 9-0, voted** to accept and approve the financial report as presented.

3. Public Comment Session – There were 4 speakers: Judy Miller (Pedestrian crosswalk at Maplewood & Hanover/Congress, City Hall crosswalk, and noise of motorcycles in town), Andrew Bagley (Intersection at Maplewood & Hanover/Congress), Jason Combs (Inquiring on results of bollard installation at Middle Road), Evan Mullen (To commend DPW for efforts toward safeness and pedestrian friendly city).

4. Request to post NO PARKING HERE TO CORNER sign on end of McNabb Court, by resident. – **On unanimous roll call 9-0, voted** to approve placement of sign 20 feet from corner at end of McNabb Court.

5. Proposed parking safety violation fine increases.
On unanimous roll call 9-0, voted to approve increases in fines for parking safety violations as presented, and forward to City Council for request for First Reading.

Description	Recommended Fine	Recommended Fine After 30 Days
Parked within 15 ft of Fire Station	$25.00	$50.00
Obstructing Traffic During Construction	$25.00	$50.00
Double Parking	$25.00	$50.00
Parked in Wrong Direction	$25.00	$50.00
Back to Curb	$25.00	$50.00
Distance from Curb	$25.00	$50.00
Parked Too Close to Intersection	$25.00	$50.00

6. Request for traffic calming measures on Sherburne Road, by residents of Sherburne Road. **On a unanimous roll call 9-0 voted** to refer to staff for report back**.**

7. Request for two 1-hour limit spaces on Portwalk Place, by Seacoast Spine & Sports Injuries. **On unanimous roll call 9-0, voted** to refer to staff for report back and recommendation.

8. Discussion of time limit for handicap vehicles in downtown on-street parking spaces. **On unanimous roll call 9-0, voted** to refer to staff for report back and proposed ordinance.

9. Public input session to kickoff intersection improvement project at Greenleaf Avenue and Lafayette Road on June 3, 2021 at 6:30 p.m. – *Informational item with no action required.*

10. Islington Creek Neighborhood Parking Program public meeting on June 10, 2021 at 6:30 p.m. – *Informational item with no action required.*

11. Monthly accident report from Police Department – *Informational item with no action required.*

12. Status of Chevrolet Avenue sidewalk – *Informational item with no action required.*

13. Status of Chevrolet Avenue/Brewery Lane area traffic study – *Informational item with no action required.*

14. Locations of speed feedback signs and pedestrian RRFBs– *Informational item with no action required.*

15. Bike and vehicular traffic volume data – *Informational item with no action required.*

16. Middle Street bike lane status update – *Informational item with no action required.*

17. Aldrich Road traffic calming update – *Informational item with no action required.*

18. PTS Open Action Items – *Informational item with no action required.*

19. Moped parking do's and don'ts, public outreach forthcoming – Committee discussion about public outreach.

20. PTS meeting times for July, August, and September at 3:00 p.m. – The July meeting will be held on July 8, 2021 at 3:00 p.m.

21. Adjournment – At 4:08 p.m., **on unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Kathryn Chodor and Shanleigh McGonagle, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

3:00 PM – June 3, 2021
Remote Meeting via Zoom

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 3:00 p.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Mike Maloney
Mary Lou McElwain
Steve Pesci
Jonathan Sandberg
Harold Whitehouse

Member Absent:
Erica Wygonik (Alternate)

City Staff Present:
Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

III. FINANCIAL REPORT:

Harold Whitehouse moved to accept and approve the financial report as presented, seconded by Mary Lou McElwain. **On unanimous roll call, motion passed 9-0.**

IV. PUBLIC COMMENT:

Judy Miller commented on the pedestrian crossings on Maplewood Avenue, at Deer Street, Hanover Street and Congress Street (into Islington Street). She believes signal changes to be problematic. Also has a concern about the decibel level of motorcycles in the downtown, she has noticed motorcycles revving engines, would like better monitoring of this. When she went to City Hall noted there is no longer a crosswalk from the parking lot to City Hall entry, recommends it be repainted. Spoke at Police Commission meeting on May 25th on both issues.

Andrew Bagley commented on Congress Street /Middle Street /Islington Street intersections. Feels pedestrian cross signal is dangerous. Wants to see safety data.

Jason Combs commented on speed testing since installing bollards and additional measures put in place on Middle Road, says that placement of crosswalk flashers has been helpful.

Evan Mullen filed an online traffic calming request application so they can have a discussion in the future. He commended and thanked the Committee and DPW staff for significant effort towards making the City safer and more pedestrian oriented.

V. NEW BUSINESS:

A. Request to post NO PARKING HERE TO CORNER sign on end of McNabb Court, by resident. Eric Eby provided an aerial view of McNabb Court showing the residence, garage, and street. Eric Eby commented that McNabb Court is only a 240-foot wide street, and it is difficult to get out of the garage at the residence. He noted that the end of the street is an intersection, and there is technically no parking within 20-feet of an intersection.

Harold Whitehouse commented that he did a site visit of the area. Harold Whitehouse moved to approve the installation of a sign 20-feet from the corner at the end of McNabb Court, seconded by Mary Lou McElwain.

Chairman Whelan questioned if installing the sign was within the Committee authority. Eric Eby confirmed that it was and stated this can be done without further approval.

On unanimous roll call 9-0, voted to approve placement of sign 20-feet from corner at end of McNabb Court.

B. Proposed parking safety violation fine increases, by Parking Director Ben Fletcher. Parking Director Ben Fletcher clarified all changes approved by City Council on May 17th, 2021 were for the selected categories to move from $15 to $35, and increase to $55 at 30 calendar days. The Snow Ban fine was approved at $35/55, not $50/100 as originally proposed in early discussions. The adjustments approved on May 17th for emergency snow ban violations are correct, and require no further adjustment, motion is to approve the other fines (noted in table below). All items listed are recommended to go from the $15 to $25 and then to the $50.00 after 30 days.

Description	Recommended Fine	Recommended Fine After 30 Days
Parked within 15 ft of Fire Station	$25.00	$50.00
Obstructing Traffic During Construction	$25.00	$50.00
Double Parking	$25.00	$50.00
Parked in Wrong Direction	$25.00	$50.00
Back to Curb	$25.00	$50.00
Distance from Curb	$25.00	$50.00
Parked Too Close to Intersection	$25.00	$50.00

Public Works Director Peter Rice moved to approve fine adjustments as presented, seconded by Steve Pesci.

Public Works Director Peter Rice stated this was something the City Council was concerned about and referred back to the PTS Committee. He wants to be sure there is consensus.

Parking Director Ben Fletcher commented the fines presented previously and that were approved by the City Council represented about 90% of the citations written. Chairman Peter Whelan asked if the violations presented here are approximately 5% of the fine revenue. Parking Director Ben Fletcher clarified it is actually 2% to 3%.

On unanimous roll call 9-0, voted to approve increases in fines for parking safety violations as presented, and forward to City Council for request for First Reading.

C. Request for traffic calming measures on Sherburne Road, by residents of Sherburne Road. Eric Eby commented this request was submitted online. He monitored the vehicle traffic and averages speeds were well over the posted speed limit of 20 mph. The fastest speed recorded was 63 mph and the average speed was 29 mph, with 85th percentile speeds of 34 mph. He stated this is a legitimate concern.

He stated the next step is for the applicants to gather signatures from at least 50% of the neighborhood showing support for the request. Eric Eby has been in contact with the applicants, and they are aware of the process. He commented it should be noted that Sherburne Road is a dead-end street and the excessive speeds are coming from the residents.

Chairman Peter Whelan stated he received a phone call about this agenda item and there was an accident involving a car that rolled on its side.

Mary Lou McElwain stated that one ticket to a resident would change the behavior in the neighborhood.

Public Works Director Peter Rice moved to refer to staff, seconded by Harold Whitehouse. **On a unanimous roll call 9-0 voted** to refer to staff for report back**.**

D. Request for two 1-hour limit spaces on Portwalk Place, by Seacoast Spine & Sports Injuries. Eric Eby stated the request was submitted by Seacoast Spine and Sports Injuries. They have requested two spaces in front of their office be designated as 1-hour for patients. Currently these are Stay and Pay spaces, so vehicles can stay as long as they want while feeding the meter. Eric Eby commented that there is not a lot of information at this time, and therefore he does not have a recommendation for the Committee.

Eric Eby noted that while this request may help this business, it has potential to harm other businesses in the area. Chairman Peter Whelan questioned if the road is private. Eric Eby stated the road is private, but is administered as public. Parking rules and regulations apply to the street. It's a matter of how the revenues are collected and distributed back to the property owner.

Harold Whitehouse questioned if this is approved, would a person/patient need to show a handicap placard to occupy the space. Parking Director Ben Fletcher stated not as currently proposed. A separate handicap space exists nearby already. He stated there are no other 1-hour limit spaces in the City. These spaces represent about 40% of the parking inventory on this street. It would only be fair to reach out to the other businesses and property owners to get their thoughts on this requested change.

Mary Lou McElwain moved to refer to staff to report back with recommendations, seconded by Steve Pesci.

Steve Pesci commented on the precedence that could be set by allowing a business to have its own 1-hour limited parking spaces, and concerns on the practicality of enforcement. If the Committee starts receiving more of these requests, it could defeat the purpose of the Stay and Pay program. He recommended moving forward cautiously.

On unanimous roll call 9-0, voted to refer to staff for report back and recommendation.

E. Discussion of time limit for handicap vehicles in downtown on-street parking spaces. Parking Director Ben Fletcher stated the State RSA does not allow the City to charge for handicap parking, but the City can enforce the time limits. Stay and Pay allows for the time limit to be a maximum of one day. There have been complaints that people with handicap placard are taking advantage and parking in a space all day.

Parking Director Ben Fletcher stated Attorney Jane Ferrini has been in conversation with the State. They understand what the City has done with the pricing and are looking into what is the best way to move forward. He stated he wants to be sure to get it right and that it is fair.

Harold Whitehouse asked if the handicap license plate is different than a handicap placard. Parking Director Ben Fletcher clarified they are treated the same in regards to enforcement. Harold Whitehouse commented he would like to see what other communities are doing in this scenario. Chairman Peter Whelan questioned if this should be tabled until Attorney Jane Ferrini gets more information. Members confirm.

Steve Pesci moved to table and bring back when Attorney Jane Ferrini has done more research, seconded by City Manager Karen Conard.

On unanimous roll call 9-0, voted to refer to staff for report back and proposed ordinance.

VI. OLD BUSINESS:

No agenda items.

VII. INFORMATIONAL:

A. Public input session to kickoff intersection improvement project at Greenleaf Avenue and Lafayette Road on June 3, 2021 at 6:30 p.m. No Committee discussion.

B. Islington Creek Neighborhood Parking Program public meeting on June 10, 2021 at 6:30 p.m. The meeting will be held in the Council Chambers and public participation will be via Zoom and in person.

C. Monthly accident report from Police Department. Police Captain Mike Maloney stated there were 53 total crashes in April. This is about double from last year during COVID, which is not surprising since people are out and about again. He stated there was one motor vehicle crash involving a bicyclist, and one involving a pedestrian. In the bicycle accident, the operator of the vehicle was summonsed for failing to yield. The pedestrian accident occurred on Bridge Street in a parking lot and is part of a criminal case.

He stated that additional patrols will be present in May, June, July, and August. They will

be specifically targeting everything from distracted driving, speed, pedestrian / bike safety, and DWI patrols.

Mary Lou McElwain commented about distracted driving. She stated the law has been on the books since July 2015. She is seeing so many distracted drivers. She asked if the Police Department was ticketing or just giving verbal warnings. Police Captain Mike Maloney agreed and stated they are issuing tickets and giving verbal warnings.

Mary Lou McElwain questioned if verbal warnings could be eliminated.
Police Captain Mike Mahoney explained why they could not eliminate verbal warnings.

D. Status of Chevrolet Avenue sidewalk. Public Works Director Peter Rice stated staff met with property owners in the area. The City Council has approved the transfer of the property. Staff has secured enough easements to be able to construct the project. Construction is anticipated to begin in September.

E. Status of Chevrolet Avenue/Brewery Lane area traffic study. Eric Eby stated the traffic study has been submitted by the consulting firm. They have recommendations and staff want to meet to discuss before presenting to the Committee. A couple things being considered are; making a 4-way stop at Brewery Lane and Jewel Court that was in place during construction last year, a 4-way stop at the intersection of Cass Street, Chevrolet Avenue, and Lovell Street, and a one-way traffic pattern in the area.

Harold Whitehouse questioned if there was a need for another stop sign at Cass Street, coming out of Brewery Lane. This is a well-traveled street. Eric Eby confirmed that was a recommendation.

Steve Pesci questioned if Jewell Court at Islington Street was part of this study. He is concerned about Jewell Court at Islington Street. It is a right turn only and he is concerned about safety. Eric Eby said that the intersection was not part of the study, but Jewell Court at Brewery Lane was reviewed. He stated that having “Do Not Block” markings at the intersection would be beneficial.

F. Locations of speed feedback signs and pedestrian RRFBs. Eric Eby presented the updated map. Staff added RRFBs at Foundry Garage at the corner of Deer Street and Bridge Street. One was added at Middle Street and Aldrich Road. Jonathan Sandberg commented there looks like there are two new ones on Cate Street. Eric Eby stated they were installed by the developer. He stated that more speed feedback signs have been ordered.

G. Bike and vehicular traffic volume data. Eric Eby presented the bicycle volumes at Lafayette Road at South Street. Activity has picked up in May due to the good weather. He presented traffic volumes at Lafayette Road at South Street as compared to 2019. He stated traffic volumes are coming back and were about 90-95% of pre-pandemic levels.

Jonathan Sandberg questioned if this was the only vehicular and bicycle monitoring signal in the city. Eric Eby stated there is another one at Market Street and Nobles Island at the Port Authority signal. We also have a new one at Islington Street and Bartlett Street. Bicycle and vehicular data at Islington Street and Bartlett Street has been collected for the last 6 months, but construction traffic has been a factor.

H. Middle Street bike lane status update. Eric Eby stated the bike lane section with parking between Cabot Street and Lincoln Street was blacked out and parking was put back to the curb. Staff have been monitoring speeds and volumes regularly and the data is in the packet. Vehicular speeds have increased slightly in that section. Bicycle activity is about same as last year. There isn't a permanent counter installed so data is collected periodically. Middle Street speed data shows an increase in April when parking was placed back at the curb.

Eric Eby stated they are in a 6 month process working with NHDOT. Staff will be bringing on a consultant to do some public process work and they will be looking for input on a permanent solution for the bike lane, as well as other alternatives to meet the requirements of the federal grant funding.

Jonathan Sandberg asked when the 6 month period started. Eric Eby stated April 1st was when the parking was moved back to the curb. He stated they are in discussions with NHDOT about specifics.

Harold Whitehouse commented that he's heard nothing but good reports about the changes. He stated people are worried about the funding being returned to NHDOT. Eric Eby stated that it is part of the 6 month process, they are hoping to find an alternative to satisfy everyone.

I. Aldrich Road traffic calming update. Public Works Director Peter Rice stated staff are having discussions with the residents of Aldrich Road. Discussions included explaining the proposed traffic calming approach, which was to add 3 speed tables as part of the CIP process. However, there is an area in the roadway at Boss Avenue where a speed table could be installed. The problem with installing speed tables is having drainage in the appropriate places. He stated the Boss Avenue location has the appropriate drainage, and as a pilot effort, the DPW staff will be installing speed table.

Public Works Director Peter Rice stated the other 2 locations would need to be included in the CIP due to the additional drainage work required.

Chairman Peter Whelan questioned when the Boss Avenue speed table would be installed. Public Works Director Peter Rice commented that he anticipates it would be installed this summer.

Fire Chief Todd Germain confirmed that the Fire Department prefers speed tables over a series of speed bumps.

J. PTS Open Action Items. Mary Lou McElwain commented that some of the action items on the list go back to 2017, and she would like to review the entire list at the next meeting. She specifically spoke to the stop sign at Marcy Street and Mechanic Street. She stated it is not effective. She asked if the stop sign could be installed in the street. The existing one is placed too far back and people ignore it. Chairman Peter Whelan agreed.

The Committee will review the entire PTS open action items list at the next meeting.

VIII. MISCELLANEOUS:

A. Moped parking dos and dont's, public outreach forthcoming. Chairman Peter Whelan commented that he has been getting calls about mopeds and scooters parked on sidewalks and in front of stores. He asked about public outreach to educate the owners. Public Works Director Peter Rice stated that any outreach needs to clearly state that mopeds and scooters cannot obstruct the sidewalk. The enforcement officers are ticketing mopeds and scooters when they are improperly parked. He stated outreach is needed and he will discuss it with the Public Information Officer. Jonathan Sandberg suggested reaching out to scooter shops. The Committee discussed several public outreach ideas.

Steve Pesci commented as a scooter owner, he supports moped and scooter parking restrictions. He believes some polite enforcement is needed, and suggested tracking the plate numbers for scofflaws and repeat offenders.

B. PTS meeting times for July, August, and September at 3:00 p.m. Harold Whitehouse requested the July meeting be scheduled on July 8th. Chairman Peter Whelan concurred.

Harold Whitehouse requested DPW look into the crosswalk at City Hall mentioned in public comment. Eric Eby commented it was not restriped because it didn't meet ADA standard; it did not have tip downs, and grades were not compliant. It would need work done to do it. Public Works Director Peter Rice said staff will look at it again.

Chairman Peter Whelan spoke to the concerns expressed in public comment about the pedestrian signals on Maplewood Avenue, at Deer Street, Hanover Street and Congress Street. Eric Eby stated the signals are working properly and it is a matter of public education. Mary Lou McElwain requested the signals be discussed in-depth at the next meeting. Chairman Peter Whelan stated it would be on the agenda under old business for the next meeting.

Mary Lou McElwain provided an update on speed signage to be created by school children. It is moving forward and funding options are being looked at.

Mary Lou McElwain commented that she saw people pay for parking on Memorial Day because there was no signage. Public Works Director Peter Rice comments the ordinance does not say free parking on Holidays, the ordinance says no enforcement on Holidays. Chairman Peter Whelan stated the issue will be put on the July meeting agenda.

IX. ADJOURNMENT:

Harold Whitehouse moved to adjourn. Mary Lou McElwain seconded. **On a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Kathryn Chodor and Shanleigh McGonagle, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

3:00 P.M. – July 8th, 2021
Conference Room A

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Fire Chief Todd Germain, Police Captain Mike Maloney
Members: Steve Pesci, Jonathan Sandberg, Erica Wygonik, Harold Whitehouse

ABSENT: Mary Lou McElwain

CITY STAFF: Parking Director Ben Fletcher, Assistant Attorney Jane Ferrini

I. Financial Report – **On unanimous roll call 9-0, voted** to accept and approve the financial report as presented.

II. Public Comment Session – There were 5 speakers: Barbara Destefano (Brewery Lane Traffic Study, repainting of crosswalks), Bill Downey (Moped ticketing on sidewalks, McIntyre Building lower lot parking, Holiday parking), Brian Johnson (Information item VIII D; inquiring if new intersection at Cate Street and Bartlett Street will have flashing beacons, Suggests brush clearing around pedestrian signs at Bartlett Street and Islington Street), Elizabeth Bratter (Brewery Lane Traffic Study), Robin Husslage (Neighborhood Parking Program feedback).

III. Presentation by Liz Oltman with TEC; Brewery Lane Traffic Study.

IV. Proposed all-way STOP control at intersection of Brewery Lane and Jewell Court.
On unanimous roll call 9-0, voted to approve all-way STOP control at intersection of Brewery Lane and Jewell Court.

V. Proposed all-way STOP control at intersection of Cass Street, Chevrolet Avenue and Lovell Street.
On unanimous roll call 9-0, voted to refer back to staff for recommendation following a pilot effort with camera and temporary signage.

VI. Discussion of one-way traffic flow on Brewery Lane and Chevrolet Avenue.
On unanimous roll call 9-0, voted to table item

VII. Request for safety improvements at crosswalk on Middle Road at Kensington Road and Monroe Street, by Virginia von Muhlen.
On unanimous roll call 9-0, voted to refer to staff for report back at future meeting.

VIII. Holiday parking discussion, by Parking Director Ben Fletcher. - *Informational item, no action required.*

IX. Request for two 1-hour limit spaces on Portwalk Place, by Seacost Spine & Sports Injuries. **On unanimous roll call 9-0, voted** to have staff install cameras at location, and report back.

I. Report back on time limit for handicap vehicles in downtown on-street parking spaces. - *Informational item, no action required.*

II. Monthly accident report from Police Department. - *Informational item, no action required.*

III. Bike and vehicular traffic volume data. – *Informational item, no action required.*

IV. Maplewood Avenue pedestrian signal project update. – *Informational, no action required.*

V. Bartlett Street/Cate Street reconfiguration. – *Informational, no action required.*

VI. Aldrich Road traffic calming measures discussion by Director or Public Works Peter Rice. – *Informational, no action required.*

VII. PTS Action Items. – *Informational, no action required.*

VIII. Adjournment – At 4:44 p.m., **on unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Shanleigh McGonagle, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

3:00 PM – July 8, 2021
Conference Room A

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 3:00 p.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Mike Maloney
Steve Pesci
Jonathan Sandberg
Erica Wygonik
Harold Whitehouse

Member Absent:
Mary Lou McElwain

City Staff Present:
Assistant Attorney Jane Ferrini
Parking Director Ben Fletcher

III. FINANCIAL REPORT:

Jonathan Sandberg moved to accept and approve the financial report as presented, seconded by Harold Whitehouse. **On unanimous roll call, motion passed 9-0.**

IV. PUBLIC COMMENT:

Barbara Destefano commented on Brewery Lane traffic study. She commented that she found it strange the study was done during midst of Covid-19 pandemic as she did not feel it would give an accurate representation of the traffic that goes on there. She is in favor of a four-way stop at Brewery Lane and Jewel Court. She is in favor of all-way stop at Chevrolet Lane and Lovell and Cass. She commented Cass should be only one way parking, though it was not in the study, but particularly in the winter, it is difficult to maneuver through street with cars parked on both sides. She commented that there needs to be a continuation of the sidewalk on Chevrolet to meet up with the rest of the sidewalk. City needs to repaint all their crosswalks, she has noticed that some are nearly invisible. She noted another at Albany/Cass/State was hardly visible, she put in a notice to the website and it has been painted promptly.

Bill Downey questioned if there was a ticketing policy for mopeds on sidewalks. He has noted several times where they have been scattered and cluttered- particularly on Bow and Penhallow. He asked if parking enforcement are permitted to ticket mopeds if they are

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egregious. He also requested to know if anyone had questioned from the GSA if we could use the lower parking spaces at the McIntyre Building Monday-Friday. He comments it's great to have on weekends.

In regards to the Holiday Parking item, he questioned if it is possible to put messaging on the screen at the meter, "Happy Holidays, parking is free." He states there was a lot of confusion over the weekend.

Chairman Peter Whelan responded that the GSA still has control of the McIntyre Building. The Sample agreement with the City allows for parking during the weekend, but due to security, not during the week. When and if the FBI leaves, which is supposed to happen in September, the City will control that parking, and it will be available 7 days a week. That's all we know at this point, and we will probably have another meeting with the GSA in 2-3 weeks.

The policy on mopeds is that they cannot impede access on the sidewalk, to a business, or block sidewalks, and if they are then the moped will be ticketed. Parking Director Ben Fletcher added that the rules and regulations for this are posted on ParkPortsmouth.com and the City has been handing out fliers and warning tickets to make people aware of the rules and regulations for mopeds.

In response to the Holiday Parking questions, Parking Director Ben Fletcher commented that he would respond further in the discussion later in the meeting, but stated that it is possible to use the devices to have the messaging, but it is not efficient and very difficult for the requests to be accurate with the City's vendors.

Brian Johnson commented information item VIII D; inquiring if the new intersection at Cate Street and Bartlett Street will have flashing beacons. Suggested brush clearing around pedestrian signs at Bartlett Street and Islington Street. Stated that new sign on Bartlett coming from Islington cannot be seen due to tree branches.

Elizabeth Bratter commented on the Brewery Lane traffic study. Stated that she appreciates and approves of the stop signs that were put in, and feels they were necessary and help to slow down traffic. She has grave concerns about making Chevrolet Avenue and Brewery Lane one-way. People complain that cars move slowly through those roads as the space is tight, but that's really what you want there. There are a lot of pedestrians moving through there. There are a lot of people on foot, a lot of people on mopeds moving through there. She commented that she feels, the slower the cars go, the better. It has been her experience that when traffic slowing methods are installed after the fact, they are less effective at controlling traffic flow for safety. She also stated she is concerned about fire trucks getting through if the roads were to be made narrower. Other thing she is concerned about is making Brewery Lane one way out of Pick and Pay, and making Chevrolet Avenue one way into it, is that you're going to be moving cars that normally come down Brewery Lane, into a more residential area. It also creates Pick and Pay's parking lot as a street.

Has concerns about Cate Street. Cars don't know there are people crossing there. It would be interesting to see if they're lighted, and how well they work. I hope it can be a moving project, that if neighbors notice things that those will be addressed as they go along. She comments that she is looking forward to hearing more about Parking Director Ben Fletcher's report on the Neighborhood Parking Program.

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Robin Husslage commented on the Neighborhood Parking Program. Would like to encourage the Parking and Traffic Safety Committee to include the pilot program for the Islington Creek neighborhood and if approved by City Council, and a pilot program is launched, it would be immensely helpful to have an easy way for feedback to be provided so tweaks can be made along the way. She suggested it would be very helpful to collect the persons address or other identifier. So it could be determined if from a resident, visitor, a downtown worker, business owner- so we know who is having the issue.

V. NEW BUSINESS:

Presentation by Liz Oltman with TEC, Brewery Lane Traffic Study

Liz Oltman, Director of Transportation Planning with TEC, presented the Brewery Lane Traffic Study findings. Purpose was to evaluate the Brewery Lane area for parking occupancy, circulation, and pedestrian safety. Area studied was bounded by Islington Street in the east, Chevrolet Avenue in the west, Cass Street to the north, and Plaza 800 to the south. The data collected included turning movement counts at all internal intersections, automatic traffic recorder counts along Brewery Lane, Albany Street, and Chevrolet Avenue. Historic data had been provided by the City, so even though the data was collected in March 2021, when school was still hybrid, and some business were still not at full occupancy, there was good historic knowledge from previous counts that the City provided. A parking occupancy count was done on a weekday afternoon for several hours, and on Saturday, late to midafternoon period. Looked at sight distances at intersections, and watched pedestrian circulation and pathways throughout the area.

Parking On street parking was observed to be full along Albany Street between Islington and Brewery lane most often when they were out there. Around 60-70% along Cass Street. The parking spaces that were delineated along Brewery Lane were open. Private parking lots had a lot of capacity available, they would be functionally full at around 90% and none of them were close to that threshold. This provides an opportunity for shared parking in the area if that continues to be the case.

Vehicular Circulation throughout the area, Brewery Lane, adjusted for Covid, generates about 2000 vehicles a day. Chevrolet Lane about 1900 vehicles a day. Brewery Lane daily, is about 60% northbound, and Chevrolet shows that people coming from the east on Cass Street are using Chevrolet to enter and exit from the Plaza 800 and the residential development (new apartment units). The intersections operate well, as far as level of service goes. There was not a lot of delay or queuing at the intersections. Pedestrian circulation was observed, they do stay on the sidewalks- where sidewalks are available. However, there is such low traffic volumes, at least right now, hourly, that pedestrians cross not in cross walk areas. They cross midblock, they cross at an angle across intersections. It's not the safest thing, but right now, the development levels are such that hourly volumes feel safe for pedestrians doing that, however not ideal situation to continue.

All-way stop control looked at for 2 existing intersections; Brewery Lane/Jewell Court and Chevrolet/Cass/Lovell. Found that the volume warrants are not met at the intersections per the METCD requirements, however, the METCD does allow for a safety warrant where sight distances are restricted from the side streets. Both intersections sight distances are restricted at both locations, so adding an all-way stop control at these locations would benefit the safety of the side street traffic, promote vehicle safety, promote pedestrian visibility because it will allow the implementation of crosswalks on all of the stop bars, on all

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approaches, in those locations and really encourage pedestrians to use those crosswalks in those locations and not cross at an angle. It is not a primary use but it does also have a bit of a traffic calming effect.

One Way Alternatives The first alternative looked at was Brewery Lane and Chevrolet as a one way pair. Brewery Lane northbound and Chevrolet Avenue southbound does mirror the existing traffic flow, it wouldn't affect the operations of the traffic intersections. One way traffic flow does help reduce the number of pedestrian conflict points- pedestrians don't have to look in both directions to cross the street. However, both streets are relatively wide, so TEC would recommend if one way pair was considered, on street parking should be considered as well to reduce the visible width of the roadways, and maintain slow vehicle speeds. Fire Department would need to approve on street parking in this area, which is restricted in some parts of Brewery Lane. There wouldn't be a lot of diversion of traffic. It's something to consider, from a circulation stand point, and if new on street parking was desirable by new businesses in the area.

There is sufficient width on Chevrolet Avenue to put a sidewalk on the west side between Cass Street and where the sidewalk currently ends. Also looked at one way alternative pair on Albany Street and Jewell Court, but quickly dismissed that alternative due to concerns about putting extra traffic entering Jewell Court from Islington Street and having the left turn queue back up into Islington Street at Bartlett. However, this scenario would allow adding sidewalk on Albany Street between Brewery and Islington and maintain on street parking. Albany Street in that area is only 26 feet wide, so if the City were to add sidewalk and parking, two way traffic flow could not be maintained.

Recommendation is broken down into 2 Phases. The first phase is things that can be implemented easily.

Phase 1
New crosswalks where sidewalks are missing or crosswalks are faded (northbound Brewery Lane at Jewell and Albany Street Extension at Brewery Lane). All-way stop control at the two intersections. Maintain Cass Street parking because of traffic calming properties.
Post 25 MPH speed limits on both Brewery Lane and Chevrolet Avenue. Because the 85th percentile speed are below that can be posted.

Phase 2 (More construction and more time).
Construct sidewalk along Albany Street – likely would remove on street parking to maintain two way traffic flow. Consider one-way traffic flow to provide on-street parking and reduce pedestrian conflict.

Questions

Harold Whitehouse asked what "reduce pedestrian conflict points" refers to in one-way scenario. Liz Oltman explained that currently pedestrians have to look left and right at an intersection. If the intersection were one-way only, the pedestrians would only have to look one way.

Jonathan Sandberg questioned if we know if there is adequate parking now. Liz Oltman commented right now it seems there is sufficient off street parking in the private lots in the area. If there were more street level retail they might be more amenable to more on street

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parking in front of their businesses, but if that is not the direction that the area is going then there seems to be sufficient off street parking at this time.

Steve Pesci stated he feels one way traffic would not enhance pedestrian safety as he has observed in this neighborhood wider streets have resulted in higher speeds, wiping out pedestrian safety. He commented he does not feel Chevrolet Avenue should be considered for one way, and is concerned with the Hannaford parking lot becoming a street. It is already noticeably busier there, the thru-way corridors in that lot are already pretty tight. He does not know how private property owner would feel about increasing that as a street through way. Steve commented he feels the most dangerous area is the Jewell Court and Islington intersection. He wants to be sure whatever we do discourages or prohibits lefts into and out of Jewell Court onto Islington Street.

Liz Oltman responded that she believes left turns are restricted out, currently. She believes it is well signed for that. Steve interjected and stated it's the in, that's a problem. Liz Oltman responded that she did not know the volume off the top of her head, but that this could be diverted to Albany Street or to Cass Street. She reiterated introducing the one way pair. If considered, the City would want to look at on-street parking at the same time to visually reduce the width.

Steve Pesci commented that he is concerned there would be no demand for those parking spaces on Chevrolet Avenue, and they would be empty 90% of the time, and you would be relying on paint to change people's behavior.

Director of Public Works Peter Rice commented that he wanted to remind everyone why this study was done; at the time, the concern was availability of parking. One of the big questions was, how can we reconfigure this space to possibly generate more parking for the area. He commented as can be seen in a later part of the agenda, we are not recommending pursuing this, it's just a discussion. He also wanted to make all aware that the easements have been secured to create the sidewalk down Chevrolet Avenue and that should be completed by the end of summer or early fall, which will be a significant safety improvement. He concluded that a study of this type is to look at options, not saying, "you shall."

Erica Wygonik asked if Chevrolet Avenue was a private road. Liz Oltman responds that it is. Erica comments that she shares a lot of Steve's concerns for the idea of one-way but asked if we had the authority to execute. Liz Oltman responds the City would have to work with the owner.

A. <u>Proposed all-way STOP control at intersection of Brewery Lane and Jewell Court</u>

Public Works Director Peter Rice moved to approve the recommendation. Jonathan Sandberg seconded.

On unanimous roll call 9-0, voted to approve all-way STOP control at intersection of Brewery Lane and Jewell Court.

B. <u>Proposed all-way STOP control at intersection of Cass Street, Chevrolet Avenue and Lovell Street.</u>

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Public Works Director Peter Rice moved to approve the motion as presented, seconded by Steve Pesci.

Erica commented that she agrees with the benefits of putting all-way stops here, but any time an all way stop isn't meeting the volume warrant, there is a lot of concern that people are not paying attention to the stop sign. These are changes that are easy to make, and easy to unmake if they're not a good idea. She asked that the City monitor for people running the stop signs, which may pose a bigger safety concern.

Harold Whitehouse asked if these are considered action items by the City Council, Chairman Peter Whelan said yes. He asked if they were separate from the minutes, Chairman Whelan explained that we distill these down for the City Council to vote.

Fire Chief Todd Germain is concerned as a resident; he lives at this intersection. He is not opposed to the proposed stop sign, but is concerned with the queuing up of traffic blocking driveways and with parking continuing on both sides of the street, it may cause congestion going towards Islington Street. He is also concerned about the noise of traffic continuously stopping and starting at this intersection. He is unsure if the people who live at this intersection know if this change is being proposed.

Chairman Peter Whelan asked if we should table it, Fire Chief Germain could have the opportunity to talk to his neighbors. Public Works Director Peter Rice modified his motion to try a pilot effort with temporary signage, advance notice, put traffic cameras up, and monitor the interaction and come back with recommendation on whether it is appropriate to make it permanent. Chairman Whelan questioned if this modification was ok by the second, Steve Pesci confirmed that this was ok.

Harold Whitehouse asked if there was a timeline for the pilot. Public Works Director Peter Rice questioned if Harold meant for the pilot to be implemented, or duration of the pilot would run. Harold confirmed for how long it would run. Public Works Director Peter Rice suggested a month or two months. Fire Chief Todd Germain suggested 90 days, as he feels that's a good measure of traffic moving through there. Public Works Director Peter Rice commented we would want to do advanced noticed of the change, so people could understand what was being done.

Public Works Director Peter Rice requested to ask Liz Oltman a question. He asked if there was any benefit to a three way stop; from Islington Street, Chevrolet Avenue, and Lovell Street, but no fourth one. Liz Oltman responded she finds three way stops are confusing for people and that would be her concern. She recommends in the one or two spaces between Chevrolet Avenue and Lovell Street that parking be restricted there when all way stop signs installed, so people could see in all directions. Jonathan Sandberg comments he does not find it overly problematic as it is now, he does not see the added safety benefit of the four way stop, but he is ok with the pilot as long as it is just a pilot. He would not support permanently implementing, especially not without talking with the neighborhood.

On a unanimous roll call 9-0 voted to refer back to staff for recommendation following a 90 day pilot effort with camera and temporary signage.

C. <u>Discussion of one-way traffic flow on Brewery Lane and Chevrolet Avenue.</u>

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Public Works Director Peter Rice moved to table the item. Jonathan Sandberg seconded. Erica Wygonik stated she feels at this point in time there is not the demand for parking. Feels that the sidewalks in progress will improve pedestrian safety but thinks further discussion may be needed once activity returns to normal. Chairman Peter Whelan agreed that tabling would allow to make future adjustments.

On unanimous roll call 9-0, voted to table item.

D. Request for safety improvements at crosswalk on Middle Road at Kensington Road and Monroe Street, by Virginia von Muhlen. .
Harold Whitehouse moved to approve the motion as presented. (?? seconded)

On unanimous roll call 9-0, voted to refer to staff for report back at future meeting.

E. Holiday parking discussion, by Parking Director Ben Fletcher. - *Informational item, no action required.*

Benjamin Fletcher stated that the way the Chapter 7 Ordinance is written is that the City charges for parking all days of the year with the exceptions being for enforcement on nationally recognized federal holidays. The reason this went into effect years ago was to give a bonus to the residents, was never intended to be extended to the tourist traffic, which is about 95% of parking traffic at this time. City does about $30,000 on a holiday, so going to 11 federal holidays next year including Juneteenth, assuming it is added, it would be around $330,000 loss of revenue next year, in addition to which the City would have to pay overtime for staff to get out and put bags on and off 264 meters and order a large enough supply to do so. The other goal is to have the turnover rate at the 3 hour mark, currently the City has a 94% turn rate at the 3rd hour so it is very successful with Stay & Pay but during free holiday parking at Christmas-time people tend to park and not leave, causing gridlock and congestion and the increase of carbon footprint and pedestrian safety. Benjamin Fletcher recommends no changes.

Erica Wygonik requested clarification on whether or not enforcement on holidays was being suggested. Benjamin Fletcher clarified that currently we do not enforce on federal holidays and he does not seek to change that, the suggestion was to somehow mark the meters stating that parking was free for the holidays which is not accurate to Chapter 7. He stated in response to the question earlier regarding changing the meters to read a holiday message it is technically possible but complicated and difficult to do in an accurate and timely manner through the parking vendors the City uses. The last time the City attempted it the message stayed on the meter for 3-4 days. Stated we have received no complaints on this.

VI. OLD BUSINESS:

A. Report Back on Islington Street Parking Program

Benjamin Fletcher stated that newest iteration of NPP was introduced in Mar 2020, is being revisited this year after Covid tabled the request for a year; have received requests for changes in that time to one more similar to the 2019 model. First change is to consider every street in the Islington Creek neighborhood, inclusive of Islington Street on the north side only. Includes entire neighborhood rather than just streets included earlier. Public requests: a 6 month pilot, that a permit is a hunting license and not a guarantee, that all streets be

included in the neighborhood pilot, all Islington Creek residents and business eligible for 3 permits per participating residence or business, and one guest permit, permits subject to annual renewal, participation is not required, and enforcement would take place from 9 am to 8 pm daily. Any fees would be approved by the Council and we would use the event pass model from the 2019 model, meaning each household could request up to 4 one day passes if they were going to have a large number of guests. Peter Whelan added that City Manager is empowered to make changes on the fly so if there is a business that needs extra passes or we need to tweak the program a bit the City Manager can step in. Have been working on it for 4 years, will see how it goes at the end of the pilot. Have had 2 neighborhood meetings, primary voiced concern was including all streets in neighborhood.

Steve asked about 3 permits per participating residence, does that mean per lot/housing unit. Benjamin Fletcher stressed that it is per dwelling. A duplex would be entitled to 6. Peter Rice said it is per vehicle, if they only have one vehicle they can have only one. Steve has concerns that people will line up vehicles to take advantage. Steve asked what the rational carrying capacity limit is for residents. Peter Whelan brought up Heinemann Lot charging and tightening parking in the area. Jonathan suggested a graduated fee system for more permits to discourage multiple cars. Peter Rice said pilot program will not have a fee but if we go forward with it the fee would be determined, has already factored cost into parking budget. Steve feels it is encouraging more cars being brought into neighborhood as a policy and a practice. Todd Germain asked Ben if there would be arrangements for a resident who uses a vehicle not registered to that address. Ben Fletcher said in 2019 determined a lease vehicle if you could prove residency would be allowed. Karen Conard asked Ben what he thought reasonable rollout of the program would be. Ben said we've done legwork ahead of time; a lot of the physical work, creating signs, setting up a database, updating the paperwork to reflect the changes had been done. He thinks within 3.5 weeks it could be ready. Steve stressed that there be some tracking of the cost to implement and enforce even if we're not implementing payment at this time, feels it is important to the City Council to know the time and money before making any decisions.

Peter Rice moved to pass the item on to the City Council for a 6 month pilot program. Harold Whitehouse seconded.

On unanimous roll call 9-0, voted to pass on to City Council for a 6 month pilot program.

B. Request for two 1-hour limit spaces on Portwalk Place, by Seacost Spine & Sports Injuries.

Benjamin Fletcher explained that our transportation associate Andy Rosenberg had placed cameras in this area to see how the space was being utilized. What was noticed was that the area was not properly used because the other cars were over-parking on either side of the center space. The City re-striped the area and are putting camera back up to monitor usage and report back. Peter Rice moved to have staff install cameras and location and report back. Harold Whitehouse seconded. Harold asked about jurisdiction on Portwalk Place, it is a private street but the City handles enforcement.

On unanimous roll call 9-0, voted to have staff install cameras at location, and report back.

C. Report back on time limit for handicap vehicles in downtown on-street parking spaces. - *Informational item, no action required.*

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Assistant Attorney Jane Ferrini said a month or so ago the committee asked how handicap parking is impacted by stay and pay program. Generally we would enforce using the hour limitations but when we changed to stay and pay we technically don't have an hour limit on parking. Wanted to make sure we checked with the Governor's Office on Disability. Jane explained what the stay and pay program was, where the goal for the pricing was 3 hours for a current rate and rate goes up after. We are not obligated to provide free parking all day simply because we have the stay and pay system. We are obligated to provide a reasonable amount of hours for the free parking required under statute; the guideline in the packet was put together by commission on disability.

Various suggestions are provided. Jane stated that the committee needs to come up with a reasonable number of hours and then it needs to be codified in an ordinance. Ben said we have received many calls that people are parking all day, he recommends that we return to the previous 3 hour limit. Harold asked if there was any dialogue about service disabled veterans, Jane said they are considered the same. Ben clarified that the ADA symbol is what is required, regardless of the plate type or whether it is a placard. Ben clarified that the vehicles are electronically chalked in order to track their parking times, says the city cannot charge for ADA parking but we are looking to create a reasonable limit on the free parking. Jane noted that it is everywhere, not just on street metered parking. Ben clarified that there is free parking for ADA plates/placards in the garages for 24 hours. Jane stressed that both would need to be addressed in the ordinance. Peter Rice recommended that Jane Ferrini develop the draft ordinance and bring it back to the Committee, and at the same time Ben can investigate what it would mean to have it apply to the Hanover and Foundry Garages and whether the hardware can handle it and what operational changes it would entail.

D. Monthly accident report from Police Department. - *Informational item, no action required.*

Police Captain Mike Maloney stated that in May of last year there were 47 crashes during covid, we are back up to 78 which is more the normal number, down 6 from 2019. Numbers are continuing to increase across the board as people and traffic continue to get back out. There were no bicycle related accidents in May, there was one motor vehicle versus pedestrian accident which occurred into a parking lot, was backing up and struck pedestrian in parking lot. Numbers are trending normal, statistically there are a lot in parking lots which are difficult to enforce. Last few months there has been a significant jump in alcohol related accidents which have been particularly concerning. A cruiser the night before was hit by an impaired driver.

VII. INFORMATIONAL:

A. Maplewood Avenue pedestrian signal project update. – *Informational, no action required.*

Benjamin Fletcher addressed the safety concerns at the intersection at Maplewood Avenue with Hanover Street and Islington and Congress in regards to pedestrian safety, traffic footage was analyzed between 12pm on 6.3.21 to 12am on 6.7.21. In a typical 24 hour period, an average of 1200 pedestrian crossings were observed taking place at those intersections. With the total of observation time being 86 hours, about 4300 pedestrian crossings took place. They were watching for when a pedestrian begins to cross and the vehicle begins to turn ahead of (in front of/in the path of) that pedestrian. In the 86 hours they did not see an instance of a vehicle cutting off a pedestrian in the roadway. The time reduction at the intersections seems to be something everyone is pleased with and we have not seen any situations so far where it seems dangerous.

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B. Bartlett Street/Cate Street reconfiguration. – *Informational, no action required.*

Peter Rice stated that as part of the Hodgson Way/ Cate Street extension project this intersection is going to get reconfigured. Currently the through traffic goes underneath the railroad and up Bartlett Street. In the new configuration the through traffic will now be going onto Cate Street and Hodgson Way. Bartlett Street coming out of town will have a slip lane that will be curved island and the right hand turn coming out of town will go onto Bartlett, the island will act as a pedestrian refuge. There are two stop bars coming down Bartlett onto Cate, and the final configuration of the layout may adjust a bit. Once Hodgson Way is opened up to traffic will put barrels out in the area and see how traffic is flowing in the area. Work will start the end of next week, the 19th, then will start on the next area.

Harold asked if in CIP budget. It was in a previous CIP. Harold asked if we could get money from contractor. Peter said they have paid for half the road.

C. Aldrich Road traffic calming measures discussion by Director or Public Works Peter Rice. – *Informational, no action required*

Peter Rice said one of the concerns there was previous action to allow for raised intersection at Boss Ave, was comfortable with moving forward prior to a full traffic calming for the area. Included calming as part of CIP request, now going to move forward with raised intersection in near future, already have a contractor, will be making a CIP for the rest of the project later.

PTS Open Action Items (Ben)

1) Request for traffic signal at intersection of Lafayette and Hoover. Was being undertaken by Walker. Not a PTS item at this time. Removed from list.
2) Request to examine speed of vehicles on Sagamore Avenue approaching South Street, voted to refer to staff to report back. Waiting for a future meeting and if the topic will reemerge doesn't have to be on list. Took it off list.
3) Recent accidents at the intersection of Marcy Street and Mechanic. Nick Cracknell item, fence should be removed. Stop sign is way back on Mechanic Street. Should be addressed by PTS.
4) Request for all-way stop at intersection of Jewell Court and Brewery Lane. Discussed today.
5) Chase Drive request to prohibit parking on north side of roadway. Monitor for event traffic. From 2019; took off list.
6) Request for Sagamore Avenue south of Sagamore Grove request for no parking on the west side, has to do with golden egg, can be tabled until it resurfaces with the development of that property.
7) Discussion of speed limit legal requirements on city gateway roads. Has a taskforce been set as recommended; leave on list.
8) Loading zone hours 3 hours Pleasant St, have recommendations coming pending a discussion with City Manager and Peter Rice; leave on.
9) Request for 15 minute parking spaces on Hanover Street and the Vaughan Mall Lot, voted to table 6/6/19; removed item.
10) Congress at Fleet land use change, was already done, restriping and loading zone put in; removed from list.
11) Request for parking space and bike lane at 60 Lafayette road, tabled until final bike lane suggestions are made, data is in progress of being assessed.
12) Request to remove 10 metered spaces on Deer Street between Bridge St and Deer

DRAFT

St, can be tabled until more development occurs in the area; removed from list.
13) Request to remove 2-hour time limit on Islington between Cornwall and Rockingham, NPP should take care of it; removed from list.
14) Request to eliminate access to Spaulding turnpike at Frank Jones neighborhood, has been done on a temporary basis, waiting for DOT to make it permanent, has been done for a while but is finished from the standpoint of the City.
15) Request for crosswalk Grafton Road (Pease item) doesn't pertain to PTS; removed from list.

MISCELLANEOUS

Jonathan Sandberg requested an explanation as to whether Ben Fletcher is taking over for Eric Eby. Position is posted publicly, haven't heard at this point, Peter will be checking. Intent is to hire and fill the position.

Meetings will be in Conference Room A at 3 pm for next few months but may change later.

VIII. ADJOURNMENT:

Harold Whitehouse moved to adjourn. Peter Rice seconded. **On a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Kathryn Chodor and Shanleigh McGonagle, Department of Public Works

DRAFT

TO: KAREN CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, JULY 12, 2021

PRESENT: MAYOR BECKSTED, ASSISTANT MAYOR SPLAINE, COUNCILORS McEACHERN, WHELAN, LAZENBY, KENNEDY, HUDA, TABOR AND TRACE

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1. Acceptance of Minutes – May 10, 2021 & June 21, 2021- **Voted** to accept and approve the minutes of the May 10, 2021 and June 21, 2021 City Council meetings.

2. Mayor's Blue Ribbon Committee to Reopen Portsmouth 2021 Final Report – James Petersen reported on the last six months of the Reopen Portsmouth Mayor's Blue Ribbon Committee. He outlined the work of the Committee from outdoor dining, to construction of planters for the barriers and that the number of dining permits issued to date is 51. He also spoke to the loss of Co-Chair Mark Stebbins and his knowledge, strengths, efficiencies and what he meant to the Committee.

3. Public Comment Session- There were 10 speakers: Duncan MacCallum, Zelita Morgan, Mark Brighton (Proposed City Charter Amendment); Roy Helsel (Budget and Peverly Hill Road Project); Donald Jones, Ned Raynolds, Peter Somssich (Peverly Hill Road Project); Andrew Bagley (DSA Lawsuit & Peverly Hill Road Project); Julia Russell (Portsmouth Bike Path/Sidewalk Peverly Hill Road Project); and Robin Husslage (Islington Creek Neighborhood Parking Program).

4. Public Hearing/Second Reading – Ordinance amending Chapter 1, Article IV – Commissions and Authorities, Section 1.414 Audit Committee- Held a public hearing. **Voted** to move this matter to the City Attorney to work with Councilor Huda to update the motion and hold second reading open for discussion on the ordinance and allowing public comment.

5. **Voted** to suspend the rules in order to take up Item XVII. – Peverly Hill Road Improvement Project: Presentation following Neighborhood Meeting on June 28, 2021.

6. Peverly Hill Road Improvement Project: Presentation following Neighborhood Meeting on June 28, 2021 – Move to schedule a public necessity hearing to allow the Peverly Hill project to move to final design.

   On a roll call vote 3-6 motion to put an 8 foot wide multi-use path to be located on the north side to match and align with the existing sidewalk on Peverly Hill Road between the YMCA and Mirona Road and between Mirona Road and the DPW driveway, making the path 8 foot in areas of concern and 10 foot where it can be accommodated *failed* to pass. Councilors Kennedy, Huda and Mayor Becksted voted in favor. Assistant Mayor Splaine, Councilors McEachern, Whelan, Lazenby, Tabor and Trace voted opposed.

   On a roll call vote 6-3, main motion passed to schedule a public necessity hearing to allow the Peverly Hill project to move to final design. Assistant Mayor Splaine, Councilors McEachern, Whelan, Lazenby, Tabor and Trace voted in favor. Councilors Kennedy, Huda and Mayor Becksted voted opposed.

7. **Voted** to suspend the rules to take up Item XV. A.6. – Tooley License and Easement.

8. Tooley License and Easement – **Voted** to authorize the City Manager to execute and deliver the First Amendment to the License Agreement dated September 23, 2010 to David and Vasilia Tooley, as presented and refer the easement request of David Vasilia Tooley to the Planning Board for a report back.

9. Request to Renew Valet Parking License Agreement for The 100 Club – **Voted** to recommend renewal of valet parking license agreement for The 100 Club for a term of one year contingent upon staff working out the details with the property owners.

10. Report Back on Aldrich Road Traffic Calming Recommendations – **Voted** to recommend a raised intersection at Boss Avenue be added to the CIP and two more on Aldrich Road with locations to be determined.

11. Parking & Traffic Safety Committee Action Sheets and Minutes of the May 6, 2021 and June 3, 2021 meetings – **Voted** to accept and approve the May 6, 2021 and June 3, 2021 Parking & Traffic Safety Committee actions and minutes as presented. Councilors Kennedy and Huda voted opposed.

12. Request for Approval of a Neighborhood Parking Program for the Islington Creek Area- No action at this time however, a full report back will take place after the pilot program has been in place for 6 months.

13. Requested Charter Change for the November 2, 2021 Municipal Election – **On a roll call vote 3-6, motion to place the following question on the November 2, 2021 Municipal Election – The budget shall be finally adopted not later than the last day of the fiscal year currently ending. Should the Council take no further action on or prior to such day, the budget of the current ending fiscal year shall be renewed and shall be deemed to have been finally adopted by the Council as the budget for the next fiscal year with a public hearing to be held on August 23, 2021 *failed* to pass. Councilors Kennedy, Huda and Mayor Becksted voted in favor. Assistant Mayor Splaine, Councilors McEachern, Whelan, Lazenby, Tabor and Trace voted opposed.**

14. **Voted** to suspend the rules in order to continue the meeting beyond 10:30 p.m. Assistant Mayor Splaine voted opposed.

15. Waterfront and Building Siting - **Voted** to refer the attached memo in the July 12, 2021 Council packet to the Planning Board for review with a report back to the City Council at the August 23, 2021 meeting.

16. Status of Request regarding Peverly Hill Road Project – Action was taken earlier by the City Council. No action required.

17. Peverly Hill Road Complete Streets Public Input Meeting – Councilor Trace requested a report back from City Manager Conard on the Peverly Hill Road Complete Streets Public Input Meeting held on Monday evening June 28, 2021 at One Junkins Avenue in City Council Chambers. Specifically as to attendance by Council Members and what will be done in the future to assure that the City Council will be welcome to attend and those in attendance will be announced when a member of the public asks. Also from a standpoint of transparency, a list of which City Councilors were in attendance at that meeting.

18. Creation of a Public Facebook Page – No motion required as a Facebook Page has been established.

19. ARPA Grant for Library - $3,450.00 – **Voted** to approve and accept the grant in the amount of $3,450.00.

20. Resolution for the Authorization for Transfer of Balance of Bond Proceeds After Completion of Various Projects – **Voted** to authorize the City Manager to bring back for public hearing and adoption, the various proposed CIP Projects, as presented, for the August 2, 2021 City Council meeting.

21. Request to Schedule a Work Session Regarding the Building of a New Police Department Facility – **Voted** to schedule a work session on September 7, 2021 at 6:00 p.m.

22. Approval of 1386B Collective Bargaining Agreement – **Voted** to ratify the agreement as presented with the Portsmouth City Employees, Local #1386B.

23. Naming of Private Subdivision Road to Watson's Landing – **Voted** to approve naming the private road as Watson's Landing.

24. Acceptance of Dedicated Way on Walker Bungalow Road – **Voted** to adopt the proposed resolution, attached, to resolve this title issue.

25. Consent Agenda – **Voted** to adopt the Consent Agenda.

    A. Letter from Maria Bernarda Salguero, New Generation, requesting permission to hold a 5K Walk/Run on Saturday, October 23, 2021 from 8:00 a.m. to Noon ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

    B. Request for License to Install Projecting Sign for owner Carrie Jose of CJ Physical Therapy for property located at 25 Maplewood Avenue Unit 102 ***(Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request)***

    Planning Director's Stipulations

    - ***The license shall be approved by the Legal Department as to content and form;***
    - ***Any removal or relocation of projecting sign, for any reason, shall be done at no cost to the City; and***

- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

C. Request for License to Install Projecting Sign for owner Peter T. Henry of Market Square Jewelers, Inc. for property located at 124 Congress Street ***(Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request)***

Planning Director's Stipulations

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of projecting sign, for any reason, shall be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

D. Letter from Allan Scholtz, Portsmouth Professional Firefighters Local 1313, requesting permission to hold a Boot Drive on Saturday, August 14, 2021 in Market Square from 8:00 a.m. to 4:00 p.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

E. Letter from Maria Leach, North Church of Portsmouth, requesting permission to hold the Seacoast Area Crop Walk on Sunday, October 17, 2021 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

26. Email Correspondence – **Voted** to accept and place on file.

27. Letter from Nancy and Kearn Knowles regarding Neighborhood Parking Program Pilot – **Voted** to accept and place on file.

28. City Manager's Informational Items - Report Back on Portsmouth Workforce Housing Trust Fund and Housing Needs Assessment – Councilor McEachern requested a work session be held in October/November with Craig Welch, Portsmouth Housing Authority Director and the Portsmouth Housing Authority Board.

29. City Manager's Informational Items – Memorandum from City Attorney Sullivan Regarding Keno – **Voted** to place the Keno Question on the November 2, 2021 Municipal Election Ballot with a public hearing to be established by Mayor Becksted and the City Attorney.

30. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting – Rainbow Crosswalks – Assistant Mayor Splaine requested a report back from the City Manager on how rainbow crosswalks could be implemented in the City of Portsmouth by the Public Works Department.

31. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting – North Mill Pond Available Property – Assistant Mayor Splaine requested the City Manager provide a list of properties along the North Mill Pond that the City of Portsmouth could consider purchasing.

32. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting – Extension of PFAS Lawn Signs – **Voted** to extend the April 19th approval for the PFAS Health Study Lawn Signs on City property until September 19, 2021.

33. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting – Councilor Kennedy requested an update from the City Manager on the Pannaway Sound Barriers Walk.

34. Adjournment – **At 11:30 p.m., voted to adjourn.**

Respectfully submitted by:

Kelli L. Barnaby, MMC/CNHMC
City Clerk

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET
3:00 P.M. – July 22nd, 2021
Conference Room A

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice, Police Captain Darrin Sargent, Assistant Fire Chief William McQuillen
Members: Steve Pesci, Jonathan Sandberg, Erica Wygonik (remotely via Zoom)

ABSENT: Mary Lou McElwain, Harold Whitehouse, Fire Chief Todd Germain, Police Captain Mike Maloney

CITY STAFF: Parking Director Ben Fletcher, Assistant Attorney Jane Ferrini

ACTION ITEMS FOR CITY COUNCIL
• Request to review Islington Creek Neighborhood Parking Program Summary. **On unanimous roll call 9-0, voted** to adopt the Islington Creek Neighborhood Parking Program Summary, as amended to include south side of Islington Street between Dover and Bridge Street, as a temporary parking regulation.

I. Public Comment Session – There were 9 speakers: Iris Estabrook (Islington Creek Neighborhood Parking Program), Robin Husslage (Islington Creek Neighborhood Parking Program), Nancy Knowles (Islington Creek Neighborhood Parking Program), Kurt Knowles (Islington Creek Neighborhood Parking Program), Brooks Stevens (Islington Creek Neighborhood Parking Program), Kristin Peterson (Islington Creek Neighborhood Parking Program), Nicole LaPierre (Islington Creek Neighborhood Parking Program), Lester LeBlanc (Islington Creek Neighborhood Parking Program), and Ken Goldman (Islington Creek Neighborhood Parking Program).

II. Review of Islington Creek Neighborhood Parking Program Summery.
On unanimous roll call 9-0, voted to adopt the Islington Creek Neighborhood Parking Program Summary, as amended to include south side of Islington Street between Dover and Bridge Street, as a temporary parking regulation.

I. Adjournment – At 3:47 p.m., **on unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Shanleigh McGonagle, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

3:00 PM – July 22, 2021
Conference Room A

I. CALL TO ORDER:

Chairman Peter Whelan called the meeting to order at 3:00 p.m.

II. ATTENDANCE BY ROLL CALL:

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Assistant Fire Chief William McQuillen
Police Captain Darren Sargent
Steve Pesci
Jonathan Sandberg
Erica Wygonik (Present via Zoom)

Member Absent:
Mary Lou McElwain
Fire Chief Todd Germain
Police Captain Mike Maloney
Harold Whitehouse

City Staff Present:
Assistant Attorney Jane Ferrini
Parking Director Ben Fletcher

III. PUBLIC COMMENT:

Iris Estabrook commented on the Islington Creek Neighborhood Parking Program, how 198 Islington Street is left out of this program, and how this is problematic. She feels the City has not had the opportunity to zero in on the unique situation that is 198 Islington Street. She appreciates the City taking prior feedback seriously, and amending the program. She commented she is here to ask the City to do that one more time. She provided an amended map of the City's outline of the Neighborhood Parking Program. She modified this map to reflect where 198 Islington Street is. She explains, without the opportunity to access parking in the side streets across Islington Street, residents are left only with the little bit of a hill around the corner on Summer Street, which is a very busy street, and rarely has parking, or they would have to walk four blocks in the other direction to Cabot Street, which is also a busy street and then hope to get something behind there on State Street, and then walk back to the building. She commented that the vast majority, if not all residents in the building are senior citizens. The winter in particular, under the current proposed program, will present a real hardship for the residents. She states that she is here to hope that before the program goes before council, it will once more be amended to include the 14 families that live at 198 Islington Street.

Robin Husslage via zoom spoke to Iris Estabrook, and commented that it was her understanding the units at 198 Islington Street have on-site parking, as well as guest parking out front. She then questioned the hours of enforcement of the Neighborhood Parking Program. She clarified that anyone, from anywhere, could park on the program streets, without worry of being ticketed or any enforcement happening from 6:01PM to 10:59- or almost 11AM the next morning. So people can park there overnight. She wanted to clarify that this was correct, and that once this was violated, then they would receive 2 warnings violating that time frame, and only on the third time would they actually get a ticket.
Parking Director Ben Fletcher responded that in terms of enforcement and parking outside of the enforcement hours, she is correct. The second part, regarding the warnings, was incorrect. There have been no plans to do warnings. Perhaps maybe the first week- but no plans to do 2 warnings before citing.
She commented that she wanted to clarify that there was a lot of time freedom for anyone to park on these streets during a large period of time.
She also questioned the parking capacity on the NPP streets. She asked how many on street parking spots the City has identified. Parking Director Ben Fletcher responded 250 spots have been identified. She then questioned if the total number of businesses and residences has been calculated on those streets. Parking Director Benjamin Fletcher responded that it had, but he did not have that figure with him today, and that it has changed over time as eligibility has changed.
She expressed she is looking to understand what the potential demand is, versus what the capacity is. She voiced her particular concern is with Safeway Storage, which she believes houses 31 businesses. So that could be 125 passes that they could have just for the Safeway Storage, which is half of the current capacity, so that impact, to her would be a concern.
Chairman Peter Whelan clarified that what he believes will be done on a weekly basis is a measure of the usage and capacity. Metrics will be taken throughout the 6 months, so the City will know, and take into consideration these counts.
Parking Director Benjamin Fletcher commented that counts are currently being taken on a daily basis, and once the program begins, a new count system will begin and be compared to prior numbers.
Public Works Director Peter Rice added the passes are issued to vehicles (with proof of registration in Portsmouth, NH), one does not just get 4 passes printed out.
Robin confirmed that she did understand that, she is just concerned that demand is going to be significant compared to actual slots on the street.
She also asked if there will be distinguishing between businesses and residences.
Parking Director Benjamin Fletcher responded that a database will be kept on to whom and where they reside when passes are issued.
Robin questioned if they will be distinguishable on the street. Parking Director Benjamin Fletcher confirmed you will not be able to tell the difference on the street during the pilot program.

Nancy Knowles responded to Robin Husslage's comments on the parking at 198 Islington Street. Nancy stated that parking spaces assigned are dependent on bedrooms in a unit. There is no guest parking- there is one free spot that can sometimes be used, is most often used for maintenance workers on building, but it cannot be used in the winter as snow is plowed into that area. She asked if the parking spots on Islington Street that have the 2 hour limit will be included in the program.
Chairman Peter Whelan responded that nothing on Islington Street parking is changing.

Nancy commented she does not feel it's a fair statement to make, that they have off street parking- they still need parking for caregivers, workers, and guests.
Chairman Whelan clarified, what she would really like is to include 198 Islington Street into the program. Nancy confirmed yes, if not other houses in the area as well, as they will have similar challenges.
Chairman Peter Whelan commented a benefit to the pilot program is that the City Manager and Parking Director can make changes on the fly. As we go forward they can either add or subtract as needed.
Nancy commented how changes will be communicated to the public as the program is going on, and the construction taking place on Islington Street is also going to affect parking.

Kurt Knowles asked Parking Director Ben Fletcher for the inventory in area. Parking Director Ben Fletcher confirmed that the inventory has been accounted for, he just does not have the number in front of him at this time.

Brooks Stevens commented on Robin's comments regarding businesses on Islington Street. He said he walked Islington Street and counted 17 businesses. Equating to 68 potential passes. He also wanted clarification on who could get a parking permit for the neighborhood; he asked if anyone in the city could get a permit for the neighborhood.
Chairman Peter Whelan confirmed that that was correct.
Brooks questioned if that should be limited, potentially on a daily basis rather than on a permanent basis. This could be easily abused.
Chairman Peter Whelan responds he does not see how it will be abused, and that parking will be monitored. It does not guarantee a space, it's to hunt for a space.
Public works Director Peter Rice commented that this is a 6 month pilot, and it's anticipated that it will be an annual pass that will be renewed, as you have to show proof of residency.
Chairman Peter Whelan commented that all the people of 198 Islington Street could apply for passes and get one.

Kristin Peterson commented she would like to reiterate what Iris Estabrook and Nancy Knowles have stated. There is not enough parking for residents on Islington Street. There is no guest parking, and only one spot per unit. She asked for clarification around how the program will affect her at 51 Islington Street. She posed the scenario of if she comes home from work at 3pm, her daughter's vehicle is in her spot, and she has a load of groceries, what does she do once this program starts.
Chairman Peter Whelan responded the 2 hour parking is not going to change. He also commented that she is eligible for a parking pass at her residence. She asked if that is different than what is happening at 198 Islington Street. Chairman Peter Whelan commented yes, because 198 Islington Street is on the other side of Islington Street, and the program is only being implemented on the North side of Islington Street.
Kristin stated she would like to voice her opinion that she does not believe this is fair.

Nicole LaPierre commented she too is concerned with inventory. She states that she is not unsympathetic to Iris Estabrook and her neighbors, but she is unsure as to where you draw the line. She commented that she gets frustrated hearing the comments from 198 and 51 Islington Street because these were developments put in by the City with not enough parking and that developers have continued to be allowed to develop with inadequate parking requirements. She asked if the program was amended again, where

would it put us in the process.
Assistant City Attorney Jane Ferrini responded that after public comment, if the committee wished to amend the program, they could do so at this meeting and then that amendment would go to the City Council. For any changes on the fly the City Manager makes, she would bring those to the Parking Traffic and Safety Committee, they will be reflected in the minutes, and those will be adopted by the City Council. So there will be a record of those modifications during the course of the pilot.
Chairman Peter Whelan clarified that the program could be modified today to include 198 Islington Street today, and that's how it would be presented to City Council on August 2nd.
Nicole commented that she does not actually agree with them (198 Islington Street Residents), she thinks it's a separate neighborhood, however, if the one last hurdle is these last 14 units at 198 Islington Street, then we have to move on with this. She wants to do something that we can look at and monitor to adjust.

Lester LeBlanc commented on parking at 198 Islington Street, and the need for parking for healthcare vendors and maintenance workers. He commented if the program goes forward, he strongly endorses including the South side of Islington Street.

Ken Goldman commented on how many people can get passes. There is a lot of off street parking in the neighborhood, including his residence. He stated he will apply for passes, however he won't always be utilizing the street parking.

IV. NEW BUSINESS:

Review of Islington Creek Neighborhood Parking Program Summary.
Parking Director Benjamin Fletcher read the Islington Creek Neighborhood Parking Program Summery.
Public Works Director Peter Rice moved to motion as read. Jonathan Sandberg commented he would be happy to amend to include 198 Islington Street. He commented there is a lot that needs to be fixed with the program and there is a lot he does not like about it. He wants the program to move forward and if including 198 Islington Street residents, and potentially more on the fly on the South side of Islington Street, as need be, but for the sake of moving forward, he would like to include 198 Islington Street.
Public Works Director Peter Rice commented that he would amend his motion to include 198 Islington Street.
City Manager Karen Conard commented she appreciates the amendment and is inclined to support it, but is worried about choosing one address on that side of the street. She asked if the maker of the amendment motion would include the length of Islington Street on the map, down to Dover (on the South Side).
Public Works Director Peter Rice stated he will amend his motion once again. He acknowledges others are going to want to ask the same thing, so include the South side of Islington Street for that length.
Steve Pesci commented that he is inclined to support the motion as amended, but just heard one thing he wanted clarification on; there was a reference that Safeway Storage has 31 business units, and therefore each business would be entitled to the stated number of permits, but how is that, is each unit a business?
Chairman Peter Whelan responded that not all units are a business, but they do have businesses and studios up there.
Parking Director Benjamin Fletcher confirmed that property does have some off street parking.
Steve Pesci suggests down the road evaluating this net, but now it's time to move forward

with the pilot; observe and make recommendations. He plans to support motion with the amendment.
Jonathan Sandberg comments what he likes least about it, is the exorbitant cost (estimated $56,000 for 6 months). He feels the cost should be bore by the users of the program. It really should be people who live in a dense neighborhood where there is scarcity of a resource. How you deal with that, is there's a market for it, you pay for it.
Chairman Peter Whelan commented that he agrees with Mr. Sandberg and there should be a user fee. Once through the pilot there will be a day of reckoning that states if it is to continue, and it shall be funded, then there is going to be a cost to register your car and get a parking pass. There's a cost of bringing someone to monitor streets, there is a cost to putting signs up, there's a cost to the stickers.
Steve Pesci commented that the idea of the pilot is to see if there is something that might be replicable in other parts of the city. Basically we're providing a permit to use 250 + square feet of public space, and he agrees with Jonathan and the Chair that this is being done to quantify the cost and understand it, but down the road it cannot be free.
Public Works Director Peter Rice commented he would be negligent if he did not represent Harold Whitehouse, who asked him to mention cost of the program, as well as staffing requirements.
Jonathan Sandberg commented that Mary Lou McElwain asked him to bring up the point again that passes will be able to be accessed at the Foundry Garage.

Chairman Peter Whelan asked Parking Director Benjamin Fletcher when we will be able to move forward with this. Parking Director Benjamin Fletcher commented that the digsafe process has been started for signs that need to be put in the ground and identified other existing poles where signs can be put up. The 3.5 weeks timeline he had advised City Manager Conard was inclusive trying to get all of that done, while this discussion was taking place. In anticipation of this moving forward.
City Manager Karen Conard confirmed that August 4th is still the date, Parking Director Benjamin Fletcher confirmed that is correct.

On a unanimous roll call 9-0 voted to adopt the Islington Creek Neighborhood Parking Program Summary, as amended to include south side of Islington Street between Dover and Bridge Street, as a temporary parking regulation.

V. ADJOURNMENT:

Public Works Director Peter Rice moved to adjourn. City Manager Karen Conard seconded. **On a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Shanleigh McGonagle, Department of Public Works

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – August 5, 2021

CONFERENCE ROOM A

CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also have the option to join the meeting over Zoom (See below for more details)**

3:00 PM **August 5th, 2021**

AGENDA

I. CALL TO ORDER

Chairman Peter Whelan called the meeting to order at 8:00 a.m.

II. ATTENDANCE

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Mary Lou McElwain
Steve Pesci
Jonathan Sandberg
Harold Whitehouse
Erica Wygonik (Alternate)

Absent
Fire Chief Todd Germain
Police Captain Darrin Sargent

City Staff Present:
Parking Director Ben Fletcher

III. FINANCIAL REPORT

Parking Director Ben Fletcher commented that the financial report shows the entirety of fiscal year 2021. They finished 30% ahead of the revised budget but still lower than the original budget.

Chairman Peter Whelan noted that 2.4 million went into the general fund from parking revenue. Parking Director Ben Fletcher noted that there was also 1.8 million in services.

Harold Whitehouse moved to accept the financial report dated June 30, 2021, as presented, seconded by Public Works Peter Rice. On a unanimous roll call, motion passed 8-0.

IV. PUBLIC COMMENT (15 MINUTES)

Lisa Oaks of 315 Little Harbor Rd. noted that the amount of traffic and speeding on the road was awful. It is difficult to get out of the driveway. It is a popular recreation area and the traffic and speeding make it dangerous. The request is to put in a 15 mph speed limit sign and increase the police presence in the area.

Chuck Collins of 3 Little Harbor Rd. noted that the area has undergone changes with the carey cottage and a new day camp. It is a good recreation area but has become heavily traveled. It has been difficult for pedestrians especially during peak drop off and pick up hours for the camp. The 30-mph speed limit is too high. It should be 15 mph. There should be signage posted telling people to be respectful of the recreational area.

Scott Forte of 777 Middle Road recently had a parking ticket appeal denied but has proof he paid for the parking. Mr. Forte was told that if he wanted to appeal that decision, then he would have to sue the city. Parking Director Ben Fletcher noted that they could discuss this issued further offline. Public Works Director Peter Rice clarified that the public should contact staff with these types of issues not the Parking Traffic and Safety Committee.

Joan Griffin of 75 Walker Bungalow Rd. was supportive of the Little Harbor Rd. request. Also, people should not be parking at the egress of the cemetery. Ms. Griffin asked when the parking would be given back from the restaurants. City Manager Karen Conard responded that the restaurants have the spaces until the end of October.

Lisa Oaks of 315 Little Harbor Rd. questioned who owned the road down to the water. Public Works Director Peter Rice responded that it was a city right of way all the way down to the water.

Scott Forte of 777 Middle Rd. questioned if the restaurants would get the parking space back in the spring. Chairman Peter Whelan responded that would be a City Council policy decision that will be addressed year to year.

V. SITE VISITS

273 Austin Street- Citizen Request for No Parking zone across from private drive access (Aug 3rd, 3pm-3:30pm)

VI. NEW BUSINESS

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

A. Request to post NO PARKING across from private drive at 273 Austin Street.

Public Works Director Peter Rice commented that the request was to eliminate a one parking spot to allow the people at 273 Austin St. to enter and exit their driveway. There is a stop bar near that area and there should be 20 feet of no parking before that. It would be a benefit to box out no parking and leave one space. Parking is a premium in that area, so

it is important to be sensitive to that. The recommendation is to box out one space and monitor it for a year.

Public Works Director Peter Rice moved to have staff paint an area to delineate one parking spot on Austin St., seconded by Mary Lou McElwain.

Mary Lou McElwain commented that she has seen the same car parked in that area a few times. That block of Austin St. is narrower. It is a reasonable request because it is hard to get out of that driveway.

Erica Wygonik commented that it was complicated because it is hard to take public parking away. Erica Wygonik questioned if parking had to be 20 or 30 feet away from the stop bar. It is a very narrow road and hard to get out of that driveway if there was parking there.

Jonathan Sandberg questioned why this issue was being brought up now. Public Works Director Peter Rice commented that he was not sure what the driver behind it was. It has been a complaint in the past. Parking is at a premium. Delineating one space is a balance to both sides. A similar action was taken on Brewster St. a couple years ago.

Mary Lou McElwain commented that it could be a neighbor issue. There is parking on both sides on the upper end of Austin St. There could be questions raised about making accommodations for off street parking.

City Manager Karen Conard requested clarification on if there was already only one space in that location because of the no parking 20 feet from the stop bar, and this would just be making that clearer. Public Works Director Peter Rice confirmed that it does help clarify it. If they were truly following state guidelines, then there would be restrictions for parking around any driveway. Public Works Director Peter Rice was hesitant to be too much of a stickler as long as it was not a safety issue. There is a narrow section of parking that is part of 274 Austin St. The committee can choose to hold on action and monitor for a report back if they wish.

Erica Wygonik questioned if neighbors were alerted that this was on the agenda. Public Works Director Peter Rice responded that only 273 Austin St. was notified.

Mary Lou McElwain moved to refer to staff to monitor and report back, seconded by Public Works Director Peter Rice. On a unanimous roll call, motion passed 8-0.

B. Request for RRFB (flashing beacon) at crosswalk situated at 2 Greenleaf.

Mary Lou McElwain moved to evaluate intersection and its crosswalks with the redesign of the intersection, seconded by Public Works Director Peter Rice. On a unanimous roll call, motion passed 8-0.

C. Request for RRFB (flashing beacon) at crosswalk(s) situated at Marcy and Pleasant (Sanders Fish Mkt.).

City Manager Karen Conard moved to staff to monitor traffic and report back, seconded by Mary Lou McElwain.

Erica Wygonik questioned which crosswalk was being discussed. Parking Director Ben Fletcher responded that it was the one that went across Pleasant St. They have already placed a camera on the pole and there is a view of all of the crosswalks.

On a unanimous roll call, motion passed 8-0.

Chairman Whelan allowed for public comment.

Chuck Collins of 3 Little Harbor Rd. questioned if it would monitor pedestrian and vehicular traffic. Parking Director Ben Fletcher responded that it would specifically monitor pedestrian traffic.

Steve Pesci noted that the city should consider laying out a policy on when and where RRFB's would make sense. They are only effective if they aren't overused and if they are used in the correct locations. They are not designed to be used at controlled intersections. They are more for midblock use.

D. Request by Resident for traffic calming measures and speed limit signage on Little Harbor Road.

Mary Lou McElwain moved to staff to monitor traffic and report back, seconded by City Manager Karen Conard.

Public Works Director Peter Rice commented that Little Harbor Road was 30 mph because that is the default speed according to state law. The minimum speed that can be posted is 25 mph if it is supported with a warrant study. There are many streets in the city that posted at a speed that is not enforceable. The challenge is posting a speed limit that is enforceable and is not arbitrary. Part of that effort would entail monitoring speeds and determining the average speed through the area. The key to speed control is to create a feeling of constriction to prevent people from going fast. They will look at the flashing sign and alternate means of slowing traffic.

Jonathan Sandberg noted that this area was studied a few years ago and the time average speeds were in the 20s mph. There may have been more monitoring that the Committee didn't follow up on. Staff should look back at that data.

Erica Wygonik noted that they should look at speeds during the summer while the camp is running, and recreation is high. Then they should monitor it again in the fall to assess if there is a big difference.

Chairman Peter Whelan allowed public comment.

Lisa Oaks of 315 Little Harbor Rd. questioned how they would monitor the traffic. Public Works Director Peter Rice responded that they would install a speed radar that logs the speed and volume of traffic.

Chuck Collins of 3 Little Harbor Rd. commented that the three-year-old data would be inaccurate because the camp did not exist then, and recreation has increased during the pandemic. Walker Bungalow Rd. is 15 mph and Little Harbor Road should be too.

On a unanimous roll call, motion passed 8-0.

VII. OLD BUSINESS

A. Request for two 1-hour limit spaces on Portwalk Place, by Seacoast Spine & Sports Injuries. **Sample Motion: Staff to provide recommendation at 8.5.21 PTS.**

Parking Director Ben Fletcher commented that initial observations showed that one spot was underused because the paint had faded. That was repainted and usership increased. After more observation it was determined that cars were parking in those spots for an average of 1.5 hours. The spaces are turning almost at the requested 1-hour limit. There are no other 1-hour limit signs in the city. Setting one up here would cause confusion and would be hard to enforce effectively. The recommendation is no change at this time.

Public Works Director Peter Rice moved to make no change at this time, seconded by Steve Pesci. On a unanimous roll call, motion passed 8-0.

B. Discussion of time limit for handicap vehicles in downtown on-street parking spaces. **Sample Motion:**

Assistant City Attorney Jane Ferrini commented that they reached out to the NH Office of Disability to understand what obligations there were to provide free parking for those with walking disabilities with the new stay and pay program. They were informed that they can set a reasonable time limit for free parking. At the last meeting the Committee discussed a 3-hour time limit and this revision to the ordinance was drafted in response. There were some housekeeping items that were cleaned up in the draft. The new paragraphs outline that the reserved parking spaces would allow for 3-hour free parking and would be permittable during hours of enforcement. After that three hours the car parked there would be unlawfully parked. The ordinance makes the distinction that this only applies in parking meter zones. The last paragraph defines that they are entitled to a free three hours at any other space and then can utilize the stay and pay program if they want to stay longer.

Harold Whitehouse questioned if the state recognized the service-connected disabled. Assistant City Attorney Jane Ferrini responded that there are plates for disabled veterans and that would be recognized in this ordinance.

Mary Lou McElwain questioned if veterans had to pay for parking. Parking Director Ben Fletcher responded that there was nothing official in the ordinance about that, but it's been a long-standing unspoken policy. After this change is complete the intent is to officially codify it.

Public Works Director Peter Rice moved to refer this to City Council, seconded by Steve Pesci. On a roll call, motion passed 7-0-1.

Harold Whitehouse abstained from the vote due to conflict of interest.

A. Request to review sight lines, traffic calming and crosswalks at Kensington and Middle. **Sample Motion: Staff to provide recommendations at 8.5.21 PTS.**

a. Install an RRFB (flashing beacon) crosswalk system for crosswalk across Middle Road to Lafayette Park.
b. Removal of parking spaces on north side of Middle Road, directly west of Kensington, to increase sight lines
c. Add a Speed monitor with display
d. Install a Seasonal Speed Hump

Parking Director Ben Fletcher noted that there were initially 4 requests from the citizens email, and he would address them one at a time. The first request was to put in an RRFB across Middle Road to Lafayette Park at Kensington Rd. They collected data at this intersection. In order to warrant an RRFB there should be 20 crossings in an hour. During peak hours this crossing maxed out at 6 for the 3-hour period. There were also large enough gaps in traffic that resulted in no wait time to cross. At this time, it is not recommended to add a crosswalk in this location. The second request was to remove parking spaces on the northside of Middle Rd. directly west of Kensington Rd. There is a well observed no parking sign for 20 feet from the intersection. When the signage was originally placed it was correct. Now the sign needs to move to meet specifications to be 20 feet from the inside of the crosswalk. That will increase sight lines. The third request was to add a speed monitor with display. The speed limit is 30 mph. They collected data in this area and the average traffic speed was 25 mph. At this time, it is not recommended to add a speed monitoring sign. The last request was to add a seasonal speed bump to reduce speed. Middle Rd. is an arterial roadway, and it is not general practice to install physical traffic calming measures on these streets.

Public Works Director Peter Rice moved to adjust no parking sign to be placed at the crosswalk, seconded by Mary Lou McElwain.

Chairman Peter Whelan commented the making the Middle Rd. and Middle St. intersection a T has helped as well. Harold Whitehouse requested details on the plan to change that whole road. Public Works Director Peter Rice commented that monies have been identified in the CIP to do traffic calming along the entirety of Middle Rd. One anticipated solution would be to T up the intersection.

On a unanimous roll call, motion passed 8-0.

B. Request for traffic calming measures on Sherburne Road, by residents of **Sherburne Road.**

Public Works Director Peter Rice moved to refer to staff for report back, seconded by City Manager Karen Conard. On a unanimous roll call, motion passed 8-0.

VIII. INFORMATIONAL

A. Cate Street and Bartlett Street progress update by Public Works Director Peter Rice.

Public Works Director Peter Rice commented that historically there has been a problem for traffic coming from Islington St. and going to Cate St. There was often a conflict with Bartlett St. traffic. There is a new road to the Bypass and a reconfiguration of this intersection was necessary. This has been done in an iterative process. The existing configuration is what was settled on. The goal was to promote traffic flow in a safe manner and change the through traffic from Bartlett St. to Cate St. There is still a challenge with traffic going up Bartlett St. from the Ricci Lumber side and limited sight lines. Mid-block crossings are dangerous, so a stop bar was chosen as a safer option. They are currently monitoring the area with a traffic camera. Traffic is flowing well with very little conflict. One area that remains a concern is the slip lane for pedestrians. They are looking at alternatives to address that. Additional time is needed to evaluate the change in traffic pattern. It takes time to acknowledge the change in a traffic pattern. They are not ignoring the concern but are evaluating options while monitoring the traffic pattern change. Staff will evaluate and report back.

Harold Whitehouse requested clarification on the conflict with Hodgson Way. City Manager Karen Conard commented that staff investigated this concern. There is a Hodgson Farm Lane in Newington, NH. There was a Hodgson Lane in Portsmouth, but that is now Woodbury Ave. There was confusion because Portsmouth and Newington share a zip code. Staff reached out to 911 services, and they don't have an issue with Hodson Way in Portsmouth and Hodgson Farm Lane in Newington.

B. Monthly accident report from Police.

Police Captain Darrin Sargent was absent, so no report was presented.

C. Bike and vehicular traffic volume data.

Jonathan Sandberg questioned if data from the Islington St. and Bartlett St. intersection could be included as well.

Traffic Engineering Intern Andy Rosenberg responded that the graph for that intersection does exist, but it is not accurate right now because the traffic is impacted by the construction in that area.

D. PTS Action Items.

Harold Whitehouse questioned if they were still looking to paint the crosswalks rainbow, and if that should come to this Committee. City Manager Karen Conard responded that staff gave guidance to the nonprofits and asked them to consider painting the sidewalks instead. They are not planning to paint the crosswalks anymore.

Mary Lou McElwain commented that there was a neighborhood meeting for Mount Vernon St. to talk about the speed and traffic on that street. That street has mostly city employees and it is very narrow. Mary Lou McElwain requested that they respect the speed limit on the road and pay attention. Public Works Director Peter Rice agreed that staff should be following the speed limit on any street.

IX. MISCELLANEOUS

X. ADJOURNMENT

Harold Whitehouse moved to adjourn the meeting at 4:15 p.m., seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 8-0.

Respectfully submitted by:
Becky Frey
PTS Recording Secretary

**Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:* https://us06web.zoom.us/webinar/register/WN_-giCVaQASUyLTwMV-r0b9A

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

3:00 P.M. – September 2nd, 2021
Conference Room A

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg,Harold Whitehouse, Fire Chief Todd Germain, Police Captain Mike Maloney, Erica Wygonik.

CITY STAFF: Parking Director Ben Fletcher

ACTION ITEM FOR CITY COUNCIL
• Request for Approval of Executed Valet Agreements of Portwalk Hampton and Portwalk Marriott.

1. Financial Report – Accepted and placed on file financial report dated July 31, 2021.

2. Public Comment Session – There were 8 speakers: Chuck Collins (Little Harbor Road Analysis), Lisa Oakes (Little Harbor Road Analysis, Little Harbor Dog Waste, Bartlett Street Traffic Change), Liza Hewitt (Middle Road Traffic Calming Pilot, Bike Route on Lincoln Positive Feedback), Kelly Shaw (Banfield Road Speeding, Box Truck Usage and Traffic), Robert Najar (Little Harbor Road Speeding), Matt Glenn (Bike Lanes and Passes at Route 1 Bypass), Paige Trace (Speeding on Woodbury Avenue), Andrew Bagley (Cross Inquiry for Chapel Street and Bow Street, Codifying Veteran Parking, First Time Offender Parking Tickets).

3. Request for Approval of Executed Valet Agreements
Portwalk Hampton.
Portwalk Marriott.
Voted to approve agreements as shown and move to City Council for approval.

4. Request for RRFB at Wentworth Road (1B) and Sagamore Street.
Voted to revisit after area is rebuilt, pending sidewalk installation along Route 1B.

5. Request for Traffic Calming and Speed Controls on Little Harbor Road.
Voted to have staff place radar device further down Road, analyze results and report back.

6. Request for RRFB (flashing beacon) at crosswalk(s) situated at Marcy and Pleasant (Sanders Fish Mkt.).
Voted to have staff complete on-site visit, and review data to assess need for RRFB (flashing beacon) and report back.

7. Request for traffic calming measures on Sherburne Road, by residents of Sherburne Road
Voted to have staff continue to monitor and report back.

8. Request to review site distance at intersection of Washington and Pleasant.
   Voted to accept Public Works Director Peter Rice's recommendation, based on review, for no action at this time.

9. Cate Street and Bartlett Street progress update by Public Works Director Peter Rice.
   - *Informational, no action required.*

10. Monthly accident report from Police.
    - *Informational, no action required.*

11. Bike and vehicular traffic volume data.
    - *Informational, no action required.*

12. Two Traffic Signals at Borthwith Avenue, Hodgdon Brook, and Coakley Road and Cotage Street at Route 1 Bypass. – *Informational, no action required.*

13. PTS Action Items.
    - *Informational, no action required.*

14. Adjournment – At 4:07 p.m., **Voted** to adjourn.

Respectfully submitted by: Shanleigh McGonagle

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

8:00 A.M. – October 7th, 2021
Conference Room A

PRESENT: City Councilor/Chairman Peter Whelan, City Manager Karen Conard, Public Works Director Peter Rice
Members: Mary Lou McElwain, Steve Pesci, Mark Syracusa, Harold Whitehouse, Fire Chief Todd Germain, Police Captain Mike Maloney, Erica Wygonik.

CITY STAFF: Parking Director Ben Fletcher

ACTION ITEM FOR CITY COUNCIL
• NONE

1. Financial Report – Accepted and placed on file financial report dated August 31, 2021.

2. SITE VISIT 10/5/2021: Marcy Street at Pleasant: Review for RRFB (flashing beacon) viability.

3. Public Comment Session – There were 5 speakers: Sandy Dika (Flashing Beacon installation at Marcy Street and Pleasant Street), Dickson Turner (Speeding on Woodbury Avenue) Liza Hewitt (Uniform speed limit of 25 mph throughout City), Tom Morgan (Bike Lane safety at both Maplewood Avenue and Market Street), Nancy Johnson (Questioning progress of hiring a City Engineer).

4. Request from DPW staff to review Raynes Avenue to determine if it's appropriate to make it one way.
Voted to Staff to reach out to impacted businesses, hold public meeting and have engineering review of proposed change. Provide report back with recommendation to PTS.

5. Request for Traffic Usage Assessment on Suzanne Drive near Lafayette.
Voted to Staff to monitor during winter season and report back.

6. Request for Speed Assessment on Middle Street.
Voted to have Staff monitor and report back once modified bike lane is evaluated.

7. Request for Speed Assessment on Woodbury from Granite to Route 1 Bypass.
Voted to have Staff evaluate resources and report back at next meeting what actions can be taken.

8. Discussion on Use of Loading Zone as Parking Inventory.
Voted to Staff to start dialog with downtown businesses, conduct outreach prior to preparing recommendation to PTS.

9. Discussion on 6.21.21 City Council PTS Report Back re: Installing Public Cameras to "Increase Public Safety in our Highly Trafficked and Heavy Commerce Areas" from Derek Nadeau.
   Voted to refer to Police Commissioner for consideration.

10. Request for traffic calming measures on Harding Road.
    Voted to have Staff install traffic monitor and report back when time allows.

11. Request for traffic calming and speed controls on Little Harbor Road.
    Fall paving will be binder course only, traffic calming measures can be incorporated into road during final paving. DPW to hold public input meeting prior to final paving in spring 2022. - *Informational, no action required*

12. Request for RRFB (flashing beacon) at crosswalk(s) situated at Marcy Street and Pleasant Street (Sanders Fish Mkt.).
    Voted site is appropriate and adequate as is, with future consideration for in lane pavement markings.

13. Request for traffic calming measures on Sherburne Road, by residents of Sherburne Road.
    Voted to place on file.

14. Request to review crosswalk install at Chapel Street and Bow Street.
    Voted no crosswalk installation; this is a previously reviewed item. With no sidewalk on the south/west side of Bow Street, a crosswalk cannot be created at location.

15. Discussion of a uniform 25 mph speed limit on all streets throughout Portsmouth.
    - *Informational, no action required.*

16. Cate Street and Bartlett Street progress update by Public Works Director Peter Rice.
    - *Informational, no action required.*

17. Monthly accident report from Police.
    - *Informational, no action required.*

18. Bike and vehicular traffic volume data.
    - *Informational, no action required.*

19. Suggestions for Bike Lane Configurations – Market Street and Maplewood Ave

20. Adjournment – At 3:17 p.m., **Voted** to adjourn.

Respectfully submitted by: Shanleigh McGonagle

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE
CONFERENCE ROOM A
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also have the option to join the meeting over Zoom (See below for more details)**

8:00 AM **MINUTES** **October 7th, 2021**

*Members of the public also have the option to join the meeting over Zoom (See below for more details)**

I. CALL TO ORDER

Chairman Peter Whelan called the meeting to order at 8:00 a.m.

II. ATTENDANCE

Members Present:
City Councilor/Chairman Peter Whelan
City Manager Karen Conard
Public Works Director Peter Rice
Fire Chief Todd Germain
Police Captain Mike Maloney
Mary Lou McElwain
Steve Pesci
Mark Syracusa
Harold Whitehouse
Erica Wygonik (Alternate)

Absent

City Staff Present:
Parking Director Ben Fletcher

III. FINANCIAL REPORT

Steve Pesci moved to accept and place on file the financial report dated August 31, 2021, seconded by Harold Whitehouse. On a unanimous roll call, motion passed 9-0.

IV. PUBLIC COMMENT (15 MINUTES)

Sandy Dika of 333 Marcy St. commented that the families in the area hired a landscape architect to make this area look nice. The goal was to bring beauty to a commercial area. Adding the beacons would be distracting to the attempts to beautify the area. These beacons are not historic or charming. If something like that is necessary, please look at alternatives to the beacons.

Dixon Turner of 1020 Woodbury Ave. commented that he sent letter about speeding on Woodbury Ave in August. Moving the speed monitor down has made it more visible but it has not affected the speed of vehicles. The island that was put in a few years ago has not slowed traffic. The Committee needs to come up with more traffic calming solutions. The speed is worse than it was.

Liza Hewitt of 726 Middle Road commented that the Committee should consider a uniform speed limit of 25 mph for all the streets in Portsmouth. Ms. Hewitt came in 1.5 years ago with a petition signed by residents for this. There are 6 requests for speed and traffic calming on this agenda alone. There are still some streets that are 30 mph in Portsmouth. Lowering the speed limit will not fix the problem but it's a start.

Tom Morgan sent a letter to the City Council in August about the bike lanes on Maplewood Ave. and Market St. because he thought they were unsafe. It was referred to PTS for this Committee to report back and it is on today's agenda. The letter to City Council shows photos of the area and the second letter shows proposed alternatives. The configuration shows a new design for a bike lane sandwiched between the travel lanes. It is dangerous to put a bike lane in the middle like that. In 2013 the City Council adopted the complete streets policy and that says they have to accommodate bicyclists and pedestrians of all ages and abilities. There is a disconnect between this design and that policy. It is a dangerous situation and there is no easy fix. The problem on Maplewood Ave. is the configuration of the bike lane and parked cars. There is no buffer between the cars and bike lane. That leaves the risk that someone can open a car door on a bike. It is a poor design, and the Committee should revisit that section of the bike lane.

Nancy Johnson of Clinton St. questioned what progress the City has made on hiring new traffic engineer to replace Eric Eby. Public Works Director Peter Rice responded that they have had one applicant and one interview. After closer examination of the job the applicant elected to not take the position. There have been no other applicants since that point.

Chairman Peter Whelan requested for a motion to suspend the rules for the DPW to discuss agenda V11. Informational Item B first in today's agenda.

Public Works Director Peter Rice moved to suspend the rules for the DPW to discuss agenda V11. Informational Item B first in today's agenda, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

V. SITE VISITS

10/5/2021: Marcy Street at Pleasant: Review for RRFB (flashing beacon) viability.

Mary Lou McElwain commented that they looked at all three crosswalks in that area on Tuesday morning. They discussed the pedestrian traffic.

Chairman Peter Whelan commented that they can discuss this further on in the agenda.

VI. NEW BUSINESS

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

A. Request for Traffic Usage Assessment on Suzanne Drive near Lafayette.

Parking Director Ben Fletcher commented that this request came in via email from a resident who was concerned about traffic flowing through the neighborhood instead of waiting to take a right at the light. They counted the traffic on each end and forwarded the information to TEC.

Liz Oltman from TEC commented that she analyzed the information to assess if the people coming in from Lafayette Rd. onto Suzanne Drive were going through the neighborhood to exit onto Ocean Rd. There was nothing obvious from the data that showed there was a cut through issue. There may be a portion of traffic cutting through, but the volume of traffic was what would be expected for single family neighborhood like this.

Parking Director Ben Fletcher commented that they replaced the no through traffic sign at Ocean Ave. and will put one halfway down the block and put one at the other side.

Police Captain Mike Maloney questioned if the traffic was a seasonal measurement. It could be higher in the summer. Parking Director Ben Fletcher confirmed that they would take that advisement into account.

Steve Pesci moved to have Staff to monitor during winter season and report back, seconded by Harold Whitehouse. On a unanimous roll call, motion passed 9-0.

B. Request for Speed Assessment on Middle Street.

Parking Director Ben Fletcher commented that this came in from a resident in the Margeson apartments. A speed device was placed in the area. The speed limit is 30 mph and the 85th percentile was a speed of 33 mph.

Public Works Director Peter Rice commented that the whole corridor is being monitored for modifying the bike lanes.

Mary Lou McElwain commented that the plan should include replacing signage between Miller Rd. and Middle St. There is a lot of bikes and pedestrians in that area and traffic cannot see the walk signs.

Public Works Director Peter Rice commented that there were two different topics. One is the bike lane project and the other is the intersection itself. They are just starting the intersection design to replace the signal. They don't have a lot of real estate to put in the post foundations, but the intent is to improve that.

Mary Lou McElwain moved to have Staff to monitor and report back once the modified bike lane is evaluated, seconded by Public Works Director Peter Rice. On a unanimous roll call, motion passed 9-0.

C. Request for Speed Assessment on Woodbury from Granite to Route 1 Bypass.

Parking Director Ben Fletcher commented that this was brought forward by a City Councilor and raised by the public as well. They placed a device near the church and the 85th percentile was 35 mph. That is 10 mph over speed limit. The plan is to look at this with Liz Oltman at TEC.

Public Works Peter Rice commented that the data shows the project did have an impact on average speed, but it didn't bring it all the way down to 25 mph. Additional work needs to be done. There are several traffic calming projects in the field. Timeframe is something to be aware of. There are neighborhoods that are requesting treatment and there is limited staff and resources.

Harold Whitehouse questioned if they could make a roundabout in that area. Public Works Director Peter Rice responded that they looked at putting in one on the Maplewood Ave. end. It was rejected by the residents in that area. They can look elsewhere to see if there is another location that would work.

Steve Pesci commented that it would be good to look at Woodbury Ave. again after the realignment of Bartlett St. The replacement of the Woodbury bridge flattened the center treatment. The Committee needs to focus on high priority corridors. All requests are important but there is limited staff time. They need to focus on high volume corridors.

Chairman Peter Whelan commented that there have been a few high-speed accidents in that area. Captain Mike Maloney agreed there was excessive speed. Steve Pesci added that there are two transit services going from Dennett Street to Woodbury Ave that complicates the area further.

Public Works Director Peter Rice appreciated the comment about prioritizing. The DPW cannot pick and choose priorities because if they are perceived as being taken out of order then the staff can be viewed as not being fair. If this Committee voted that something is higher priority and the Council accepts the recommendation, then that will give staff a clear direction. If this Committee can identify priorities and send them through Council that would be helpful.

Mary Lou McElwain commented that it was confusing when requests come in on a monthly or yearly basis. It would be helpful to have a list of the open action items specific to traffic calming and speed. That would help determine priority.

Erika Wygonik added that it would be helpful to have a history of what has changed and data for the changes that have been made. It would be good to know data from 5 years ago and now to see if there's an increase. Chairman Peter Whelan commented that the whole corridor has been reworked. Erika Wygonik noted that they want to acknowledge what has been done. Chairman Peter Whelan commented that they should get a short history of what's been done in the corridor and a history of the accidents so they can determine the priority.

Public Works Peter Rice commented that they would look at the resources they had available and report back at the next meeting what they are able to do at this time.

Steve Pesci commented that it was good advice to determine how to prioritize projects. They may need a draft motion on how to prioritize. Staff have been doing their best to respond to requests. They need to be more realistic with staff. Chairman Peter Whelan commented that they should come up with some sort of coding for the requests. Steve Pesci noted that it should be based on objective criteria. Chairman Peter Whelan agreed they should discuss it at the next meeting. Many issues are going to City Council because people have unrealistic expectations about how quickly something can be resolved.

Steve Pesci moved have Staff evaluate resources and report back at next meeting what actions can be taken, seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

D. Discussion on Use of Loading Zone as Parking Inventory.

Parking Director Ben Fletcher commented that they repurposed a 10% of downtown parking for outdoor dining. There may be an opportunity to reclaim some loading zone areas for parking throughout the day. Cameras evaluated how

the loading zones are being used. Around 2 pm commercial deliveries stop. The loading zone is currently from 6 am to 7 pm. The recommendation is to change that to paid parking from 3 pm to 8 pm. They can put up signage and code it in the ParkMobile App. This could regain 24 spaces of lost inventory from 3 pm-8pm. 18 of those spaces can change from 6 am to 9 am. There are two loading zones that are not utilized at all and those can be converted to parking. These recommendations are the beginning of the discussion.

Erika Wygonik commented that this would be a good efficient use of space. There are some loading zones that show the loading is happening outside the loading window. Parking Director Ben Fletcher responded that they are trying to encourage deliveries between 6 am and 9 am for new loading zones. Most of the loading happening is because of the construction of the building. They can evaluate it again.

Harold Whitehouse questioned if they are affected by restrictions on Sundays and holidays. Parking Director Ben Fletcher responded that they are 6 am-7pm Monday through Saturday and 12 pm-5 pm on Sundays. People are allowed to park in loading zones longer on Sundays.

Erika Wygonik commented that they need to make sure they are not catering too much to the current businesses. They should not get into a position where they can't change it later if new businesses come in. Public Works Director Peter Rice commented that was good feedback and additional research needs to be done. They need to look at how other communities have dealt with this. It should be reasonable and flexible. The goal is to allow people to benefit from the inventory. They need to work with the Chamber to have a dialogue before any solid proposals are made.

Erika Wygonik commented that this would be good for efficiency. It would be good to see the other half of the data. The City should retain as much flexibility as possible while still giving inventory.

Parking Director Ben Fletcher commented that the parking app technology is what will allow this to happen. The goal is to be as consistent as possible through town when doing a regulation to avoid confusion. Chairman Peter Whelan noted that most deliveries happen in the morning. It will be good to get feedback from the Chamber and businesses. It is too early to send this to City Council.

Public Works Director Peter Rice moved to have Staff to start dialog with downtown businesses, conduct outreach prior to preparing recommendation to PTS, seconded by Harold Whitehouse. On a unanimous roll call, motion passed 9-0.

E. Discussion on 6.21.21 City Council PTS Report Back re: Installing Public Cameras to "Increase Public Safety in our Highly Trafficked and Heavy Commerce Areas" from Derek Nadeau.

Public Works Peter Rice commented that this was not the purview of this Committee. It is recommended that this should go to the Police Commission. That's where it should be addressed.

Police Captain Mike Maloney moved to refer to Police Commissioner for consideration, seconded by Public Works Peter Rice. On a unanimous roll call, motion passed 9-0.

F. Request for traffic calming measures on Harding Road.

Parking Director Ben Fletcher commented that this was a new request. They will put up a traffic monitor and report back.

Mary Lou McElwain moved to have Staff install traffic monitor and report back when time allows, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

VII. OLD BUSINESS

A. Request for traffic calming and speed controls on Little Harbor Road. Fall paving will be binder course only, traffic calming measures can be incorporated into road during final paving. DPW to hold public input meeting prior to final paving in spring 2022.

Public Works Director Peter Rice commented that this was scheduled to be paved at the end of the month. They will be grinding the roadway and putting binder down this month with the intent of the final paving happening in the spring. During the final paving there will be an opportunity to do traffic calming treatments. The recommendation is to come back this winter with recommended treatments and provide an opportunity to get input from residents to get a consensus.

Erika Wygonik commented that it was an attractive road to speed on. There is a lot of recreation happening on the road. Depending on how wide the right of way is there, it may make sense to put in a side trail there. Public Works Director Peter Rice responded that it was a narrow right of way. A trail is a comprehensive project. This would just be maintenance.

B. Request for RRFB (flashing beacon) at crosswalk(s) situated at Marcy Street and Pleasant Street (Sanders Fish Mkt.).

Mary Lou McElwain commented that they had a discussion at the site walk. This should be a low priority project. It is a busy area with 5 intersections but very few people use this crosswalk. It is a beautiful corner and residents are concerned about the change that a flashing beacon would bring to the intersection. They should keep things as is.

Steve Pesci agreed that an RRFB would be overkill for the site. Staff could consider advance pavement markings with a 'yield to pedestrians' symbol. In fairness to staff they should close the issue.

Steve Pesci moved site is appropriate and adequate as is, with future consideration for in lane pavement markings, seconded by Public Works Director Peter Rice. On a unanimous roll call, motion passed 9-0.

C. Request for traffic calming measures on Sherburne Road, by residents of Sherburne Road.

Parking Director Ben Fletcher commented that the residents of Sherburne Ave. requested a speed assessment. The results showed an average speed of 26 mph and the speed limit is 25 mph. It is a dead-end road, so the people using it are the residents that live there.

Steve Pesci moved to place on file, seconded by Public Works Director Peter Rice. On a unanimous roll call, motion passed 9-0.

D. Request to review crosswalk install at Chapel Street and Bow Street. Sample Motion: This is a previously reviewed item. With no sidewalk on the south/west side of Bow Street, a crosswalk cannot be created at location.

Parking Director Ben Fletcher commented that this was visited in 2017 but there is no sidewalk on one side of the road, so there is no place for a crosswalk to engage there. The request was tabled.

Public Works Director Peter Rice moved to not install a crosswalk, seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

VIII. INFORMATIONAL

A. Discussion of a uniform 25 mph speed limit on all streets throughout Portsmouth.

Public Works Director Peter Rice commented that the intent was to start a dialogue. This could be put into the category of looking at the speeds in the City. Public Works Director Peter Rice was hesitant to do a blanket speed limit. It is understood that the goal is to watch the speeds but when speeds are arbitrarily picked, they are often not followed. This can create more problems

for the police department. There has been past discussion about looking at speed limits throughout the City by classification of roadways. They can evaluate if the speed is appropriate road by road. They can look at allocating some money in next year's budget to review that. This deserves more than a brief review.

Steve Pesci supported that approach. It may make sense to do a consistent speed limit downtown. Then assess the outer roads case by case.

Public Works Director Peter Rice commented that staff can generate figure of the street system color coded to what the speeds are.

B. Request from DPW staff to review Raynes Avenue to determine if it's appropriate to make it one way.

Dave Desfosses commented that they have been monitoring the area. The road configuration has not changed since early in the project. They feel this roadway doesn't impact anyone if it turns into a one-way street. It can work as a two way. However, the corners are areas of concern specifically for fire trucks and tractor trailer trucks. If it was one-way, then cars would enter on Vaughn St. and exit on Raynes Ave. There is good sight distance to exit at Raynes Ave. and it is further away from the signal.

Public Works Director Peter Rice commented that they did a pilot effort making this a one-way street a couple years ago. There were not any issues with traffic flow. This would be a good change.

Steve Pesci agreed that it was a good move. It will do a lot for the neighborhood and tourists in the area.

Mr. Desfosses commented that the width of the road would remain. Chairman Peter Whelan questioned if there would be a change in parking. Parking Director Ben Fletcher responded that it would be the same.

Chairman Peter Whelan commented that they should just ensure they are notifying abutters. Public Works Peter Rice commented that they would do that and have a public meeting. A traffic engineer would review it to ensure they weren't missing anything.

Harold Whitehouse moved to have Staff reach out to impacted businesses, hold public meeting and have TEC review of proposed change. Provide report back with recommendation to PTS, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

C. Cate Street and Bartlett Street progress update by Public Works Director Peter Rice.

Public Works Director Peter Rice commented that they did a site visit on Cate St. and around 75 people showed up. They are working with an engineer to come up with a treatment to modify the intersection to make improvements. The tentative proposal is to add a stop sign on the inbound side of Cate St. This will make the Bartlett St. and Cate St. intersection a 2 way stop with a through lane out onto Cate St. This will prevent a queuing issue on Islington St. The stop sign is being evaluated. The volume of traffic is relatively balanced, and it is probably warranted. Then they can add a crosswalk to the new condos. This is being reviewed prior to a final recommendation.

Mary Lou McElwain commented that crossing from Ricci Lumber to the new apartments was very dangerous. They should add a sign before the underpass that indicates there is a crosswalk.

Steve Pesci commented that the site visit had a good turnout, and the proposed treatment should be a good fit.

Harold Whitehouse questioned if they should consider a 4 way stop. Chairman Peter Whelan responded that it was a complex intersection, and they don't want traffic to back up on Islington St. They should wait for the report back.

D. Monthly accident report from Police.

Police Captain Mike Maloney commented that over a 10 month period there has been 6 car vs. pedestrian crashes some of which happened in parking lots. Overall Portsmouth is a very safe pedestrian/biking city. The crashes total was 74 last year and 97 this year. 62 of those crashes were reportable.

E. Bike and vehicular traffic volume data.

Parking Director Ben Fletcher commented that they are continuing to monitor at Lafayette Rd. and South St. The traffic has been normal and is starting to dip as fall comes.

F. PTS Action Items.

There were none.

IX. MISCELLANEOUS

A. Suggestions for Bike Lane Configurations – Market Street and Maplewood Ave

Steve Pesci moved to place on file, seconded by Mary Lou McElwain. On a unanimous roll call, motion passed 9-0.

Harold Whitehouse commented that they need more microphones for the meetings.

Erika Wygonik requested if they could set a time for site walks. Public Works Director Peter Rice responded that historically it has always been the Tuesday before the Thursday meeting at 8 am.

Parking Director Ben Fletcher added that they can send out calendar invites as well.

X. ADJOURNMENT

Harold Whitehouse moved to adjourn the meeting at 3:17 pm, seconded by Steve Pesci. On a unanimous roll call, motion passed 9-0.

**Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:*

https://us06web.zoom.us/webinar/register/WN_fmIdr9zsTaOXm8qNFcwxAA