

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – October 2, 2025
City Hall Conference Room A

PRESENT: **Members:** Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Mary Lou McElwain

City Staff: Jillian Harris Planning Department, City Engineer Eric Eby, Parking Director Ben Fletcher, Project Manager Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
• <u>Portwalk Place, voted</u> to approve renewal of annual valet license agreement for Portwalk HI LLC. • <u>Portwalk Place, voted</u> to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.

- **Roll Call**

- **Presentations:** Jillian Harris, Planning & Sustainability Department (Bicycle and Pedestrian Plan Update)
- **Financial Report:** **Voted** to accept the financial report dated August 31st, 2025.
- **Public Comment Session:** Tyler Garzo (Lang Road speed concerns), Justin Richardson (Woodbury Avenue traffic calming), Matt Glenn (Bicycle & Pedestrian Plan)
- **Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. Voted** to approve renewal of annual valet license agreement for Portwalk HI LLC.
- **Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. Voted** to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.
- **Congress Street, request for handicap parking spaces between High Street and Middle Street, and additional handicap space in Bridge Street lot, by handicapped person. Voted** to refer to staff for evaluation and report back at future meeting.
- **48 Langdon Street, request for permission to construct new driveway less than 50 feet from McDonough Street intersection, as shown on Site Layout Plan C-03, revised 9/9/25, by TF Moran. Voted** to conduct a site visit on October 28, 2025 at 8:00a and report back.

- **Lang Road, report back on vehicle speed monitoring study, traffic calming request.** Item was discussed amongst the committee; no motion was presented.
- **Police monthly accident report & update on E-Bike safety:** Informational; no action required.
- **NHDOT Ten Year Plan public input meeting rescheduled for October 22 at Greenland Central School at 5 PM:** Informational; no action required.
- **Maplewood Avenue bridge update:** Informational; no action required.
- **2 Russell Street update:** Informational; no action required.
- **Vaughan Mall update:** Informational; no action required.
- **Middle Street/Miller Avenue/Summer Street intersection update:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

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

*Members of the public also had the opportunity to join the meeting via
Zoom*

8:30 AM

October 2nd, 2025

MINUTES

I. CALL TO ORDER

Vice Chairwoman Erica Wygonik called the meeting to order at 8:30 AM.

II. ATTENDANCE

Members Present:

Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Stefanie Casella, Planning Department
Vice Chairwoman Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse (via Zoom)
Mary Lou McElwain

Members Absent:

Chairman Andrew Bagley (excused)

City Staff Present:

Jillian Harris, Planning Department
Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

III. FINANCIAL REPORT

[00:05:38] Peter Rice moved to accept the financial reports dated August 31st, 2025. The motion was seconded by Mary Lou McElwain. Following a roll call vote of 8-0, the motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:28] There were three speakers: Tyler Garzo, 62 McKinley Road, spoke in response to the recent speed data published for Lang Road and emphasized consideration of speed tables in any future planning; Justin Richardson, 586 Woodbury Avenue, requested an update on Woodbury Avenue traffic calming measures; and Matt Glenn, 34 Harrison Avenue, stated he was here to

watch the Bicycle and Pedestrian Plan Update Presentation and hoped to hear what kind of leadership and action can come out of the PTS Committee for further progress.

V. PRESENTATIONS

[00:11:57] Bicycle and Pedestrian Plan Update, by Jillian Harris, Planning and Sustainability Department. City Engineer Eric Eby closed out the presentation by walking through explanations of specific infrastructure requests/recommendations on a neighborhood-by-neighborhood evaluation.

VI. NEW BUSINESS

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

- A.** [00:26:13] Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. Mary Lou McElwain moved to approve renewal of annual valet license agreement for Portwalk HI LLC, seconded by Peter Rice. Discussion opened with concern of whether valets are parking vehicles in City-owned lots. Parking Director Ben Fletcher maintained that City lots are not being used for valet parking, and that these lots are monitored by City parking enforcement daily. Following a roll call vote of 8-0, the motion passed unanimously.
- B.** [00:28:51] Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. Mary Lou McElwain moved to approve renewal of annual valet license agreement for Parade Residence Hotel LLC, seconded by Peter Rice. Following a roll call vote of 8-0, the motion passed unanimously.
- C.** [00:29:44] Congress Street, request for handicap parking spaces between High Street and Middle Street, and additional handicap space in Bridge Street lot, by handicapped person. Bill McQuillen moved to refer to staff for evaluation and report back at future meeting, seconded by Mary Lou McElwain. Eric Eby discussed that there are federal guidelines around handicap space implementation still pending approval by the U.S. Department of Transportation, and that further consideration will take place once guidelines are finalized. Following a roll call vote of 8-0, the motion passed unanimously.
- D.** [00:31:25] 48 Langdon Street, request for permission to construct new driveway less than 50 feet from McDonough Street intersection, as shown on Site Layout Plan C-03, revised 9/9/25, by TF Moran. Jane Mitchell-Pate moved to approve construction of new driveway for property at 48 Langdon Street, as shown on Site Layout Plan C-03, revised 9/9/25, by TF Moran, seconded by Peter Rice. Following discussion, Jane Mitchell-Pate retracted her motion, agreed to by Peter Rice. Bill McQuillen motioned to table approval until a site visit is completed and report back, seconded by Jane Mitchell-Pate. Discussion ensued of an established time and date for the visit, as well as confirmation that abutters are notified of proposed changes. Erica Wygonik introduced a friendly amendment, moving to conduct a site visit on October 28, 2025 at 8:00a and report back, agreed to by Bill McQuillen. Following a roll call vote of 8-0, the motion passed unanimously.

VII. OLD BUSINESS

- A.** [00:44:30] Lang Road, report back on vehicle speed monitoring study, traffic calming request. Eric Eby highlighted speed findings and recommendations of long and short-term measures to improve safety, such as residences ensuring driveways have ample visibility to the road (e.g., clearing excess brush), and evaluation of aging road signs. There was no action necessary by the committee at this time.

VIII. INFORMATIONAL

- A.** [00:58:35] Police monthly accident report & update on E-Bike safety
- B.** [01:02:37] NHDOT Ten Year Plan public input meeting rescheduled for October 22 at Greenland Central School at 5 PM
- C.** [01:03:24] Maplewood Avenue bridge update
- D.** [01:03:57] 2 Russell Street update
- E.** [01:06:14] Vaughan Mall update
- F.** [01:08:11] Middle Street/Miller Avenue/Summer Street intersection update

IX. MISCELLANEOUS

- A.** [01:08:49] Update on PTS alternate member – confirmation moved to next Council meeting.
- B.** [01:09:13] Confirmation of site visit date, time, and meeting location for Item 6-D
- C.** [01:09:36] Inquiry on rules for universal handicap parking

X. ADJOURNMENT

[01:11:26] Mary Lou McElwain moved to adjourn, seconded by Mark Syracuse. The motion passed unanimously. Vice Chairwoman Erica Wygonik adjourned the meeting at 9:37 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

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

*Members of the public also had the opportunity to join the meeting via
Zoom*

8:30 AM

September 4th, 2025

MINUTES

I. CALL TO ORDER

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

II. ATTENDANCE

Members Present:

Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Stefanie Casella, Planning Department (arrived at 8:42a)
Chairman Andrew Bagley
Vice Chairwoman Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse
Mary Lou McElwain

Members Absent:

None

City Staff Present:

Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

III. FINANCIAL REPORT

[00:05:50] Peter Rice moved to accept the financial reports dated July 31st, 2025. The motion was seconded by Mark Syracuse. The motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:24] There were nine speakers in the public comment period: Gary Ellmer, 448 Lang Road, expressed concerns of speed on Lang Road; Dave Wilder, 455 Lang Road, echoed speed concerns on Lang, but mentioned that he didn't believe a speed bump would be a viable form of traffic calming; Valerie Ellmer, 448 Lang Road, also spoke on the effects of a speed bump on Lang; George Ricker, 362 Lang Road, also spoke on Lang Road speeding and suggested an increased

police presence on the road; Lee Hudson, 384 Lang Road, expressed concerns of traffic speeds on Lang and noted the road lacked sidewalks for pedestrian safety; Sam Meyerkoph, 9 Prospect Street, brought up concerns of increased “No Parking” signs on Prospect Street, making street parking near the residence increasingly difficult; Tyler Garzo, 62 McKinley Road, expressed concern of items being placed on file and how they’re addressed by the committee; Matt Glenn, 34 Harrison Avenue, inquired how the PTS Committee plans to incorporate the recently adopted Portsmouth Bicycle & Pedestrian Plan into future item considerations, proposing a separate meeting is created that ties in with the Bicycle & Pedestrian Plan; Bob Gigliotti, 292 Lang Road, reiterated the Lang Road speed concerns and mentioned the problem requires more than incremental change; Gary Ellmer, 448 Lang Road, spoke once more to request for traffic data collection on Lang Road.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

- A. [00:30:50] Market Street at Nobles Island and NH Port Authority intersection, request for no U-turn outbound on Market Street, by residents and DPW. Mary Lou McElwain moved to approve prohibiting U-turn movements on the outbound side of Market Street at the intersection with Nobles Island, seconded by Peter Rice. Eric Eby opened discussion explaining the road narrowing can no longer accommodate U-turns at this intersection, but noted U-turns are still allowed at Market Street/Submarine Way. Following discussion, the motion passed unanimously.

VII. OLD BUSINESS

- A. [00:33:41] Daniel Street, reapproval of 15-minute spaces at 22 Daniel Street. Mary Lou McElwain moved to reapprove two 15-minute spaces in front of 22 Daniel Street and conversion of three 15-minute spaces to Zone A spaces on the south side of Daniel Street between Market Street and Penhallow Street, seconded by Peter Rice. Following discussion of why the reapproval was necessary, the motion passed unanimously.
- B. [00:35:50] Brewster Street, reapproval of request to change loading zone hours from 7AM -3PM Monday through Friday, to 6AM – 11AM, Monday through Saturday, by abutting business. Peter Rice moved to reapprove change of loading zone hours on Brewster Street from 7AM – 3PM Monday through Friday, to 6AM – 11AM Monday through Saturday, seconded by Mary Lou McElwain. Discussion ensued on how the reapproval was necessary due to the ongoing Islington Street construction, as well as general inquiry on City loading zone hours. The motion passed unanimously.
- C. [00:37:53] Islington Street, report back on possible measures to prohibit left turns to and from Jewell Court. Mary Lou McElwain moved to approve installation of yellow flex posts on the centerline of Islington Street between the stop line at Bartlett Street and the south side of Jewell Court, seconded by Erica Wygonik. Following discussion of abutter approval, signage, flex posts during snow removal, and implementation logistics – the motion passed unanimously.

VIII. INFORMATIONAL

- A. [00:42:22] Police monthly accident report
- B. [00:52:35] Hanover Garage project status update
- C. [00:53:05] Traffic Calming request process and procedure

IX. MISCELLANEOUS

- A. [00:58:17] Update on Islington Street construction
- B. [00:59:25] Update on Peverly Hill Road project
- C. [01:00:26] Request for update on Maplewood Ave bridge
- D. [01:01:07] Inquiry on Social Drinking Areas in Portsmouth and potential issues with traffic – determined the measure is still too premature for discussion
- E. [01:01:43] Concern of large delivery trucks maneuvering downtown
- F. [01:02:55] Inquiry on guidance of how PTS incorporates the Bicycle & Pedestrian Plan into future decision-making
- G. [01:06:05] Notice of Upcoming Ten-Year Plan Hearings by NHDOT

X. ADJOURNMENT

[01:09:15] Mark Syracuse moved to adjourn, seconded by Bill McQuillen. The motion passed unanimously. Chairman Andrey Bagley adjourned the meeting at 9:34 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – August 7, 2025
City Hall Conference Room A

PRESENT: **Members:** Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Mary Lou McElwain

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Project Manager Tyler Reese, Project Manager Dave Desfosses, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
None

- **Roll Call**
- **Financial Report:** **Voted** to accept the financial reports dated May 31st, 2025, and June 30th, 2025.
- **Public Comment Session:** Bob Gigliotti (Lang Road speed concerns)
- **Congress Street, proposal to eliminate 15-minute restriction on two parking spaces between Fleet Street and Chestnut Street.** **Voted** to refer to City staff for review and report back at a future meeting.
- **Hanover Street, request to eliminate the 15-minute restriction on parking spaces between High Street and Market Street.** **Voted** to refer to City staff for review and report back at a future meeting.
- **Islington Street, discussion of possible measures to address recent crashes at Jewell Court intersection.** **Voted** to refer to City staff for review and report back at a future meeting after speaking with adjacent properties.
- **Islington Street, request for Rectangular Rapid Flashing Beacon for pedestrian crossing, in area from Langdon Street to Summer Street, by resident.** **Voted** to place the item on file.
- **Congress Street, report back on redesign project between Chestnut Street and Maplewood Avenue, by DPW.** **Voted** to approve final design of Congress Street, with removal of one lane of traffic, implementation of two 11-foot travel lanes delineated by fog lines, future planned flexible parking, and sharrow markings as staff deems appropriate.

- **Porter Street, report back on request to consider closing the section between Church Street and Pleasant Street to vehicular traffic, by resident and adjacent property owner.** Voted to place the item on file.
- **Police monthly accident report:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

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

*Members of the public also had the opportunity to join the meeting via
Zoom*

8:30 AM

August 7th, 2025

MINUTES

I. CALL TO ORDER

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

II. ATTENDANCE

Members Present:

Public Works Director Peter Rice
Fire Chief William McQuillen (arrived at 8:45a)
Deputy Police Chief Mike Maloney
Stefanie Casella, Planning Department
Chairman Andrew Bagley
Vice Chairwoman Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse
Mary Lou McElwain

Members Absent:

None

City Staff Present:

Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Dave Desfosses, Project Manager
Jefferson Lane, DPW Administrative Assistant

III. FINANCIAL REPORT

[00:04:29] Mary Lou McElwain moved to accept the financial reports dated May 31st, 2025, and June 30th, 2025. The motion was seconded by Peter Rice. The motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:05:36] There was one speaker in the public comment period: Bob Gigliotti, 292 Lang Road, expressed concern regarding continued speeding on Lang Road and requested the committee explore traffic calming measures, such as speed tables.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

- A. [00:13:28] Congress Street, proposal to eliminate 15-minute restriction on two parking spaces between Fleet Street and Chestnut Street. Erica Wygonik moved to refer to City staff for review and report back at a future meeting, seconded by Mary Lou McElwain. The motion passed unanimously.
- B. [00:13:51] Hanover Street, request to eliminate the 15-minute restriction on parking spaces between High Street and Market Street. Erica Wygonik moved to refer to City staff for review and report back at a future meeting, seconded by Mary Lou McElwain. The motion passed unanimously.
- C. [00:14:10] Islington Street, discussion of possible measures to address recent crashes at Jewell Court intersection. City Engineer Eric Eby specified how attempts to turn left onto Jewell Court via Islington Street require cutting across an on-coming through lane and turning lane, resulting in vehicle accidents. He proposed adding flex barriers in the center of Islington, blocking left-hand turns onto Jewell Court. Discussion ensued, identifying potential traffic and access concerns. Mark Syracuse began a motion to implement a pilot program, but then rescinded the motion. Erica Wygonik moved to refer to City staff for review and report back at a future meeting after speaking with adjacent properties, seconded by Mark Syracuse. The motion passed unanimously.
- D. [00:28:33] Islington Street, request for Rectangular Rapid Flashing Beacon for pedestrian crossing, in area from Langdon Street to Summer Street, by resident. Mary Lou McElwain moved to place the item on file, seconded by Mark Syracuse. Committee discussion suggested to re-evaluate pedestrian traffic in the area following construction completion on Islington Street. The motion to place the item on file passed unanimously.

VII. OLD BUSINESS

- A. [00:32:06] Congress Street, report back on redesign project between Chestnut Street and Maplewood Avenue, by DPW. Peter Rice moved to approve final design of Congress Street, with removal of one lane of traffic, seconded by Mary Lou McElwain. For discussion, Project Manager Dave Desfosses was available to answer committee questions regarding design details. From that discussion, Erica Wygonik proposed a friendly amendment to the motion, moving to approve final design of Congress Street, with removal of one lane of traffic, implementation of two 11-foot travel lanes delineated by fog lines, future planned flexible parking, and sharrows markings as staff deems appropriate. The motion passed unanimously.
- B. [00:46:25] Porter Street, report back on request to consider closing the section between Church Street and Pleasant Street to vehicular traffic, by resident and adjacent property owner. Peter Rice moved to place the item on file, seconded by Mary Lou McElwain. Following discussion of closure feasibility, the committee unanimously voted to place the item on file.

VIII. INFORMATIONAL

- A.** [00:47:37] Police monthly accident report and follow-up on E-Bike safety

IX. MISCELLANEOUS

- A.** [00:54:28] Erica Wygonik reiterated the general concern around E-Bikes in Portsmouth, noting an uptick in members of the public raising well-being concerns of riders, as well as safety of pedestrians.
- B.** [00:56:00] Chairman Andrew Bagley inquired on the status of crosswalk implementation on Broad Street.

X. ADJOURNMENT

[00:56:51] Erika Wygonik moved to adjourn, seconded by Mark Syracuse. The motion passed unanimously. Chairman Andrey Bagley adjourned the meeting at 9:26 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – April 3, 2025
City Hall Conference Room A

PRESENT: **Members:** Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Jillian Harris on behalf of Stephanie Casella Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Mary Lou McElwain

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
None

- None

- **Roll Call**
- **Financial Report:** **Voted** to accept and place on file Financial Report dated February 28th, 2025.
- **Public Comment Session:** Tyler Garzo of 62 McKinley Road spoke to correct the minutes from last month's meeting, noting the record incorrectly recorded his comment as "10% of the population does not drive", while the figure cited was 20%. Garzo reiterated his request to expand future planning beyond the scope of driving.
- **238 Deer Street, request for 15-minute parking space, by abutter.** **Voted** for staff to review and report back on the request as well as the general process for designating 15-minute parking spots across Downtown Portsmouth, and obtain input from the Planning Department regarding the building's conditions of approval by the Planning Board.
- **Police monthly accident report:** Informational; no action required.
- **Outdoor dining season:** Informational; no action required.
- **Roadway construction projects update:** Informational; no action required.
- **Penhallow Street sidewalk parking:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – March 6, 2025
City Hall Conference Room A

PRESENT: **Members:** Chairman Andrew Bagley, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stephanie Casella Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Mary Lou McElwain

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Parking Foreman Mike Casad, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
None

- None

- **Roll Call**
- **Financial Report:** Voted to accept and place on file Financial Report dated January 31st, 2025.
- **Public Comment Session:** There were two speakers: Tyler Garzo of 62 McKinley Road spoke regarding the Capital Improvement Plan. He urged the committee to find ways to de-emphasize driving in future planning. Patrick Lavoie, owner of a barbershop at 295 Maplewood Avenue, introduced his case to create a driveway to the building close to the intersection of Maplewood Avenue and Marsh Lane [Jackson Hill Street].
- **295 Maplewood Avenue, driveway permit request, by resident.** Voted to recommend approval for construction of a driveway at the proposed location.
- **Bow Street, request to remove parking space to allow for monument for Royal Governor Benning Wentworth tomb, by Portsmouth Historical Society.** Voted to place the item on file.
- **Police monthly accident report:** Informational; no action required.
- **Outdoor dining season:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

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

*Members of the public also had the opportunity to join the meeting via
Zoom*

8:30 AM

April 3rd, 2025

MINUTES

I. CALL TO ORDER

Vice Chairwoman Erica Wygonik called the meeting to order at 8:30 AM.

II. ATTENDANCE

Members Present:

Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Jillian Harris on behalf of Stephanie Casella, Planning Department
Vice Chairwoman Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse
Mary Lou McElwain

Members Absent:

Chairman Andrew Bagley (excused)
Dave Allen (alternate)

City Staff Present:

Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Associate Engineer
Jefferson Lane, DPW Administrative Assistant II

III. FINANCIAL REPORT

[00:05:57] Mark Syracuse moved to accept the financial report dated February 28th, 2025, seconded by Mary Lou McElwain. The motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:14] Tyler Garzo of 62 McKinley Road spoke to correct the minutes from last month's meeting, noting the record incorrectly recorded his comment as "10% of the population does not drive", while the figure cited was 20%. Garzo reiterated his request to expand future planning beyond the scope of driving.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

- A.** [00:07:32] 238 Deer Street, request for 15-minute parking space, by abutter. Peter Rice moved to open discussion, seconded by Mary Lou McElwain. Following discussion, Mary Lou McElwain introduced an amendment to the motion, moving for staff to review and report back on the request as well as the general process for designating 15-minute parking spots across Downtown Portsmouth, and obtain input from the Planning Department regarding the building's conditions of approval by the Planning Board. The motion was seconded by Peter Rice. The motion passed unanimously.

VII. OLD BUSINESS

There were no old items this month.

VIII. INFORMATIONAL

- A.** [00:21:35] Police monthly accident report
- B.** [00:23:17] Outdoor dining season
- C.** [00:24:20] Roadway construction projects update
- D.** [00:28:49] Penhallow Street sidewalk parking

IX. MISCELLANEOUS

There were no miscellaneous items for discussion.

X. ADJOURNMENT

[00:30:23] Mary Lou McElwain moved to adjourn, seconded by Jane Mitchell-Pate. The motion passed unanimously. Vice Chairwoman Erica Wygonik adjourned the meeting at 8:55 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

CITY HALL COUNCIL CHAMBERS
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the opportunity to join the meeting via
Zoom*

8:30 AM

March 6th, 2025

MINUTES

I. CALL TO ORDER

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

II. ATTENDANCE

Members Present:

Chairman Andrew Bagley
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Stephanie Casella, Planning Department
Vice Chairwoman Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse
Mary Lou McElwain

Members Absent:

Dave Allen (alternate)

City Staff Present:

Ben Fletcher, Parking Director
Mike Casad, Parking General Foreman
Jefferson Lane, DPW Administrative Assistant II
Eric Eby, City Engineer

III. FINANCIAL REPORT

[00:05:35] Public Works Director Peter Rice moved to accept the financial report dated January 31st, 2025, seconded by Mark Syracuse. The motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:01] There were two speakers: Tyler Garzo of 62 McKinley Road spoke regarding the Capital Improvement Plan, citing how 10% of the plan is car-specific. Garzo noted driving causes 60% of Portsmouth's greenhouse gas emissions, as well as how 10% of the population does not drive. He urged the committee to find ways to de-emphasize driving in future planning.

Patrick Lavoie, owner of a barbershop at 295 Maplewood Avenue, introduced his case to create a driveway to the building close to the intersection of Maplewood Avenue and Marsh Lane [Jackson Hill Street].

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

There were no new items this month.

VII. OLD BUSINESS

A. [00:07:39] 295 Maplewood Avenue, driveway permit request, by resident. Vice Chairwoman Erica Wygonik motioned to place the item on file for discussion purposes, seconded by Mary Lou McElwain. There was discussion regarding the safety and logistics of a new driveway, primarily whether there's ample room without street interference, as well as maintaining the sight distance of Maplewood Avenue from the intersection with Marsh Lane [Jackson Hill Street]. Mary Lou McElwain introduced an amendment to the original motion, moving to recommend approval for construction of a driveway at the proposed location. This motion was seconded by Jane Mitchell-Pate. Peter Rice introduced a friendly amendment to the motion, citing consideration of greenery near the intersection as a visual cue for motorists, seconded by Erica Wygonik. Following discussion, Rice rescinded his friendly amendment. Chairman Bagley requested a roll call vote. The motion passed 7-2, with Fire Chief Bill McQuillen and Public Works Director Peter Rice voting against the motion.

B. [00:41:40] Bow Street, request to remove parking space to allow for monument for Royal Governor Benning Wentworth tomb, by Portsmouth Historical Society. Peter Rice moved to place the item on file, seconded by Erica Wygonik. The motion passed unanimously.

VIII. INFORMATIONAL

A. [00:46:43] Police monthly accident report

B. [00:49:53] Outdoor dining season

IX. MISCELLANEOUS

[00:50:10] Chairman Bagley circled back on the Broad Street traffic calming measures from February's meeting, citing that previously mentioned methods were out of the purview for PTS. Bagley sought input from Chief McQuillen and Deputy Chief Maloney on the idea of turning Broad Street into a dead end, and the impact that could have on emergency operations. Jane Mitchell-Pate inquired about parking access to doors on Bow Street belonging to St. John's Episcopal Church. Mary Lou McElwain asked for any updates regarding a committee item from 2024 regarding the installation of a stop sign on Marston Avenue at South Street. Jane Mitchell-Pate asked about the need for a site visit to Broad Street regarding traffic calming.

X. ADJOURNMENT

[00:55:20] Erica Wygonik moved to adjourn, seconded by Mary Lou McElwain. The motion

passed unanimously. Chairman Bagley adjourned the meeting at 9:20 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

DRAFT

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – February 6, 2025
City Hall Conference Room A

PRESENT: Members: Chairman Andrew Bagley, Public Works Director Peter Rice, Deputy Police Chief Mike Maloney, Stephanie Casella Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Dave Allen, Mary Lou McElwain

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

ACTION ITEMS FOR CITY COUNCIL

- Limited Hours Loading Zones. Voted to change loading zone hours for the Penhallow Street loading zone from 6 AM – 7 PM, to 6 AM - 3 PM, Mondays through Saturdays and 6:00 AM to 12:00 PM on Sundays.
- State Street, Voted to eliminate metered parking space at 487 State Street and add first two spaces on the south side of State Street west of Middle Street to Zone 1507.
- 2 Russell Street. Voted to renew approval of on-street parking and loading zone changes for the 2 Russell Street project contingent upon the execution of a Site Review Agreement. Changes to take effect when parking spaces and loading zones are ready for public use and the ordinance will be amended through the annual omnibus.

- Roll Call
- Selection of Chair: **Voted** to approve Councilor Andrew Bagley as Chair and Erica Wygonik as Vice Chair for 2025.
- Financial Report: **Voted** to accept and place on file Financial Report dated December 31st, 2024.
- Public Comment Session: There was one speaker: Tyler Garzo spoke regarding requesting of lower speed limit on Route 1 as part of the New Hampshire Department of Transportation's upcoming project on Route 1.
- 293 Maplewood Avenue, driveway permit request. **Voted** to conduct site visit and place on March meeting agenda.
- Chapter 7, Article VI, Section 7,601: Limited Hours Loading Zones. Request to change loading zone hours on Penhallow Street to allow public parking starting at 3 PM Mondays through Saturdays. **Voted** to change loading zone hours for the Penhallow Street loading zone from 6 AM – 7 PM, to 6 AM - 3 PM, Mondays through Saturdays and 6:00 AM to 12:00 PM on Sundays.
- Bow Street, request to remove parking space to allow for monument for Royal Governor Benning Wentworth tomb, by Portsmouth Historical Society. **Voted** to conduct a site visit and place on the March meeting agenda.

- **State Street, request to eliminate parking space at 487 State Street:** Voted to eliminate metered parking space in front of 481 State Street, and to add the first two spaces on the opposite side of State Street west of Middle Street to Zone 1507.
- **Junkins Avenue at Pleasant Street, concerns regarding sight distance looking up Pleasant Street:** Voted to place on file
- **Broad Street, request for traffic calming measures, by residents.** Voted to add this item to the March 2025 PTS Agenda to give the neighborhood time to be notified and express their desired methods for traffic calming.
- **Union Street, report back on request for one way traffic between State Street and Austin Street.** Voted to place item on file.
- **2 Russell Street, extension of approval of on-street parking and loading zone changes, originally granted January 2024 as set forth in the amended plan in the packet.** Voted to renew approval of on-street parking and loading zone changes for the 2 Russell Street project contingent upon the execution of a Site Review Agreement. Changes to take effect when parking spaces and loading zones are ready for public use and the ordinance will be amended through the annual omnibus.
- **Police monthly accident report:** Informational; no action required.
- **Speed feedback sign City policy:** Informational; no action required.
- **Bicycle Passing Clearance signage:** Informational; no action required.
- **Parking Matrix:** Informational; no action required.

Respectfully submitted by: Eric Eby

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

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

Members of the public also had the opportunity to join the meeting via Zoom

8:30 AM

February 6th, 2025

AGENDA

I. CALL TO ORDER

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

[00:04:58] Mark Syracuse nominated Andrew Bagley to serve as Committee Chair, and for Erica Wygonik to serve as Vice Committee Chair. Peter Rice seconded the nomination, and the nominations were approved unanimously.

II. ATTENDANCE

Members Present:

Chairman Andrew Bagley
Public Works Director Peter Rice
Deputy Police Chief Mike Maloney
Stephanie Casella, Planning Department
Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse
Mary Lou McElwain
Dave Allen (alternate)

Members Absent:

Fire Chief William McQuillen

City Staff Present:

City Engineer Eric Eby
Parking Director Ben Fletcher
Associate Engineer Tyler Reese
Administrative Assistant Jefferson Lane

III. FINANCIAL REPORT

[00:06:01] Mary Lou McElwain moved to accept the financial report dated December 31st, 2024, seconded by Public Works Director Peter Rice. The motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:50] There was one speaker: Tyler Garzo spoke regarding the New Hampshire Department of Transportation's upcoming project on Route 1 and asked the committee to support a request of the State to lower the speed limit on Lafayette Road from 35 MPH to 30 MPH.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

- A. [00:08:28] 293 Maplewood Avenue, driveway permit request, by resident. Erica Wygonik moved to conduct site visit and place on March meeting agenda, seconded by Peter Rice. The motion passed unanimously.
- B. [00:08:54] Chapter 7, Article VI, Section 7,601: Limited Hours Loading Zones. Request to change loading zone hours on Penhallow Street to allow public parking starting at 3 PM Mondays through Saturdays, by Chairman Bagley. Peter Rice moved to change loading zone hours for the Penhallow Street loading zone from 6 AM – 7 PM, to 6 AM -3 PM, Mondays through Saturdays and 6:00 AM to 12:00 PM on Sundays, with Erica Wygonik seconding the motion. The motion passed unanimously.
- C. [00:11:49] Bow Street, request to remove parking space to allow for monument for Royal Governor Benning Wentworth tomb, by Portsmouth Historical Society. Erica Wygonik moved to conduct a site visit and place on the March meeting agenda, with Mary Lou McElwain seconding the motion. The motion passed unanimously.

VII. OLD BUSINESS

- A. [00:12:34] State Street, request to eliminate parking space at 481 State Street, by resident. Peter Rice moved to eliminate metered parking space in front of 481 State Street, and to add the first two spaces on the opposite side of State Street west of Middle Street to Zone 1507, seconded by Mary Lou McElwain. The motion passed 9-0.
- B. [00:18:10] Junkins Avenue at Pleasant Street, concerns regarding sight distance looking up Pleasant Street, by resident. Peter Rice moved to place the item on file, seconded by Erica Wygonik. The motion passed unanimously.
- C. [00:19:22] Broad Street, request for traffic calming measures, by residents. Peter Rice moved to place the item on file for discussion purposes, seconded by Dave Allen. There was discussion on residents' desire to slow vehicle speeds on Broad Street and methods of accomplishing that, and desire to inform the residents of Broad Street in proposing what methods of traffic calming they would like to see. Peter Rice rescinded his motion, and Erica Wygonik moved to add this item to the March 2025 PTS Agenda to give the neighborhood time to be notified and express their desired methods for traffic calming. Mary Lou McElwain seconded the motion, and the motion passed 8-1, with Peter Rice voting against the motion.

Committee Chair Andrew Bagley left the meeting at 8:53 AM. Vice Chair Erica Wygonik took over as acting chair at this time.

- D. [00:27:40] Union Street, report back on request for one way traffic between State Street and Austin Street. Peter Rice moved to place the item on file, seconded by Mary Lou McElwain. The motion passed unanimously.
- E. [00:29:36] 2 Russell Street, extension of approval of on-street parking and loading zone changes, originally granted January 2024 as set forth in the amended plan in the packet. Mary Lou McElwain moved to renew approval of on-street parking and loading zone changes for the 2 Russell Street project contingent upon the execution of a Site Review Agreement. Changes to take effect when parking spaces and loading zones are ready for public use and the ordinance will be amended through the annual omnibus. The motion was seconded by

Dave Allen and passed unanimously.

VIII. INFORMATIONAL

- A. [00:33:14] Police monthly accident report
- B. [00:34:01] Speed feedback sign draft City policy.
- C. [00:35:43] Bicycle Passing Clearance signage
- D. [00:37:15] Parking matrix

IX. MISCELLANEOUS

[00:43:46] Eric Eby announced that the Maplewood Avenue bridge would be closing again for construction in the spring of 2025 and would open to one-lane traffic inbound for a period following that closure. Mary Lou McElwain asked for any updates regarding a committee item from 2024 regarding the installation of a stop sign on Marston Avenue at South Street.

X. ADJOURNMENT

Vice Chair Erica Wygonik adjourned the meeting at 9:10 AM.

Respectfully submitted,
Tyler Reese
Associate Engineer, Department of Public Works