

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

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

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**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
<ul style="list-style-type: none"><li>• None</li></ul>



- **Roll Call**
- **Financial Report: Voted** to accept and place on file Financial Report dated February 28<sup>th</sup>, 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**  
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 3<sup>rd</sup>, 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 28<sup>th</sup>, 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

## ACTION SHEET

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

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**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
<ul style="list-style-type: none"><li>• None</li></ul>

- None

- **Roll Call**
- **Financial Report:** Voted to accept and place on file Financial Report dated January 31<sup>st</sup>, 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 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 6<sup>th</sup>, 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 31<sup>st</sup>, 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

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**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
<ul style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li></ul>



- **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 31<sup>st</sup>, 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 6<sup>th</sup>, 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 31<sup>st</sup>, 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