

**MINUTES**  
**PARKING AND TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, July 10, 2014  
City Hall – Eileen Dondero Foley Council Chambers

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I. CALL TO ORDER:

Chairman Lown called the meeting to order at 8:04 a.m.

II. ROLL CALL:

**Members Present:**

Councilor Brad Lown  
John P. Bohenko, City Manager  
James Heinz, Deputy Fire Chief  
Frank Warchol, Police Captain  
Peter Rice, Public Works Director  
Ronald Cypher, Member  
Shari Donnermeyer, Member  
Ted Gray, Member  
Harold Whitehouse, Member

**Staff Advisors Present:**

Mark Nelson, Parking Division Director  
Tom Cocchiaro, Parking Operations Supervisor  
Juliet Walker, Transportation Planner

III. ACCEPTANCE OF THE MINUTES:

**Mr. Whitehouse moved to accept the minutes of June 12, 2014, seconded by Mr. Gray.  
Motion passed.**

IV. FINANCIAL REPORT:

**Ronald Cypher moved to accept the Financial Report and place on file, seconded by  
Shari Donnermeyer.  
Motion passed.**

V. NEW BUSINESS:

A. Action Item: Temporary Parking Changes resulting from Maplewood Avenue Bridge project (Market St spaces) (DPW)

**On a unanimous roll call 9-0, voted to temporarily remove two parking spaces on Market Street during Maplewood Avenue Bridge project. After project completion the parking spaces will be re-instated.**

B. Action Item: Citizen Request for “No trucks” for Harvard Street (DPW) **On a unanimous roll call 9-0, voted to have Public Works Department write a letter to Highliner Foods requesting their trucks use an alternate route. In addition, Public Works will remove cluttered signage and replace with appropriate signs.**

C. Action Item: Request for Crosswalks vicinity Edgewood Centre and Union St.(DPW)

**On a unanimous roll call 9-0, voted to place a crosswalk for safety purposes. Public Works Staff will monitor traffic to determine if additional safety measures are necessary.**

D. Action Item: Charging to park at Prescott Park parking lot (per Deputy City Manager)

**On a unanimous roll call 9-0, voted to table item until more information is available on how funds are allocated to maintain park.**

E. Action Item: Citizen request to use portable speed bumps

**On a roll call 8-0, voted to deny the request for portable speed bumps on Spring Street.**

City Manager Bohenko, Deputy Fire Chief Heinz, Police Captain Warchol, Public Works Director Rice, Members Cypher, Donnermeyer, Gray, and Whitehouse voted in favor. Councilor Lown abstained.

VI. OLD BUSINESS:

Parking on both sides of Cass Street (DPW)

Mr. Whitehouse said he would like to have a site walk or an update from Public Works regarding the parking issue on Cass Street. The road seems to be narrowed since it was paved, causing issues with parking and having to weave back and forth past cars to get to either end of the street. Chevron Avenue up to Middle Street is the worst area.

Mr. Rice said this item will be added to the Parking and Traffic Safety Committee's August Agenda; and Public Works will review the City's Code of Ordinances and report back to the committee.

VII. PUBLIC COMMENT: None

VIII. INFORMATIONAL:

A. Briefing on Maplewood Avenue Bridge Replacement Project

Adam Chestnut, Contract Administrator for New Hampshire Department of Transportation and Mike Cole, Superintendent from E.D. Swett, Inc., provided an overview of the project. Mr. Chestnut said the New Hampshire Department of Transportation objective is to minimize traffic backups, and they will plan project work around business hours and peak times as necessary. The bridge is scheduled to close on Monday July 14, 2014, and remain closed until Fall 2015, with the bridge completion date expected to be October 23, 2015.

B. Loading Zone best practices

No action required. Mr. Rice said this item is focused on developing a dialogue with businesses, to determine best practices and how to implement actions going forward.

C. Regulating Scooter Parking

Police Commissioner John Golumb spoke to the committee about mopeds and bikes parking illegally in front of "No Parking" signs.

Mr. Rice is working with the Legal Department to clarify the RSA as it defines the difference between bikes, mopeds, and cars relative to parking guidelines.

D. Update on Complete Streets

Juliet Walker provided a summary of the meeting held with residents and organizations on Complete Streets. She will provide regular updates on progress made implementing the complete study policy.

IX. ADJOURNMENT - At 9:03 a.m., voted to adjourn.