

**ACTION ITEMS AND MINUTES**  
**PARKING and TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, August 13, 2015  
City Hall – Eileen Dondero Foley Council Chambers

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**Action Items requiring an immediate ordinance during the next Council meeting: none**  
**Temporary Action Items requiring an ordinance during the annual omnibus: none**

**ACTIONS:**

- [1] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee Meeting held July 9, 2015.
- [2] Accepted and placed on file the Financial Report for July 2015.
- [3 (V.A.)] **Action Item:** Blind intersection of Prospect Street and Maplewood Avenue – **VOTED** to accept staff recommendation to improve signage and work with New Hampshire Department of Transportation on possible reconfiguration of the off-ramp corner to potentially slow the traffic.
- [4 (V.B.)] **Action Item:** City Council referral of Councilor Thorsen’s parking programs memo – **VOTED** to table the item and allow staff time to review the memo in context with the Guiding Parking Principles. Staff to coordinate a work session with the Parking and Traffic Safety Committee, Fee Committee, and City Councilors.
- [5 (V.C.)] **Action Item:** Jaywalking in the downtown area – **No action item.**
- [6 (V.D.)] **Action Item:** Burkitt Street connection to Route 1 Bypass – **VOTED** to table the item and have staff report back at a later date.
- [7 (VI.A.)] **Action Item:** Request for crosswalk, parking spaces, bike corral on Islington Street at White Heron – **VOTED** to take no action and allow the issue to be reviewed as part of the Islington Street corridor improvement project.
- [8 (VI.B.)] **Action Item:** Request for crosswalk on Hanover Street at Fleet Street – **No action item.**

I. CALL TO ORDER:

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

II. ROLL CALL:

**Members Present:**

Councilor, Brad Lown  
Public Works Director, Peter Rice  
Deputy Fire Chief, James Heinz  
Captain, Mike Schwartz, Police Department  
Member, Harold Whitehouse  
Member, Ted Gray  
Member, Shari Donnermeyer  
Member, Ronald Cypher  
Alternate Member, Mary Lou McElwain

**Staff Advisors Present:**

Parking Manager, Joey Giordano  
Parking and Transportation Engineer, Eric Eby

**Absent:**

City Manager, John Bohenko  
Transportation Planner, Juliet Walker

III. ACCEPTANCE OF THE MINUTES:

Ted Gray motioned to accept July 9, 2015, meeting minutes. Shari Donnermeyer seconded.

**Moved to accept PTS Meeting Minutes of July 9, 2015.**

**Motion passed 8-0.**

IV. FINANCIAL REPORT:

Public Works Director Rice motioned to accept July 2015 Financial Report.

Shari Donnermeyer seconded.

**Moved to accept July 2015 Financial Report and place on file.**

**Motion passed 8-0.**

V. NEW BUSINESS:

A. Blind intersection of Prospect Street and Maplewood Avenue – Eric Eby stated this item was presented by a resident living on Prospect Street. There is a blind intersection at the corner of Prospect Street and Maplewood Avenue.

Ted Grey asked about the number of accidents at the corner. Eric Eby stated there has been one accident in the last five years.

Harold Whitehouse asked if the configuration had been changed. Public Works Director Rice stated the only recent change has been during the construction of the Maplewood Bridge. Drivers appear to be yielding at the stop sign instead of making complete stops. Public Works Director Rice stated he believes driver behavior will change once the bridge is completed in October.

Harold Whitehouse stated that the four underground spaces on the property are not to be used as garages, as deemed by a land regulatory board many years ago.

Captain Schwartz asked if the new bridge would have the same line of sight. Public Works Director Rice stated the new bridge would improve the sight distance over the bridge. Captain Schwartz expressed concern that this may exacerbate the problem, as drivers will be able to see farther and stop less often on the ramp.

Harold Whitehouse motioned to suspend the rules to allow public comments. Public Works Director Rice seconded. **Vote 8-0, to suspend the rules.**

Dan Freund, 37 Prospect Street, thanked Eric Eby and the committee for addressing this issue. He recommended posting signage indicating a blind intersection. He believes this will increase driver awareness of the area. Mr. Freund sent a video of driver behavior at the stop sign to Eric Eby.

Mary Lou McElwain asked about a mirror installation on the building. However, it is private property, and the City has no jurisdiction.

Staff recommended to improve signage and work with NHDOT to incorporate an adjustment to the intersection corner radius on the northbound off-ramp, which could include a rumble portion, so that the intersection angle could be closer to 90 degrees. This would allow trucks to turn over the rumble strip but encourage cars to slow down.

Public Works Director Rice motioned to accept staff recommendation. Harold Whitehouse seconded. **Vote 8-0, to accept staff recommendation to improve signage and work with New Hampshire Department of Transportation on possible reconfiguration of the off-ramp corner to potentially slow the traffic.**

B. City Council referral of Councilor Thorsen's parking programs memo - Public Works Director Rice requested to allow staff additional time to review the memo in context with the City's previously adopted Guiding Parking Principles. Once staff has reviewed the memo, a work session with the Parking and Traffic Safety Committee, Fee Committee, and City Councilors, (if they wish to participate), would be arranged.

Public Works Director Rice motioned to allow staff additional time for further review. Harold Whitehouse seconded.

**Vote 8-0, to table the item and allow staff time to review the memo in context with the Guiding Parking Principles. Staff to coordinate a work session with the Parking and Traffic Safety Committee, Fee Committee, and City Councilors.**

C. Jaywalking in the downtown area - Harold Whitehouse presented this item to the committee because of his concern regarding jaywalking in the Central Business District (CBD). He expressed concern about pedestrian visibility at night and the frequency of jaywalking. Harold Whitehouse would like to have a sign in the CBD that would protect drivers if a pedestrian was hit while jaywalking.

Ron Cypher is concerned that jaywalking is happening frequently. Mary Lou McElwain agreed that it is a problem and causing traffic problems.

Harold Whitehouse motioned to have one sign installed in the Central Business District that addresses jaywalking. There was no second to this motion.

The committee discussed the existing pedestrian signals signs and the many challenges in trying to enforce the jaywalking law. Captain Schwartz discussed the enforcement grant from the New Hampshire Highway Safety Committee. There are summonses for jaywalking by state law.

**No action item.** Chairman Lown expressed hope that the press would pick up on and write about the issue.

D. Burkitt Street connection to Route 1 Bypass – Eric Eby stated that this issue was presented by a resident in the Dennett Street neighborhood. In 1967, the City sold a section of the Burkitt Street right-of-way to the gas station owner. Since that time it has been part of that parcel. However, the physical connection to U.S. Route 1 still exists, and is utilized. With the potential reuse of the old Mama D's restaurant on an adjacent parcel, the Dennett Street resident is concerned that traffic will increase because patrons of the new business will use that portion of Burkitt Street to access Dennett Street. The residents are requesting some type of traffic restriction to keep the traffic out of the neighborhood.

Eric Eby stated that staff needs to conduct additional research regarding the language in the deed with the City Legal and Planning Departments.

Public Works Director Rice motioned to suspend the rules to allow public comments. Harold Whitehouse seconded. **Vote 8-0, to suspend the rules.**

Richard Zoffoli, 822 Route 1 Bypass, owner of the gas station, addressed the committee. He petitioned the City to sell that portion of Burkitt Street to him over 50 years ago. He is also concerned with the proposed reuse of the adjacent parcel. He does not want their traffic using his site. He stated his property is private and the language in the deed for the Mama D's site states they have the right to "pass and re-pass" over his property to access the Bypass. Mr. Zoffoli posted no trespass signs on the north side of his property. He believes that the traffic currently using Burkitt Street is caused by the Maplewood Bridge construction, and the problem will stop once the bridge is completed.

Mr. Zoffoli stated it would hurt his business if the section of Burkitt Street was shut down. He has owned the property for over 50 years and he wants to keep it open.

Eric Eby stated that the new development does not have direct access to U.S. Route 1, and there is a shared agreement to use the gas station driveway for access to the property.

Harold Whitehouse commented on the difficulty in accessing the area in winter conditions. Mary Lou McElwain stated she did a site visit and observed drivers using the section as direct access to U.S. Route 1. She supports blocking off that section of the street where the property ends.

Deputy Fire Chief Heinz stated the Fire Department supports having an open access from the Bypass.

Public Works Director Rice stated that there are property rights issues that need to be investigated before the committee could vote on this issue. He acknowledged that Mr. Zoffoli made many improvements to the area, and believes there are ways to manage the traffic from the new development so that the section of Burkitt Street owned by Mr. Zoffoli would not be utilized.

Public Works Director Rice motioned to refer the issue back to staff for further investigation and report back at a later date. Ron Cypher seconded. **Vote 8-0, to table the item and have staff report back at a later date.**

## VI. OLD BUSINESS:

A. Request for crosswalk, parking spaces, bike corral on Islington Street at White Heron – Eric Eby conducted a further review of the intersection. He looked at the volume of traffic, the traffic speed, the crossing distance and crosswalk standards. Based on his review, he is recommending no crosswalk be installed at this time. The matter should be re-examined for long-term solutions as part of the Islington Street corridor improvement project.

Harold Whitehouse asked about a timeline for the study. Public Works Director Rice stated that it is part of the pending bond authorization before the City Council. The design work and phase one implementation are included in these monies.

Mary Lou McElwain asked about the use of pedestrian warning signs in lieu of a crosswalk. Eric Eby stated that the signage in the area may not be effective because of the high traffic volume.

Harold Whitehouse motioned to accept staff recommendation that no action be taken at this time, and a review of the area is to be done as part of the Islington Street corridor improvement project. Ron Cypher seconded. **Vote 8-0, to take no action and allow the issue to be reviewed as part of the Islington Street corridor improvement project.**

B. Request for crosswalk on Hanover Street at Fleet Street – Public Works Director Rice stated the Public Works Department has the funding available to construct the tip-downs for the crosswalk. The project will be moving forward during this construction season. One parking

space will be removed in order to create the crosswalk. This item was voted on at the July 9<sup>th</sup> meeting and approved once funding was secured. (Item V.C. on July 9, 2015 meeting)

This issue came as a request from the Harbor Hill condominium owners for a temporary crosswalk until the tip-downs are constructed. Instead, the crosswalk will be painted when the tip-downs are constructed.

## VII. PUBLIC COMMENT

Rick Becksted, 1395 Islington Street, asked where the revenue goes when jaywalking tickets are issued. Captain Schwartz stated that if it is issued under the ordinance, the revenue goes to the city. If it is written as a violation of state law, the revenue goes to the state. Mr. Becksted suggested the revenue percentages be investigated and changed.

Mr. Becksted spoke briefly on crosswalks and asked the committee to review a flashing sign system implemented in Kittery, Maine. His main topic in addressing the committee was to discuss the traffic speed on Islington Street. He would like to have the speed limit lowered on Islington Street in an effort to reduce vehicle speeds.

Judy Miller, 77 Hanover Street, thanked the committee for approving the crosswalk on Hanover Street at Fleet Street. She asked if there is a timeframe. Public Works Director Rice stated that it is anticipated to be completed by the end of October.

## VIII. INFORMATIONAL

Chairman Lown reminded the committee that the next meeting is scheduled for September 3<sup>rd</sup>.

Harold Whitehouse asked the committee not to schedule an on-site for November because it will fall on Election Day.

Harold Whitehouse provided a list of sign locations that are obscured by vegetation for the maintenance crew.

Ron Cypher will be absent in October because of the meeting date change to the first Thursday of each month. Ron Cypher has missed only one meeting in 15 years.

Mary Lou McElwain requested an update on the bicycle and scooter ordinance. Eric Eby confirmed that the entire bicycle section of the Chapter 7 Ordinance is in internal review.

## IX. ADJOURNMENT - At 8:55 a.m., voted to adjourn.

Respectfully submitted by:

Amy Chastain  
Secretary to the Committee

<b>Percentage of Fiscal Year Complete</b> 8.33%
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Totals Thru  
July-15

**FY 16**

Parking Meter Fees  
 Parking Meter Space Rentals  
 Meter In Vehicle  
 Parking Garage Revenue  
 Garage Passes  
 Parking Validation  
 Pass Reinstatement  
 Vaughan St Parking Facility

Parking Violations  
 Boot Removal Fee  
 Summons Admin Fee

Total FY 16 Parking

FY 16 to Date:		
TOTALS	BUDGETED	% of Budget
201,029	1,765,500	11%
24,470	50,000	49%
6,678	50,000	13%
250,819	1,850,000	14%
62,545	1,000,000	6%
500	10,000	5%
405	2,000	20%
1,250	15,000	8%
78,131	700,000	11%
3,300	12,000	28%
0	5,000	0%
<b>629,127</b>	<b>5,459,500</b>	<b>12%</b>

	(3,047,195.00)	Transfer to Parking Fund
	2,412,305.00	Funds Remaining in Gen Fund
	5,459,500.00	Total Revenue