

**PARKING and TRAFFIC SAFETY COMMITTEE  
ACTION SHEET**

8:00 A.M. – September 3, 2020  
Remote Meeting via Zoom

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

ABSENT: Fire Chief Todd Germain

CITY STAFF: Parking and Transportation Engineer Eric Eby  
Parking Director Ben Fletcher  
Planning Director Juliet Walker  
Police Captain Mike Maloney

**ACTION ITEM NEEDING APPROVAL BY CITY COUNCIL**

- Request to renew Portwalk Place valet licenses, by Jackie Huber. – **On a unanimous roll call 9-0, voted** to renew the two (2) valet parking license agreements for a term of one (1) year.

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 2020-17, 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 July 31, 2020 as presented.
3. Public Comment Session – There was 1 speaker: Jackie Huber (available for questions on the Portwalk Place valet licenses agreements).
4. Updating Fine Structure for Parking Citations, by Parking Director Ben Fletcher. **On a unanimous roll call 9-0, voted** to schedule a presentation for the September 14, 2020 City Council meeting and schedule a first reading for the October 5, 2020 City Council meeting.
5. Recent accidents at the intersection of Marcy Street and Mechanic Street. **On a unanimous roll call 9-0, voted** to have staff report back after evaluating the intersection configuration and contacting the property owner to determine if further action is needed.

6. Request to renew Portwalk Place valet licenses, by Jackie Huber. – **On a unanimous roll call 9-0, voted** to renew the two (2) valet parking license agreements for a term of one (1) year.
7. Report back on bicycle accident on Middle Street, by City Staff. – Informational and no action taken by Committee.
8. Parking on Albany Street between Brewery Lane and Cass Street / Islington Street construction update. – No action required.
9. Closure of Turnpike exit ramp onto Echo Avenue. – No action required.
10. Traffic volumes during pandemic. – No action required.
11. PTS Open Action Items. – No action required.
12. Adjournment – At 9:28 a.m., **on a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:  
Amy Chastain  
Secretary to the Committee