

**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