

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – February 5, 2026
City Hall Conference Room A

PRESENT: **Members:** Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracuse, Mary Lou McElwain, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Parking General Foreman Mike Casad, Deputy City Manager Carl Weber, Senior Assistant City Attorney Jane Ferrini, Esq.; Project Manager Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none">• Voted to approve Resident Access Parking Program Pilot

- **Roll Call**

- **Selection of Committee Chair:** **Voted** to appoint Councilor Annie Hopkins as Committee Chair

- **Selection of Vice Committee Chair:** **Voted** to appoint Erica Wygonik as Vice Committee Chair

- **Financial Report:** **Voted** to accept the financial report dated December 31st, 2025.

- **Public Comment Session:** Tyler Garzo (Verbiage consideration, feedback on RAPP proposal), Jeff Randall (Speed feedback signs, street sweeping request), Bill Lyons (Feedback on RAPP proposal), Rich Desjardins (Feedback on RAPP proposal), Colin Scholler (Feedback on RAPP proposal)

- **Resident Access Parking Program Pilot, referred to Committee by City Council.** **Voted** to approve Resident Access Parking Program Pilot with a request for the pilot team to report back on their findings to the Committee at a later date.

- **Sheafe Street, request for additional measures to increase compliance with no parking area near Penhallow Street intersection, by resident.** **Voted** to continue monitoring street and report back at a future meeting.

- **Sagamore Avenue, request for traffic calming measures, by resident.** **Voted** to continue monitoring speeds.

- **Police monthly accident report**: Informational; no action required.
- **Congress Street construction update**: Informational; no action required.
- **PTS Committee jurisdiction relative to site plan issues**: Informational; no action required.
- **Traffic Calming application for Cass Street received**: 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

February 5th, 2026

MINUTES

I. CALL TO ORDER

Public Works Director Peter Rice called the meeting to order at 8:39 AM.

II. ATTENDANCE

Members Present:

Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
City Councilor Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mark Syracuse
Mary Lou McElwain
Jane Mitchell-Pate
Barbara Sadick (alternate)

Members Absent:

None

City Staff Present:

Eric Eby, City Engineer
Ben Fletcher, Parking Director
Mike Casad, Parking General Foreman
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant
Carl Weber, Deputy City Manager
Jane Ferrini, Esq., Senior Assistant City Attorney

[00:14:25] Peter Rice moved to nominate Councilor Annie Hopkins as Chair to the Parking & Traffic Safety Committee, seconded by Erica Wygonik. The motion carried unanimously. Peter Rice then moved to nominate Erica Wygonik as Vice Chair, seconded by Mark Syracuse. The motion carried unanimously.

III. FINANCIAL REPORT

[00:15:32] Peter Rice moved to accept the financial report dated December 31st, 2025. The motion was seconded by Mark Syracuse. The motion carried unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:16:03] There were five speakers: Tyler Garzo, 62 McKinley Road, spoke to clarify the difference between the words “accident” and “crash”, as well as feedback on the RAPP proposal; Jeff Randall, 80 Diamond Drive, proposed adjustments to the City’s speed feedback signs, and requested increased street sweeping for bike routes following winter; Bill Lyons, 62 Mendum Avenue, voiced his support and critiques of the RAPP proposal; Rich Desjardins, an Exeter resident and Downtown Portsmouth worker, provided feedback on the RAPP proposal from the position of a non-resident working Downtown; Colin Scholler, 30 Chauncey Street, also voiced comments on the RAPP proposal.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

(No public comment during Committee discussion without Committee approval.)

A. [00:28:49] Resident Access Parking Program Pilot, referred to Committee by City Council. Deputy City Manager Carl Weber, along with Parking Director Ben Fletcher and Parking General Foreman Mike Casad, outlined to the Committee a synopsis of the program pilot details that were furnished in the February Meeting Packet. Following Weber’s synopsis, the Committee asked a variety of clarifying questions—many revolving around the registration process, how streets were picked for the pilot, revenues, and further implications. When questions subsided, Fire Chief Bill McQuillen moved to approve the Resident Access Parking Program Pilot. Peter Rice proposed a friendly amendment to the motion, adding in a request for the pilot team to report back on their findings to the Committee at a later date. McQuillen agreed to the amendment, and Rice seconded the amended motion. Following a vote, the motion carried unanimously.

VII. OLD BUSINESS

A. [01:02:00] Sheafe Street, request for additional measures to increase compliance with no parking area near Penhallow Street intersection, by resident. Eric Eby reported back on his findings since the initial request was submitted, and suggested he’ll report more on the findings when snow has dissipated. Mark Syracuse moved to continue monitoring street and report back at a future meeting, seconded by Erica Wygonik. The motion carried unanimously.

B. [01:04:05] Sagamore Avenue, request for traffic calming measures, by resident. Eric Eby spoke to the request and mentioned that monitoring is ongoing and has been throughout the years. Peter Rice moved to continue monitoring speeds, seconded by Mark Syracuse. The motion carried unanimously.

VIII. INFORMATIONAL

A. [01:04:52] Police monthly crash report

B. [01:08:21] Congress Street construction update

- C. [01:09:54] PTS Committee jurisdiction relative to site plan issues
- D. [01:14:33] Traffic Calming application for Cass Street received

IX. MISCELLANEOUS

- A. [00:32:49] Peter Rice moved to establish 9:00 AM as the Committee’s new formal time to meet, working with the Clerk’s Office to reflect the new time on the City calendar—seconded by Mary Lou McElwain. The motion carried unanimously.
- B. [01:17:13] Comments on City sidewalk plowing
- C. [01:20:11] Meeting at Dondero School on 2/18 at 6:00 PM regarding first phase of sidewalk construction in Elwyn Park neighborhood

X. ADJOURNMENT

[01:20:37] Peter Rice moved to adjourn, seconded by Mark Syracuse. The motion carried unanimously. Chair Annie Hopkins adjourned the meeting at 9:46 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works