

PARKING and TRAFFIC SAFETY COMMITTEE ACTION SHEET

9:00 A.M. – April 2, 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, Project Manager Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none">• None

- **Roll Call**
- **Financial Report:** Voted to accept the financial report dated February 28th, 2026.
- **Public Comment Session:** Matt Glenn (Van Buren Ave construction design), Jeff Randall (Speed feedback signs, street sweeping request), Tyler Garzo (Van Buren Ave construction design), Kelly Shaw (Banfield Road truck traffic, Rail Trail signage, Saint Patrick School shoulder parking, Water Country traffic), Colin Scholler (Downtown traffic calming, support for COAST)
- **Presentations:** 86 Farm Lane subdivision, proposed construction of Longmeadow Lane, by Altus Engineering
- **86 Farm Lane. Request to prohibit parking along both sides of proposed Longmeadow Lane, by Brett Berger.** Voted to approve No Parking along both sides of the proposed Longmeadow Lane beginning at Farm Lane and running for a distance of 250 feet.
- **Sheafe Street, request for handicap parking space closest to Penhallow Street, by resident of 9 Sheafe Street.** Voted to remove the item.
- **Van Buren Avenue, request to prohibit parking on one side of street to narrow street width during upcoming construction project, by residents of Elwyn Park.** Voted to conduct community outreach, gathering input from the PTA and residents relative to the proposed design as presented versus a narrower design, and report back to the Committee for decision/recommendation at the next meeting.

- **Falkland Place and Ranger Way, request for clarification of snow ban parking rules for head-in parking spaces.** Voted to refer to staff to investigate options and report back at a future meeting.
- **State Street, request for rapid flashing pedestrian beacon at crosswalk at Chapel Street, by business owner.** Voted to refer to staff for evaluation and report back at a future meeting.
- **Police monthly collision report:** Informational; no action required.
- **Construction projects update:** Informational; no action required.
- **Cass Street, report back on traffic monitoring in response to request for traffic calming measures:** 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*

9:00 AM

April 2nd, 2026

MINUTES

I. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

II. ATTENDANCE

Members Present:

Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair 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
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

III. FINANCIAL REPORT

[00:05:30] Peter Rice moved to accept the financial report dated February 28th, 2026, seconded by Bill McQuillen. Parking Director Ben Fletcher spoke on current revenues in relation to time left in the fiscal year. Following a vote, the motion carried unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:52] There were five speakers: Matt Glenn, 34 Harrison Avenue, voiced concerns regarding requested parking changes on Van Buren Avenue, and also reminded the Committee of the upcoming Mayor's Bike Ride and Bike Rodeo events; Jeff Randall, 80 Diamond Drive, requested updates on his previously proposed adjustments to the City's speed feedback signs, and requested increased street sweeping for bike routes following winter; Tyler Garzo, 62 McKinley

Road, voiced concerns over the proposed width of Van Buren Avenue, as well as concerns related to Van Buren's requested parking changes; Kelly Shaw, 892 Banfield Road, voiced concerns of truck traffic on Banfield Road and requested increased signage to redirect trucks toward Route 1, inquired on signage pertaining to Rail Trail parking, spoke on vehicles parked on the shoulder outside Saint Patrick Academy, as well as Water Country traffic re-direction; Colin Scholler, 30 Chauncey Street, noted needs for traffic calming in the area of State, Chapel, Penhallow, and Cass Streets; and encouraged the Committee to further support efforts of COAST, as City parking needs are evaluated.

V. PRESENTATIONS

[00:24:15] 86 Farm Lane subdivision, proposed construction of Longmeadow Lane, by Altus Engineering. Eric Weinrieb of Altus Engineering presented a three-lot subdivision (one home already existing) on Longmeadow Lane, recognized currently as a "paper street". After presenting the design of the new right-of-way, Mr. Weinrieb was able to answer clarifying questions from the Committee.

VI. NEW BUSINESS

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

- A. [00:35:16] 86 Farm Lane. Request to prohibit parking along both sides of proposed Longmeadow Lane, by Brett Berger. Bill McQuillen moved to approve No Parking along both sides of the proposed Longmeadow Lane beginning at Farm Lane and running for a distance of 250 feet, seconded by Mary Lou McElwain. Erica Wygonik voiced concerns as to why prohibiting parking was needed, citing that 22-foot road width was enough room to have parking on one side. Bill McQuillen countered that the presented design had already been approved by the Technical Advisory Committee and that he was inclined to move forward with the original motion. Following a vote, the motion carried, with one opposed vote from Erica Wygonik.
- B. [00:37:02] Sheafe Street, request for handicap parking space closest to Penhallow Street, by resident of 9 Sheafe Street. Eric Eby noted the resident originally requesting this item reached out to notify him that the request was no longer needed. Annie Hopkins moved to remove the item, seconded by Peter Rice. Following a vote, the motion carried unanimously.
- C. [00:37:31] Van Buren Avenue, request to prohibit parking on one side of street to narrow street width during upcoming construction project, by residents of Elwyn Park. The Committee discussed the needs of Van Buren Avenue in relation to traffic (specifically to Dondero School), pedestrian safety, and parking volume. Peter Rice moved to conduct community outreach, gathering input from the PTA and residents relative to the proposed design as presented versus a narrower design, and report back to the Committee for decision/recommendation at the next meeting. This motion was seconded by Mary Lou McElwain. Following a vote, the motion carried unanimously.
- D. [01:08:11] Falkland Place and Ranger Way, request for clarification of snow ban parking rules for head-in parking spaces. Erica Wygonik moved to refer to staff to investigate options and report back at a future meeting, seconded by Jane Mitchell-Pate. Following discussion of the unique challenges of this area, the Committee voted in favor unanimously. The motion carried.
- E. [01:13:28] State Street, request for rapid flashing pedestrian beacon at crosswalk at Chapel

Street, by business owner. Erica Wygonik moved to refer to staff for evaluation and report back at a future meeting, seconded by Mark Syracuse. Following a vote, the motion carried unanimously.

VII. OLD BUSINESS

- A. [01:13:55] Sheafe Street, request for additional measures to increase compliance with no parking area near Penhallow Street intersection, by resident. Peter Rice moved to place on file, seconded by Mark Syracuse. Eric Eby was able to report his findings, stating that activity was minimal. Following a vote, the motion carried unanimously.

VIII. INFORMATIONAL

- A. [01:15:43] Police monthly collision report
- B. [01:16:10] Construction projects update
- C. [01:17:33] Cass Street, report back on traffic monitoring in response to request for traffic calming measures.
- D. [01:22:50] Discussion of Committee purpose and mission—this item was requested to be carried over to the next meeting

IX. MISCELLANEOUS

- A. [01:23:04] Question regarding the City's capacity to designate temporary parking spots for handicap use by request.

X. ADJOURNMENT

[01:28:21] Bill McQuillen moved to adjourn, seconded by Mary Lou McElwain. The motion carried unanimously. Chair Annie Hopkins adjourned the meeting at 10:27 AM.

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

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