

## MEETING MINUTES

### **PARKING and TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – March 1, 2018  
City Hall – Conference Room A

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#### **I. CALL TO ORDER:**

At 8:00 a.m., Chairman Roberts called the meeting to order.

#### **II. ROLL CALL:**

##### Members Present:

Chairman, Doug Roberts  
Deputy Fire Chief, James Heinz  
Police Captain, Frank Warchol  
Member, Harold Whitehouse  
Member, Ronald Cypher  
Member, Shari Donnermeyer  
Member, Mary Lou McElwain  
Alternate Member, Ralph DiBernardo

##### Members Absent:

City Manager, John Bohenko  
Public Works Director, Peter Rice

##### Staff Advisors Present:

Parking and Transportation Engineer, Eric Eby  
Planning Director, Juliet Walker  
Parking Director, Ben Fletcher

#### **III. ACCEPTANCE OF THE MINUTES:**

Harold Whitehouse moved to accept the meeting minutes of February 1, 2018.

Seconded by Ronald Cypher. **Motion passed 6-0.** Deputy Fire Chief Heinz was absent for the vote.

#### **IV. FINANCIAL REPORT:**

Harold Whitehouse moved to accept the financial report dated January 31, 2018. Seconded by Mary Lou McElwain. **Motion passed 6-0.** Deputy Fire Chief Heinz was absent for the vote. Harold Whitehouse commented on the positive revenues and budget.

#### **V. PUBLIC COMMENT:**

No public comment.

#### **VI. NEW BUSINESS:**

No new business.

## VII. OLD BUSINESS:

A. Report back: Request to remove meters and parking spaces on north side of State Street between Middle Street and 487 State Street. Eric Eby recommended that the metered spaces remain unchanged. He based his recommendation on traffic video camera observations of the spaces and measurements taken of the area. He stated the spaces were not fully occupied during the day and the difficulty of turning in and out of the driveways between the spaces was not a constant occurrence. He stated the spaces may have been utilized more during construction last year on State Street and during the summertime, but based on the data he gathered, they are now occupied sporadically. He stated the action item could be revisited when the new parking garage is operational.

Mary Lou McElwain moved to accept the recommendation of the Parking and Transportation Engineer to make no changes at this time, and revisit the action item after the new parking garage is operational. Seconded by Shari Donnermeyer.

Chairman Roberts spoke to amending the motion to exclude the section on revisiting the action item after the new parking garage is operational. He stated he did not sense support for the change and did not want to foster an expectation that a change would be implemented after the new garage is operational. He mentioned the reduction in parking available at the Hanover garage due to planned improvements once the new garage is operational.

Harold Whitehouse agreed with Mr. Eby's statement: the issue of turning in and out of driveways can be difficult due to on-street parking, but that it is commonly found in the City.

Ralph DiBernardo clarified that the amended motion made by Chairman Roberts would be to make no changes at this time. The motion was seconded by Ronald Cypher. **Vote 7-0, to make no changes at this time.**

B. Report back: Request to modify parking spaces on Cornwall Street and Rockingham Street between Islington Street and McDonough Street. Eric Eby stated he measured the existing spaces on Cornwall Street and Rockingham Street. He stated it would be possible to restripe the existing 3 parking spaces to provide 4 parking spaces on Cornwall Street. The 2 middle spaces would be 20 feet long and the end spaces would be 18 feet long. Cornwall Street is a one-way street from Islington Street northbound to the intersection of McDonough Street and the condo driveway is one-way in. The one-way flows allow the area to be reconfigured for an additional space.

On Rockingham Street, the 2 parking spaces north of the condo driveway could be reconfigured for 3 spaces. However, Mr. Eby stated there could be potential problems restriping this area due to snow banks and vehicular access from the condo driveway to Rockingham Street. He recommended further investigation before moving forward on restriping the area.

Harold Whitehouse moved to restripe parking spaces to add one additional space on Cornwall Street and Rockingham Street. Seconded by Ronald Cypher. Harold Whitehouse stated a site visit was conducted and he was amazed at the development in the area.

The Committee discussed the original motion and decided to separate it into 2 motions. Ronald Cypher asked for clarification about parking near the driveway on Cornwall Street. Eric Eby stated a vehicle could park up to the edge of a driveway. He stated there would be approximately 5 feet between a parked vehicle and the edge of driveway. Mary Lou McElwain asked for clarification about allowing additional parking spaces that would make turning movements onto Cornwall Street or the condo driveway difficult. Eric Eby clarified that his recommendation did not include those areas. Shari Donnermeyer expressed support for adding an additional parking space.

Harold Whitehouse withdrew his motion to restripe parking spaces to add one additional space on Cornwall Street and Rockingham Street.

Mary Lou McElwain moved to restripe parking spaces to add one additional space on Cornwall Street. Seconded by Shari Donnermeyer. **Vote 7-0, to restripe parking spaces to add one additional space on Cornwall Street.**

The Committee requested Eric Eby restate his issue regarding restriping Rockingham Street. He stated if the 2 spaces were restriped to 3 spaces, it could make it very tight for vehicles exiting from the condo driveway to make a right turn onto Rockingham Street. This could be problematic in the winter time due to snow banks.

Mary Lou McElwain moved to take no action on Rockingham Street. Seconded by Ronald Cypher. **Vote 7-0, to take no action on Rockingham Street.**

C. Report back: Request for crosswalks on Lafayette Road at Robert Avenue and on Ocean Road at Suzanne Drive. Eric Eby stated the original requests were presented to City Council last year. The roadways are owned and maintained by the State of New Hampshire Department of Transportation (NHDOT). Therefore all decisions must be made by NHDOT regarding requests for crosswalks. A letter from NHDOT dated February 9, 2018 was provided in the packet. In the letter, NHDOT approved a crosswalk on Lafayette Road, but specified the City would be responsible for all costs associated with the project. Eric Eby stated the costs would be considerable. The project scope would include a crosswalk, sidewalk improvements, traffic signal equipment and drainage swales at the intersection.

In the letter, NHDOT denied the crosswalk request on Ocean Road at Suzanne Drive due to insignificant pedestrian traffic in the vicinity. Eric Eby spoke to the safety of students crossing Ocean Road at the school bus stop. The school bus creates a controlled situation with its flashing red lights, which allows students to cross Ocean Road safely.

Planning Director Juliet Walker spoke to the Lafayette Road crosswalk funding. She stated there is a Capital Improvement Project (CIP) that will be coordinated with NHDOT. It would create a walkable and bikeable connection along Route 1. It would also include the addition of crosswalks and actuated pedestrian signals on Lafayette Road at key intersections. She stated this specific crosswalk request at Robert Avenue could be included as part of the CIP. She stated the design phase of the project is anticipated in the future and would include public input.

No action required by the Committee on this action item.

### **VIII. PUBLIC COMMENT:**

Lenore Bronson spoke about attending a PTS Committee meeting in October 2015. At that meeting, she expressed concern over the number of accidents occurring on Woodbury Avenue. She stated she never heard back from the Committee addressing her concerns. She expressed disappointment about not receiving notice of potential projects affecting her neighborhood. She spoke to the potential closures of Echo Avenue and Farm Lane. She is concerned about traffic flow if the streets are closed.

The Committee clarified that no action had been taken regarding the potential closure of Echo Avenue and Farm Lane. A public meeting is scheduled on Thursday, March 22, 2018. There was a discussion about how the public is notified of public meetings. Ms. Bronson stated she is on an email distribution list from the City, but has not received information by mail regarding this action item.

Eric Eby provided a brief overview of the Echo Avenue request and meetings that have transpired to date. He stated representatives from NHDOT would be present at the March 22<sup>nd</sup> meeting.

Ms. Bronson asked what actions had been taken regarding her request from October 2015. Eric Eby stated residential area signs had been posted at each end of Woodbury Avenue. Additionally, more speed limit signs have been posted. She reiterated her request for stop signs on Woodbury Avenue.

Mary Lou McElwain spoke to improving communication with neighborhoods. She requested a report back on how the City communicates with neighborhoods.

Harold Whitehouse stated he called Ms. Bronson before today's meeting to discuss this issue and encouraged her to attend the March 22<sup>nd</sup> meeting.

### **IX. INFORMATIONAL:**

A. Public Meeting on potential Echo Avenue and Farm Lane closures to be held on Thursday, March 22, 2018. Eric Eby informed the Committee that the location of the meeting has been changed to the Department of Public Works (DPW) at 680 Peverly Hill Road. It will be held in the training room on the first floor.

The Committee discussed the methods of dissemination used by the City to notify the public. The Committee asked City Staff to research if public meeting notices could be mailed to residents. This is not standard practice now.

Ralph DiBernardo asked Eric Eby to discuss the Woodbury Avenue Bridge closure at the public meeting. He supports any changes made to the area, but only after construction has been completed on the Woodbury Avenue Bridge.

B. PTS open action items. The Committee thanked staff for the document. Eric Eby provided a brief explanation of the omnibus process as several action items are included in the 2018 Omnibus.

**X. MISCELLANEOUS:**

Harold Whitehouse spoke to signage at private parking lots. He is concerned about a large yellow sign in a bank parking lot and the location of a private pay kiosk on Hanover Street. He stated the kiosk is being used by people paying for on-street parking. It should only be used for patrons parking in the private parking lot. Eric Eby stated the program is new as of 2017. Applications for private parking lots are reviewed and approved through DPW. He stated the yellow signs are not allowed. The department is working with the applicant to resolve the issue. Mr. Eby will investigate the kiosk location on Hanover Street. Shari Donnermeyer stated she has heard from some private parking lot owners who are receiving complaints.

**XI. ADJOURNMENT** – at 8:56 a.m., VOTED to adjourn.

Respectfully submitted by:

Amy Chastain  
Secretary to the Committee