

**ACTION ITEMS AND MINUTES**  
**PARKING and TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, April 9, 2015  
City Hall – Eileen Dondero Foley Council Chambers

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**Action Items Requiring City Council Approval**

- V. A. - Two 15 Minute Meters at 241 Hanover Street
- VI. A. – Handicap Parking Request, Islington Street

**Action Items not requiring City Council Approval**

- V. B. – Proposed Bike Corral siting for summer 2015
- VI. B. – Sheafe Street Pay and Display Meter Installation

I. CALL TO ORDER:

Chairman Lown called the meeting to order at 8:00 a.m.

II. ROLL CALL:

**Members Present:**

Councilor, Brad Lown  
Deputy City Manager, David Allen  
Deputy Fire Chief, James Heinz  
Police Sargent, Richard Webb  
Parking & Transportation Engineer, Eric Eby  
Member, Ted Gray  
Member, Harold Whitehouse  
Member, Shari Donnermeyer  
Member, Ronald Cypher  
Alternate Member, Mary Lou McElwain

**Staff Advisors Present:**

Transportation Planner, Juliet Walker  
Parking Operations Supervisor, Tom Cocchiaro

III. ACCEPTANCE OF THE MINUTES:

**Moved to accept March 5, 2015 Work Session Minutes and PTS Meeting Minutes of March 12, 2015,  
Motion passed**

IV. FINANCIAL REPORT:

**Moved to accept March 2015 Financial Report and place on file.  
Motion passed**

V. NEW BUSINESS:

A. Request for two 15 minute meters, 241 Hanover Street, for Bubby's Delicatessen - Mr. Eby said that the spaces are underutilized according to the latest parking utilization study. Greg Schweitzer, owner of Buddy's Delicatessen located at 241 Hanover Street located at the 30 Maplewood building, said his request is to accommodate patrons that are on the go and want to stop in and pick up something quickly without fighting for parking. Mr. Schweitzer noticed that the spots are not full very often, but with two 15 minute meters the City would make more money because the meters would be used more often.

Mr. Whitehouse moved to approve the request, Mr. Heinz seconded the motion. **Voted 8-1, to approve request for two 15 minute meters.** Ted Gray opposed the request for two meters but would agree to one.

B. Proposed Bike Corral siting for Summer 2015– Juliet Walker, Transportation Planner, presented proposed sites where bike corrals could be placed without removing on-street parking: Daniel Street at Penhallow Street, and Market Street north side of Commercial Alley. The Daniel Street location is the same as last year's, located in a No Parking area, which was a success. The Market Street site is a new location where parking is not currently allowed. At the request of the committee last fall, City staff also identified potential sites for replacing metered spaces with bike corrals. Two locations were identified: Pleasant Street at the horse and carriage parking spot, and the west side of Market Street north of the Ladd Street intersection.

Deputy Fire Chief Heinz would prefer to have an alternative location to Market Street at Commercial Alley due to the limited access the fire truck has to the alley. If there were a 20 foot clear zone on Market Street on either side of Commercial Alley, the Fire Department would have easier access.

Mr. Whitehouse moved to have a bike corral at Penhallow Street location, Mr. Gray seconded the motion. **Voted 9-0, to approve a bike corral at Penhallow Street.**

Mrs. Donnermeyer motioned to have Juliet Walker provide a report back on revenue loss due to replacing a metered parking space with a bike corral, Mr. Gray seconded the motion. **Voted 9-0, to have Mrs. Walker and staff report back revenue loss due to replacing a metered parking space with a bike corral.**

Mrs. McElwain understands that there is much congestion on Market Street and would prefer the committee look at the beginning of Market Street versus the middle of Market Street. Mrs. McElwain moved to have Mrs. Walker provide a bike corral option that is on Market Street but located on the north end of Market Street when she reports back, Mr. Whitehouse seconded the motion. **Voted 9-0, to have Mrs. Walker and staff report back with a proposal that shows a bike corral closer to the north end of Market Street.**

Mr. Whitehouse and Mr. Cypher are opposed to removing parking spaces and replacing them with bike corrals. Mr. Whitehouse also suggests that the old bike racks located in front of the Irish pub be removed and the new black hooped bike racks be installed.

Mr. Allen responded that Mr. Rice has a schedule for redoing Market Square, the plan is not a standalone project but replacing the older bike racks are part of the capital plan.

VI. OLD BUSINESS:

A. On-Street Handicap parking request, by Marjorie Crean- Mr. Eby recommended the committee designate one space as a handicap parking space in front of Robbins Auto Parts closest to the intersection of Parker Street.

Mr. Allen made a motion to go with the staff recommendation to have one handicap space in front of Robbins Auto Parts and enforcement of the 30 minute parking limit on the other spaces in front of Robbins Auto Parts, Mr. Whitehouse seconded the motion.

Councilor Lown said he had a conflict of interest and abstained from the vote.

**Voted 8-0, to designate one space in front of Robbins Auto Parts, at 67 Islington Street closest to the intersection of Parker Street as a handicap space, with a 72 hour parking limit. The remaining spaces adhere to the 30-minute parking time limit with strict enforcement.** Councilor Lown abstained.

Mrs. McElwain requested additional information to be provided at a later meeting regarding the ability to provide handicap parking spaces in the parking lot between Keefe House and the Discovery Center.

B. Sheafe Street Pay and Display Meter Installation – Dave Allen moved to postpone discussion of this item until residents are present, Mr. Cypher seconded the motion. **Voted 9-0, to table the item until the next meeting so the residents are present.**

VII. PUBLIC COMMENT:

NONE

VIII. INFORMATIONAL:

A. Informational – New informational sign for handicap parking time restrictions in HOM zone -

Eric Eby, Parking & Transportation Engineer presented a memo that was presented to the Council previously that outlines the 3-hour time restrictions on handicap parking for all parking spaces located within the High Occupancy Meter Zone. The new blue 3-hour time limit signs will be attached to the existing Pay Meter signs with information alerting handicap parkers to the 3-hour parking limit restrictions. Once all signs are installed a two

week grace period for all handicap parkers will be provided before parking enforcement begin to ticket.

B. Informational - Update on potential agreement for public use of Albacore parking lot – Juliet Walker, Transportation Planner said there are no formal agreements but there is discussion between the City and the Albacore Park Board of Directors to lease a portion of their lot to the City as satellite parking. The site is not within walking distance so shuttle service would have to be provided by the City or event organizers. The City has a shuttle service that could be utilized to transport to the satellite location for additional parking needs during special events.

C. Informational - Valet Parking agreement renewals- There are four Valet Parking agreements that are up for renewal in June 2015 for 100 Market Street - the 100 Club, and the last three locations 96 State Street, 86-57 Pleasant Street and Bow Street are managed by Atlantic Parking Services. All four of these locations would like to renew their valet parking agreements. Mary Lou concerned with congestion caused by valet parking on Bow Street. Eric to investigate and report back at next meeting.

D. Informational - New Hampshire Railroad Crossing Project – Public Works Director Peter Rice, and Parking & Transportation Engineer Eric Eby, met with the Department of Transportation (DOT). Mr. Eby said that DOT was in the process of putting together a Request For Proposal (RFP) to make improvements to five railroad crossing locations in the City. The 5 locations are: Barberry Lane, Maplewood Avenue, Green Street, Michael Succi Drive, and Gosling Road. Once an RFP is completed DOT will send DPW a copy, and will send the project out to bid and choose a contractor. The project cost would be about one million dollars; the City would be responsible for 10 percent of the cost which would be about one hundred thousand dollars.

IX. ADJOURNMENT - At 8:45 a.m., voted to adjourn.

Respectfully submitted by:

Cynthia Huyghue-Fancy  
Secretary to the Committee