

**CITY OF NORWICH
NORWICH PUBLIC PARKING COMMISSION**

The following are the minutes of the regular meeting of the Public Parking Commission held at 5:00 p.m., November 15, 2016 at the Buckingham Memorial Building.

PRESENT: Ms. Joanne Philbrick, Mr. H. Tucker Braddock, Mr. Jeff Lord,
Mr. Sean Ryan.

ABSENT: Mr. John Salomone and Mr. William Nash

ALSO: Mr. Ryan Blessing

Mr. Braddock called the meeting to order at 5:02pm, noting a quorum was present.

PUBLIC COMMENT:

NONE

MINUTES:

On a motion made by Mr. Ryan, second by Mr. Lord, the Commission voted to accept the minutes of the regular meeting of September 20, 2016 as submitted.

The vote was unanimous.

FINANCIAL REPORTS & BILLS TO BE PAID:

A motion was made by Ms. Philbrick, second by Mr. Ryan to accept the financial reports and accounts payable reports for:

September & October 2016

The motion was voted on and passed unanimously.

NEW BUSINESS:

HOLIDAY OFFICE HOURS:

The Commission members were informed of the office closures for the 2016 Holiday Season. A request was made by Ms. Rizzuto, to close the Commission Office on 12/23/2016 as well.

A motion was made by Ms. Philbrick, to close the Parking Commission Office on 12/23/2016, in addition to the scheduled closure of December 26, 2016. The motion was seconded by Mr. Ryan.

Motion passed by unanimous vote.

MEETING SCHEDULE 2017:

Copies of the meeting schedule for 2017 were distributed.

Informational only, no action necessary.

OLD BUSINESS:

ARTSPACE PARKING AGREEMENT:

The Commission discussed the information provided and determined that the new agreement will be for a term of 3yrs. With options to renew at 3, 6 & 9 yrs. The total due monthly would be \$1980.00.

Should Artspace request a reduction in the number of spaces required, and get the approval from the Zoning Board, the Commission reserves the right to determine the location of the relinquished spaces.

Negotiations for renewal will begin in the 30th month of the current agreement.

Ms. Rizzuto was directed to contact Mr. Michael Cunningham, Artspace property manager, to inform him of the Commission decision, and to contact Mr. Michael Driscoll, Corporation Counsel, to draft the new agreement.

The new agreement and monthly fee will be effective January 1,2017.

A motion was made by Ms. Philbrick to forward a request to Corporation Counsel, to draft a document with all the above mentioned requirements. The motion was seconded by Mr. Lord.

Motion voted on and passed unanimously.

NASSI REALTY PARKING AGREEMENT:

Mr. Jason Ziegler requested that the Commission change the terms of his parking agreement relative to the Viaduct Lot and Market Street Garage.

The Commission agreed to reduce the term of the agreement to 3 years. With options to renew At 3, 6 & 9 years. Negotiations for renewal will begin in the 30th month of the current agreement.

Mr. Ziegler will guarantee the number of spaces (183) for the term of the agreement. The amount due monthly for the term of the agreement will be \$8967.00.

The agreement and monthly fee will be effective January 1, 2017.

A motion was made by Mr. Lord to forward a request to Corporation Counsel, to draft a document with the above mentioned requirements. The motion was seconded by Ms. Philbrick.

Motion voted on and passed unanimously.

FOLLOW UP/ LOT USAGE BY PRIVATE BUSINESS:

After a brief discussion, and information provided by the Administrator and Mr. Braddock, The Commission members decided to table this topic until the next meeting.

ANYTHING ELSE BEFORE THE COMMISSION:

The Commission members were informed that the Commission office will be moving from the Buckingham Memorial Building to the Transportation Center. Several members stated that they were notified by reading the newspaper. The Commission members requested that going forward, they be notified by the City Manager prior to any decisions being made regarding the Commission.

Ms. Rizzuto stated that there is no definite timetable for the move at this point, but she will notify the members as things progress.

ADJOURNMENT:

Motion made to adjourn by Mr. Ryan , second by Mr. Lord, voted on and passed unanimously.

Meeting was adjourned at 5:56 pm.

Respectfully Submitted,

Judith A. Rizzuto, Administrator
Norwich Public Parking Commission