

**CITY OF NORWICH  
NORWICH PUBLIC PARKING COMMISSION**

The following are the minutes of the meeting of the Public Parking Commission held at 12: 00 PM, March 16, 2021. The meeting was conducted remotely by telephone, in accordance with Executive Order 7B.

**PRESENT:** Ms. Stacy Gould, Mr. Jeff Lord, Mr. Sean Ryan,  
Mr. Tucker Braddock and Mr. William Nash

**ABSENT:** Mr. John Salomone & Mr. Derell Wilson

**Mr. Lord called the meeting to order at 12:01 pm, noting a quorum was present.**

**APPROVAL OF MINUTES:**

A motion was made by Mr. Nash to approve the minutes of the NPPC meetings held on September 15, 2020. The motion was seconded by Ms. Gould.

The vote was unanimous to pass the motion.

**ROLL CALL VOTE:**

Ms. Gould – yes  
Mr. Lord - yes  
Mr. Ryan - yes  
Mr. Nash – yes  
Mr. Braddock - yes

**APPROVAL OF FINANCIAL REPORTS:**

A motion was made by Mr. Nash, second by Mr. Braddock to accept the NPPC Financial Reports from September 2020 –January 2021, as submitted.

The motion was voted on and passed unanimously.

**ROLL CALL VOTE:**

Ms. Gould – yes  
Mr. Lord - yes  
Mr. Ryan - yes  
Mr. Nash – yes  
Mr. Braddock - yes

**RENTAL REDUCTION REQUEST/SOVEREIGN ASSET/ COVID 19:**

Due to the COVID 19 economic downturn and State Offices being closed, Sovereign Asset Mgmt requested a reduction in the rental fee for parking spaces used by State employees. The only spaces used since March 2020 have been storage for State vehicles. There has been no employee usage. There was no Federal or State aid received by the management company.

After discussion of the request, a motion was made by Mr. Braddock.  
The motion is as follows:

For the months of January through June of 2021, Sovereign Asset Management would be granted a 50 % reduction in the monthly lease fee. The total amount due through June 30, 2021 will be \$26,367.00. This amount to be paid in full by June 15, 2021.

Mr. Lord seconded the motion. Voted on and passed unanimously.

**ROLL CALL VOTE:**

Ms. Gould – yes  
Mr. Lord - yes  
Mr. Ryan - yes  
Mr. Nash – yes  
Mr. Braddock – yes

**ANYTHING ELSE BEFORE THE COMMISSION:**

**A. ITC conditions / equipment:**

Mr. Braddock inquired as to the state of the Parking Kiosks, purchased by the City, for the ITC. Considering that there is no fee for parking at the ITC, the kiosks were never installed or used. At this time, they are in storage at DPW. The Purchasing Agent for the City of Noriwch had been contacted about a year ago, to try and sell them . There has been no information regarding the kiosks received by this office. Mr. Braddock asked if we could contact the Puchasing Agent to get an updated status. Ms. Rizzuto stated she would contact him and provide any correspondence to the members. Mr. Ryan stated that NPU often sells surplus or older equipment and would provide the contact information to Ms. Rizzuto. The contact information will also be provided to the Purchaser as another option to sell them.

Mr. Braddock also commented on the condition of the stairwells at the ITC. Requesting that DPW (Building Maintenance Div), include the cleaning of the stairwells as a regular maintenance item and not as an occasional task. The Porta-Potty was also mentioned, asking that they be monitored/cleaned more often. The contract should provide multiple visits/week, especially with the warmer weather upon us.

Ms. Rizzuto stated that she was not aware of who has the contract with the porta potty provider, but would check with DPW.

**ADJOURNMENT:**

Having no further business to discuss, a motion was made by Mr. Braddock, second by Mr. Lord to adjourn the meeting.

Motion voted on and passed unanimously.

**ROLL CALL VOTE:**

Ms. Gould – yes  
Mr. Lord - yes  
Mr. Ryan - yes  
Mr. Salomone – yes  
Mr. Braddock – yes

Meeting was adjourned at 12:17 pm.

Respectfully Submitted,

Judith A. Rizzuto, Administrator  
Norwich Public Parking Commission