

**City of Norwich  
Public Parking Commission  
Meeting Minutes**

The Public Parking Commission held a regular meeting on Tuesday, January 9, 2024 in Room 319 of City Hall, 100 Broadway, Norwich, CT 06360.

Agenda Items:

1. Meeting called to order at 5:05 pm.
2. Roll call
  - a. Members Present:  
Jeffrey Lord, Chair (**JL**)  
Shiela Hayes, Alderperson (**SH**)  
Swarnjit Singh, Alderperson (**SS**)  
Sean Ryan, Member (**SR**)  
H. Tucker Braddock, Member (**HTB**)
  - b. Members Absent:  
John Salomone, City Manager (**JS**)  
William Nash, Alderperson (**WN**)
  - c. Other Present:  
Joshua Pothier, Comptroller (**JP**)
3. JL determined that there was a quorum after roll call.
4. Public comment – None.
5. Reports
  - a. Financial report for the six months ended December 31, 2023. JP noted that price increases and additional enforcement hours have increased parking ticket revenue beyond budget projections and fiscal year-to-date expenditures are staying within appropriations. HTB made a motion to accept the report as presented. Motion seconded by SS. Approved unanimously.
6. Approval of minutes of preceding meeting
  - a. Review of minutes from the Regular Meeting on October 10, 2023. SS made a motion to accept the minutes as presented. Motion seconded by SR. SS, SR, and JL voted to approve the minutes. SH and HTB abstained.
7. Old business
  - a. Consideration of standardizing downtown street parking to 2-hours Monday – Friday from 7:00 am – 4:00 pm. JP explained that more time would be needed to put together a map of the downtown for the PPC to review. This item will be tabled until the April 2024 meeting.
  - b. Update on Broadway Parking Deck. JP explained that he had negotiated an amendment to the lease agreement between the City and the United Congregational Church to pay the Church an additional \$4,500 per year for the use of 15 additional parking space on the lower level of the parking deck. This brings the total rent to \$14,500 per year. This agreement had been approved by the City Council and executed by the City Manager and Church. JP is in discussions with the State Department of Administrative Services regarding their payment of rent to the City for parking spaces in the Upper Broadway Lot, Chestnut Street Lot, and Broadway Parking Deck used by State employees working in Norwich City Hall. JP asked for a motion for the PPC to pay the \$2,250 for the first six months of additional rent (January – June 2024) and then for the PPC to pay for the entire \$14,500 prospectively. SH made this motion. Motion seconded by SR. Approved unanimously.
  - c. Update on parking map near NFA. JP said that City Planner Dan Daniska prepared a parking map for the area near NFA using Google Maps. JP will share this with NFA for distribution to its students.

8. New business

- a. Budget for 2024-25. JP presented the PPC with a draft budget for 2024-25. Some of the main drivers for this budget are:
  - i. Projected parking ticket revenue leveling off around \$70,000 and monthly parking rental increasing to \$180,000 because of increased activity from the 77-91 Main Street development, the redevelopment of the YMCA, and negotiations with the State of Connecticut (see item 7.b.).
  - ii. Wage increase for Parking Enforcement Attendant.
  - iii. PPC absorbing Broadway Parking Deck lease payment (see item 7.b.)
  - iv. Increasing Transfer to General Fund from \$30,000 to \$40,000 in recognition of the time spent by Finance Department staff on the administration of PPC activities.
  - v. Increasing the appropriation for Repairs & Maintenance from \$60,000 to \$75,362.

SH asked JP to explore how a portion of the fund balance of the PPC can be set aside for larger repairs, maintenance and replacements projects. HTB asked JP to get cost estimates for repairs to the Main Street Garage, including elevator improvements and fixing cracks.

The PPC will review the draft budget at its April 2024 meeting.

SH made a motion to adjourn. Motion seconded by HTB. Approved unanimously. Meeting adjourned at 5:39 pm.

Joshua A. Pothier  
Comptroller