

City of Norwich
Public Parking Commission
Meeting Minutes

The Public Parking Commission held a special meeting on Tuesday, January 10, 2023 in Room 319 of City Hall, 100 Broadway, Norwich, CT 06360.

Agenda Items:

1. Meeting called to order at 4:58 pm.
2. Roll call
 - a. Members Present:
Jeffrey Lord, Chair (**JL**)
Stacy Gould, Alderperson (**SG**)
Swarnjit Singh, Alderperson (**SS**)
Sean Ryan, Member (**SR**)
H. Tucker Braddock, Member (**HTB**)
 - b. Members Absent:
John Salomone, City Manager (**JS**)
Tracey Burto, Alderperson (**TB**)
 - c. Other Present:
Joshua Pothier, Comptroller (**JP**)
Orla McKiernan-Rafferty, Deputy Comptroller (**OM**)
Karlene Deal, Collector of Taxes & Revenues (**KD**)
Mitch Nixon, Accountant (**MN**)
3. JL determined that there was a quorum after roll call.
4. Reports
 - a. JP reviewed the update on transition for administrative functions.
 - b. JP presented the financial report for the six months ended December 31, 2022. Motion made by SR to approve the report, seconded by HTB. Approved unanimously.
5. Approval of minutes of preceding meeting
 - a. Review of minutes from the Special Meeting on December 13, 2022. SS noted that his name should be listed as absent from this meeting. HTB made a motion to accept the minutes with the correction by SS, seconded by SS. Approved unanimously.
6. New business
 - a. Motion made by HTB to schedule regular meetings during 2023 at 5:00 pm in City Hall at the dates listed below, seconded by SS. Approved unanimously.
 - i. Tuesday, April 11, 2023
 - ii. Tuesday, July 11, 2023
 - iii. Tuesday, October 10, 2023
 - b. Motion made by HTB to direct JP to contact Caitlyn Griffith to serve as recording secretary for future PPC meetings, seconded by JL. Approved unanimously.
 - c. Discussion of policies on violation enforcement and waiver of tickets – JP said he would circulate the current ordinances regarding parking enforcement to the PPC members to get their input prior to the April 2023 meeting.
7. Motion to adjourn made by HTB, seconded by SS. Approved unanimously. Meeting adjourned at 5:37 pm.

Joshua A. Pothier
Comptroller