

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

The Public Parking Commission held a special meeting on Tuesday, April 11, 2023 in Room 319 of City Hall, 100 Broadway, Norwich, CT 06360.

Agenda Items:

1. Meeting called to order at 5.11 pm.
2. Roll call
 - a. Members Present:
Jeffrey Lord, Chair (**JL**)
Stacy Gould, Alderperson (**SG**)
Swarnjit Singh, Alderperson (**SS**)
Sean Ryan, Member (**SR**)
 - b. Members Absent:
H. Tucker Braddock, Member (**HTB**)
John Salomone, City Manager (**JS**)
Tracey Burto, Alderperson (**TB**)
 - c. Other Present:
Karlene Deal, Collector of Taxes & Revenues (**KD**)
Orla McKiernan-Raftery, Deputy Comptroller (**OM**)
3. JL determined that there was a quorum after roll call.
4. Reports
 - a. KD the update on transition for administrative functions.
 - b. KD presented the financial report for the six months ended March 31, 2023.
5. Approval of minutes of preceding meeting
 - a. Review of minutes from the Special Meeting on January 10, 2023. SG made a motion to accept the minutes, seconded by JL. Approved unanimously.
6. Old business
 - a. Appointment of a recording secretary. SG made a motion to allow members of the Finance Office staff to carry out the duties of the recording secretary, seconded by JL. Approved unanimously.
7. New business
 - a. Parking ordinances.
 - i. Motion made by SR, seconded by SS to accept the ordinance change to correct the fine for handicapped space violation in accordance with CT State Statues. Approved unanimously.
 - ii. Motion made by SG, seconded by JL to appoint City Manager as person who appoints hearing officers. Approved unanimously.
 - iii. Motion made by SR, seconded by SG to approve increasing fines for other violations. \$5-\$15 increases to \$20 and \$25 increase to \$30. Approved unanimously. All new pricing will be posted on City's website.
 - b. Parking policies.
 - i. Motion made by JL, seconded by SG to increase rates for parking spaces in lots and garages. Taxable and non-taxable rates increase by \$2 per month effective 7/1/2023. Approved unanimously.
 - ii. Considered parking violation for "Living on road with Timed Parking" and tabled until the next meeting.
 - c. Budget.
 - i. Motion made by SR, seconded by SG to increase hours, wages, and benefits of parking enforcement attendant. Hours will increase from 27.5 per week to 35 hours per week effective 7/1/2023. Approved unanimously.
 - ii. Motion made by SR, seconded by SS to transfer to General Fund the following:
FY2022-23 \$15,000, FY2023-24 \$30,000. Approved unanimously.
 - iii. Repairs and maintenance of lots and garages was discussed and tabled for special meeting to be held before City Council adopts the Budget for FY2023-2024:

- a. PPC line item – signs and striping- get defined \$ amount
 - b. Capital Budget - \$150,000 for garage joint repairs
 - c. Capital Budget – lighting efficiency projects for Intermodal Transportation Center – get defined \$ amount.
 - d. Discussed designating 15 parking spaces in the Railroad Ave. parking lot for Mattern Construction in relation to their redevelopment of the former YMCA.
 - e. Discussed parking near Norwich Free Academy.
8. Motion to adjourn made by SG, seconded by JL. Approved unanimously. Meeting adjourned at 5:57pm.

Orla McKiernan
Deputy
Comptroller