

**CITY OF NORWICH  
NORWICH PUBLIC PARKING COMMISSION**

The following are the minutes of the regular meeting of the Public Parking Commission held at 5:15 p.m., November 18,2008 in the Buckingham Memorial Bldg.

PRESENT: Mr. Sean Ryan, Co-Chair, Mr. Mark Bettencourt,  
Mr. Jeffrey Lord, Mr. William Nash.  
Mr. Robert Zarnetske arrived late.

ABSENT: Ms. Olive Buddington, Co-Chair,  
Mr. Alan Bergren, City Manager

ALSO: Mr. Michael Gannon, Norwich Bulletin

At 5:20 p.m. Mr. Ryan called the meeting to order, noting a quorum was present.

**MINUTES:**

On a motion by Mr. Bettencourt, it was voted to accept the minutes of the September 16, 2008 meeting as recorded. Motion seconded by Mr. Lord. Motion passed unanimously

**FINANCIAL REPORTS & BILLS TO BE PAID:**

A motion was made by Mr. Bettencourt, seconded by Mr. Lord to accept the financial reports and accounts payable reports for September 2008.

During discussion of the financial reports, it was determined that the “bills to be paid” would not be a separate agenda item. Considering that the reports are included with the financial summary, they will be considered as part of the financial reports. An unbudgeted expense would be required to be presented to the Commission for an approval.

The motion to accept the financial reports and accounts payable was voted on and passed unanimously.

**PUBLIC COMMENT:**

NONE

**CORRESPONDENCE:**

A motion was made by Mr. Bettencourt to accept the correspondence. The motion was seconded by Mr. Lord. Voted on and passed unanimously.

**OLD BUSINESS:**

First topic discussed under old business, was the option of doing a “warning” notice for the first overtime violation, instead of a summons. This idea had been discussed at the previous meeting in general terms.

Ms. Rizzuto provided information and correspondence from the software provider as to the capability of our program to handle this change. The Parking Commission members were specific in the requirements...the program would allow an offending vehicle 1 overtime waiver in a 12 month period. The information would be stored on the server and information would be readily available on the handheld computers, indicating if the vehicle had already been issued the waiver.

Vehicles would be issued a card, indicating the fee waiver. The postcard would serve as notice that the vehicle had been overtime and that they would not pay a fine for the first offense. The postcard, humorously, would explain the program in detail.

Originally, the Commission members had intended to coincide the launch of this program with the 350<sup>th</sup> celebration, but have decided to initiate it as soon as possible. Ms. Rizzuto stated that she would keep them updated as to the progress.

A motion was made by Mr. Zarnetske to proceed with the “overtime waiver program” as discussed and to launch it as soon as possible. The motion was seconded by Mr. Ryan , voted on and passed unanimously.

**NEW BUSINESS:**

The request from the 350<sup>th</sup> Committee for use of the Waterfront Lot in June 2009 was discussed. Mr. Lord asked if we would be relocating tenants to allow the tent to occupy the lot for the month. Ms. Rizzuto explained that all tenants will be easily relocated for the month of June 2009.

A report on research done by Ms. Rizzuto was enclosed in the meeting packets. In other towns and cities, it is customary for most events to pay a fee to the municipality for using the lots, garages or streets for events. Up to this point, the Parking Commission has not charged any organization for use of the Waterfront Lot for civic events.

Through discussion, it was decided to forego charging for the venue at this point. Ms. Rizzuto was directed to write a letter to the Chair of the 350<sup>th</sup> indicating the positive decision of the Commission. It was also stipulated that proper insurance coverage and lot maintenance are part of the agreement.

A motion was made by Mr. Ryan to allow the 350<sup>th</sup> Committee use of the Waterfront Lot for the month of June 2009, as long as the Committee has the proper insurance and maintains the condition of the lot. The use of the Waterfront Lot should be considered as an "in kind service" by the Committee. The motion was seconded by Mr. Lord. Voted on and passed unanimously.

The next agenda item was the protest procedure to be posted on the website. Mr. Nash made a motion to post the protest procedure on the website as presented. The motion was seconded by Mr. Lord. The motion was voted on and passed unanimously.

The schedule of 2009 meetings for the Parking Commission was submitted for approval. Motion made to accept the schedule by Mr. Lord, seconded by Mr. Nash. Motion passed unanimously.

The topic of raising overtime fines was discussed, and the consensus of the members was that it was not the time to raise fees. The economic situation has impacted everyone. The decision to seek a fine increase was tabled. The motion to table the rate increase was made by Mr. Lord, seconded by Mr. Bettencourt. Voted on and passed unanimously.

**ANYTHING ELSE BROUGHT BEFORE THE COMMISSION:**

Mr. Ryan asked the Alderman on the Commission, what happened to the resolution relating to the billboard revenue. Mr. Zarnetske stated that the resolution had been tabled by the City Council. Mr. Zarnetske also stated that it was a lack of information that caused the resolution to be tabled.

Mr. Bettencourt suggested that the City Council members be provided with the information relative to the billboard revenues, prepared by Ms. Rizzuto. Mr. Ryan stated that he wanted to make sure that the issue was not "dead". The Alderman assured him that it was not, and would be revisited and acted on. Mr. Bettencourt suggested sending it to Mr. Bergren to have it included in the City Council meeting packets, relative to the billboard issue and that the Parking Commission would like to see this item back before the City Council in the near future.

Ms. Rizzuto asked the Commission members for permission to close the office on Friday, December 26, 2008. The Commission members had no objection to the office closure. A motion was made by Mr. Lord, seconded by Mr. Ryan to close the Parking Commission office on December 26, 2008. Voted on and passed unanimously.

A petition sent from the Courthouse by several employees was presented to the Commission members. The petition addressed the malfunction of meters in the Market Street garage, and the displeasure that some expressed after getting overtime tickets. The members were informed that the meters are battery operated and sometimes, they do fail. A parking ticket is not issued to vehicles occupying a space with an inoperable meter. There is a sticker affixed to each meter asking to call the office if a meter is not working. If the meter is flashing zeroes, it means the meter is working and time has expired. The meters are checked in the morning and if the batteries need to be replaced, it is done on the spot. If someone calls to report a malfunctioning meter, the plate is noted and a summons is not issued. The members asked that a response be sent to the Courthouse and the Judicial Marshal Supervisor informing them that we maintain the equipment and if it should fail to respond correctly, please call the number on the sticker.

Mr. Zarnetske asked if any progress had been made regarding the lease with the YMCA for spaces in the abutting parking lot. Mr. Bettencourt stated that we had touched on that earlier in the meeting, under correspondence. There has been no response to date from Corporation Counsel relating to the request from the Commission in May 2008. Mr. Bettencourt stated that he would call Corporation Counsel and see what he can find out.

### **ADJOURNMENT:**

Motion made to adjourn by Mr. Bettencourt, second by Mr. Lord. Voted on and passed unanimously.

Meeting was adjourned at 6:20 pm