

**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., January 13, 2009 in the Buckingham Memorial Bldg.

PRESENT: Ms. Olive Buddington, Co-Chair, Mr. Alan Bergren, Mr. Mark Bettencourt, Mr. Jeffrey Lord.

ABSENT: Mr. William Nash, Mr. Sean Ryan and Mr. Robert Zarnetske.

**At 5:25 p.m. Ms. Buddington 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 November 18, 2008 meeting as recorded. Motion seconded by Mr. Lord.

Motion voted on and passed unanimously

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

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

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. Bergren. Voted on and passed unanimously.

No action or discussion regarding the correspondence was necessary.

**OLD BUSINESS:**

Leasing of the YMCA Lot to the Y was discussed. Mr. Bettencourt had asked that the terms of the lease be fair and “revenue neutral”. The other Commission members agreed but voiced concern that the revenue from the lease should not be less than \$12,000.00 annually.

At the original discussion with representatives of the YMCA, several items were agreed upon to be part of the lease. Ms. Rizzuto was directed to contact Mr. Oickle, Director of the YMCA, and inform him of the results of tonights meeting. If the YMCA is still interested in leasing the lot, we will ask Corporation Counsel to draft a lease.

The conditions are as follows:

An initial lease period of 1 year, with an option for either party to discontinue the agreement at the end of the term.

The YMCA would be required to have a certificate of insurance for the lot, and would “hold harmless” the City and its agencies.

The YMCA would be responsible for maintainence and upkeep of the lot for the term of the lease.

Any reconfiguration would have to be approved by the NPPC, before implementation.

Initial lease fee of \$12,000.00 annually.

Ms. Rizzuto was directed to call Mr. Oickle, Director of the YMCA, and relate to him the results of the discussion and ask if the YMCA would still be interested, based on the current information.

**NEW BUSINESS:**

NONE

**ANYTHING ELSE BROUGHT BEFORE THE COMMISSION:**

Ms. Rizzuto informed the members that the Handicap space in front of the Library has been determined. The space was signed on Friday 01/09/09.

We will not be issuing handicap summons in that space until January 20,2009. This week we will be issuing "warning tickets" to alert everyone that a permit is now required to park in the designated space.

The pavement will be painted in the spring to further indicate the special status of the space.

The Commission members were furnished with copies of the "overtime warning" documents. The postcard and the warning ticket were provided and got great comments.

The initial start date for the program was agreed to be February 1,2009. There will be a press release provided for the newspapers prior to the roll-out.

**EXECUTIVE SESSION:**

A motion was made by Mr. Bergren to enter into executive session at 6:10pm. The motion was seconded by Mr. Bettencourt. The motion was voted on and passed unanimously.

Motion made by Mr. Bergren to end executive session at 6:13pm. Motion was seconded by Mr. Bettencourt. The motion was voted on and passed unanimously.

There were no votes taken in executive session.

Mr. Bettencourt made a motion to advance Donna Ensling 2 weeks vacation pay. Proper documentation, including the agreement that vacation time will be taken during the 2009 calendar year, without pay. The documentation will also indicate that the action was taken due to extenuating circumstances and is not precedent setting.

The motion was seconded by Mr. Lord. The motion was voted on and passed unanimously.

**ADJOURNMENT:**

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

Meeting was adjourned at 6:15 pm

Respectfully Submitted,

Judith A. Rizzuto, Administrator  
Norwich Public Parking Commission