

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

The Public Parking Commission held a regular meeting on Tuesday, January 13, 2026 in Room 319 of City Hall, 100 Broadway, Norwich, CT 06360.

Agenda Items:

1. Meeting called to order at 5:23 pm.
2. Roll call
 - a. Members Present:
Jeffrey Lord, Chair (**JL**)
Sean Ryan, Member (**SR**)
Zato Kadambaya, Alderperson (**ZK**)
H. Tucker Braddock, Member (**HTB**) (joined meeting at 5:23 pm)
 - b. Members Absent:
Shiela Hayes, Alderperson (**SH**)
William Nash, Alderperson (**WN**)
John Salomone, City Manager (**JS**)
 - c. Other Present:
Karlene Deal, Collector of Taxes and Revenues (**KD**)
Joshua Pothier, Comptroller (**JP**)
Dan Drainville, Reporter for The Day
3. JL determined that there was a quorum after roll call.
4. Public comment
None.
5. Reports
 - a. Financial report for the three months ended December 31, 2025 was distributed. SR made a motion to accept the report as presented. Motion seconded by HTB. Approved unanimously.
 - b. Memo from Comptroller. Memo from Comptroller was distributed with updates on Downtown Long-Term Lease negotiations, the Upper Broadway Lot, the Main Street Garage Elevator, parking at former Chelsea Groton Bank and the Intermodal Transportation Center, Broadway Parking Deck cameras, petition to Norwich City Council regarding on-street parking limits and parking permits for deployed military personnel, and budget for FY2026-27.
6. Approval of minutes of preceding meeting
 - a. Review of minutes from the Regular Meeting on October 14, 2025.
SR made a motion to accept the minutes as presented. Motion seconded by HTB. Approved unanimously.
7. Old business
 - a. Update on negotiation of downtown parking leases.
Discussed status of negotiations. Attorney Siefert and JP continue to discuss with relevant parties. No action taken or needed by PPC.

8. New business

- a. Consideration of selling monthly passes for overnight parking in Intermodal Transportation Center.

KD has at least one individual who is interested in purchasing a monthly overnight pass. JP said that the Police Department patrols the Intermodal Transportation Center intermittently each week.

JL made a motion to approve selling up to 30 overnight monthly passes at the Intermodal Transportation Center at the current rate of \$80 per month. Motion seconded by SR. Approved unanimously.

- b. Parking at former Chelsea Groton Bank building at 300 Main Street.

Discussion about selling monthly passes M-F 7:00 am – 4:00 pm in lot off of Main Street diagonal from the Buckingham Memorial building. This 30-space lot used to be the employee parking lot for Chelsea Groton Bank.

ZK expressed a concern that, if we didn't mark specific spaces for passholders, then cars using the lot for two-hour parking might take up too many spaces and leave the paying customers without a parking space. JP noted that he has observed fewer than 5 cars in the lot at any given time. HTB made a motion for the PPC to sell up to 15 monthly parking passes for from Monday – Friday from 7:00 am – 4:00 pm at the current rate of \$40 per month. Motion seconded by JL. Approved unanimously.

- c. Budget for 2026-27.

JP explained that the two major items in this proposed budget are an increase in the administrative services charge paid by the PPC to the General Fund to \$65,000 and a 3% wage increase for the Parking Enforcement Attendant.

ZK wanted more time to review the budget. Item tabled to the April 14, 2026 meeting.

9. Adjournment

HTB made a motion to adjourn. Motion seconded by SR. Approved unanimously. Meeting adjourned at 5:49 pm.

Submitted by:
Joshua A. Pothier
Comptroller