

PARKING AUTHORITY MINUTES

**CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
September 24, 2008**

ATTENDANCE: John Federici, Vice Chairman
Julius Hayward
Bert Shatz

STAFF: Kathryn Hebert, Administrative Services Manager
Hal Alvord, Public Works Director
Brian Sweeney, Public Works Structural Engineer
Dilene Byrd, Secretary

OTHERS: Frank DelMonaco, LAZ Parking
Rob Cavello,

EXECUTIVE SESSION

**** VICE CHAIRMAN FEDERICI MOVED TO ENTER INTO EXECUTIVE SESSION**

**** MOTION PASSED UNANIMOUSLY**

Executive session began at 6:30PM

Executive session ended at 6:44PM

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:22PM

1. **APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, July 23, 2008.**

Mr. Federici said on Page 1, to remove Victor Cavallo from the attendance

Mr. Federici said on Page 5, Item 6, Paragraph 2, to change "they" to "who"

**** MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTIONS**

**** MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH DESMAN ASSOCIATES, TO PROVIDE TECHNICAL ASSISTANCE AND JOB SITE SUPERVISION AT THE**

**HAVILAND PARKING FACILITY REPAIR PROJECT, FOR A SUM
NOT TO EXCEED \$11,500**

ACCOUNT NO. 0909 4095 5777 C0354

Mr. Sweeney said that at the end of the repair that the design engineer will need to sign off that the work was performed properly and that on site supervision will be required by Desman Associates. Ms. Hebert said that in the original proposal this part was included but did not have the Board authorize it at that time because at that point were not sure this would actually be needed. Mr. Sweeney said that the original amount in the proposal for this was \$30,000 but have now scaled that number down because Mr. Cavello has been on site.

**** MR. SHATZ MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE
PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE
AGREEMENT WITH INTELENERGY FOR THE LIGHTING
UPGRADE AT THE HAVILAND PARKING FACILITY FOR A SUM NOT
TO EXCEED \$27,000**

Ms. Hebert said that this is to install the energy efficient lighting at the same time as the repair is being done at the Haviland parking facility. She said that a grant from SNEW will be received and that the \$27,000 is the net that will need to be paid. Mr. Federici asked if this is in addition to the \$609,000 that is being used for the repair. Ms. Hebert said "yes". Mr. Shatz asked if this is for the lighting of the parking lot or for pedestrian lighting. Ms. Hebert said it will be for both. Ms. Hebert said that there are funds left over from the repair of the garage because \$ 1 million dollars was budgeted and the bid had come in at \$609,000 with a change order of \$60,000, so there is approximately \$585,000 left in the account. Ms. Hebert said that she did not figure in the savings for maintenance because that is just an estimate at this time and it will be seen in the operating budget as well as the utility consumption savings. Mr. Sweeney said that due to the repair most of the lights will need to be replaced. Mr. Shatz asked if the fixtures that are currently there are the original fixtures. Mr. Sweeney said "no" and that they were replaced in 1996. Mr. Shatz asked what the lifespan of a fixture is that is properly maintained. Mr. Sweeney said approximately 15 years depending on circumstances.

**** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO INSTALL A
NEW SECURITY SYSTEM IN CONNECTION WITH THE HAVILAND**

DECK REPAIR PROJECT FROM NISCAYAH, INC. (A.K.A. SECURITAS SYSTEMS) FOR A SUM NOT TO EXCEED \$46,000

ACCOUNT NO. 0909 4095 5777 C0354

Mr. DelMonaco said the plan is to install a number of cameras throughout the facility which will be monitored at the South Norwalk Railroad Station which is staffed 24 hours a day and 7 days a week. Mr. Hayward asked if the item would need to go out to bid. Ms. Hebert said “no” because there is already an existing contract with them and this will be adding on to that contract.

**** MR. SHATZ MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO EXPAND THE SECURITY SYSTEM AT THE SOUTH NORWALK RAILROAD STATION ON THE EASTBOUND SIDE ALONG HENRY STREET FROM NISCAYAH, INC. (A.K.A. SECURITAS SYSTEMS), FOR A SUM NOT TO EXCEED \$29,900**

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ACCOUNT NO. 35 0474 5724 (HOMELAND SECURITY) OPERATING BUDGET

Ms. Hebert said that there was \$22,000 left over in the Homeland Security account which needs to be spent by Monday, or the money will be lost. She said there are currently no cameras on the Henry Street side and this will now complete the entire South Norwalk Railroad Station campus. She said that the balance of the \$7,900 will come out of the operating budget. Mr. Hayward asked if there had been any security breaches at the East Norwalk Railroad Station. Mr. DelMonaco said “no”.

**** MR. HAYWARD MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO ADP SERVICE CORP. TO PROVIDE LIGHTING REMOVAL AND INSTALLATION IN CONNECTION WITH THE MARITIME GARAGE CUSTOMER SERVICE OFFICE FIT OUT, FOR A SUM NOT TO EXCEED \$8,550.**

ACCOUNT NO. 09 0000 2604

Ms. Hebert said when the area was built the Maritime Aquarium had requested that color coded LED lights be installed to simulate water. She said she would like to partner with the Arts Commission to put artwork on the wall that has historic significance for Norwalk

and the color coded lights can not be used to project onto the artwork. She said that the colored LED lights will need to be replaced with white lights and that Mr. Cavello tried to keep the existing lights and change the color to white but it could not be done. Mr. Shatz asked how many lights are being replaced. Mr. Cavello said there are 4-8 foot sections of lights.

**** MR. HAYWARD MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO RAM CONSTRUCTION SERVICES FOR PROJECT NO. PKG 2008-3, FOR THE REPAIRS AT THE YANKEE DOODLE GARAGE, FOR A SUM NOT TO EXCEED \$125,000**

ACCOUNT NO. 0908 4095 C0355

Ms. Hebert said that there is money from this year and last year and that originally a change order had been authorized to Merritt Contractors but their prices had come in too high. Mr. Sweeney said that they had gotten a sub-contractor and they had submitted unit prices to perform some concrete repairs. He said the main areas that he is concerned about are the second and third levels which have the most delaminated concrete. He said that Merritt Contractors was selected to perform the work because they had performed all the concrete repairs in the stair wells but their original price that their sub-contractor gave was \$600 per square foot and at then came back with \$200 per square foot and at that point had told them not to bother submitting another price. He said that RAM Construction is doing a very good job on the repairs at Haviland Deck. Mr. Shatz asked how much they would charge for concrete repairs. Mr. Sweeney said that it varies depending on the repair but approximately \$50 per square foot. Ms. Hebert said once this has been completed that she is looking to paint some on the interior because at this time the garage is in need of some aesthetic improvements.

**** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

1. **ADOPT THE PARKING PERMIT POLICY AS PER THE OPINION FROM THE CITY OF NORWALK LAW DEPARTMENT**

Ms. Hebert said that she had gotten an opinion from the Law Department based on Mr. Harris's request from the Public Hearing regarding transferring monthly parking permits to the next owner when a property is sold. She said that the Law Department had said that it is a monthly parking permit and is considered to be a privilege so it can not be transferred with the sale of their private property.

****MR. HAYWARD MOVED TO ADOPT THE PARKING PERMIT POLICY AS PER THE OPINION FROM THE CITY OF NORWALK LAW DEPARTMENT.
** MOTION PASSED UNANIMOUSLY**

1. **MONTHLY FINANCIAL REPORT**

Ms. Hebert that there is a net cash of \$178,000 in the capital reserve fund. She said that preliminary discussions will begin next month regarding next fiscal years capital and operating budgets. She said she would like to have the Public Hearing no later than December 2008, because the budget needs to be presented to the Finance Director in January, 2009.

1. **MONTHLY OPERATION REPORT**

Mr. DelMonaco said that compared to last summer the demands at the Maritime Garage were up 6% but compared to the average demands placed on the garage for the past 4 years the facility is down 17%. He said that in March 2008, that officials of the Maritime Aquarium had given some calculations which were 38% off of what they thought there demands were going to be and said no matter what other demands are put onto the Maritime Garage there will always be space available for their customers. Mr. Federici asked if there attendance has increased. Mr. Alvord said "yes" compared to last year but not to the projections they had given.

Mr. DelMonaco said that Webster Lot continues to be lower than what was experienced last year and that the North Water Lot continues to do well. He said that the pilot program for the credit card excepting meters to be tested on North Main Street will be implemented in October. He said that decals will be placed on every parking meter in South Norwalk stating the operational and payment requirements.

Mr. DelMonaco said that the demands at the South Norwalk Railroad Station are consistent and that the shuttle service will begin on October 6, 2008. He said that flyers had been handed out for the shuttle service as well as for announcing the text service that he is encouraging people to sign up for. He said that when capacity is approached that a text message will be sent to those who sign up for the service to let them know that by the time they get to the train station there may be no space available. He also said he will be looking into a better way of advising people that can get into the garage where spaces are available. Mr. DelMonaco said that the Traffic Authority had passed the prohibition of solicitation of passengers on the east bound side of the South Norwalk Railroad Station. Ms. Hebert said that the taxi only signs were removed from Monroe Street and No

Parking signs were installed. Mr. DelMonaco said that DeMilo Landscaping has completed the clean out of the westerly portion of the South Norwalk Railroad Station.

Mr. Federici asked if the boot tow program is doing well. Mr. DelMonaco said “yes” and since the boot eligibility has been lowered from 3 to 2 outstanding tickets that 93 cars have been booted in 6 weeks.

1. CAPITAL PROJECTS

Mr. Cavello said that the work has commenced on the eastbound side of the South Norwalk Railroad Station on September 8, 2008, and that Merritt Contractors are approximately 90% done with their submittal process. He said that the interior demolition is substantially complete and that the exterior painting is in progress and should be completed by the end of the month. He said that all the interior flooring has been removed and that many areas of the sub flooring will require additional work and there will be an additional cost of approximately \$12,000 associated with that. He said that the interior painting has commenced today. He said that the last thing to be completed will be installing the exterior doors which will be done at the end of November. He said that the new ceilings have been started over the stairwells and are correcting some items of disrepair that were found above the ceilings. He said while everything is opened that a vendor will be contacted to clean out the ducts.

Mr. Cavello said that the new drainage system has been completed on the westbound side of the South Norwalk Railroad Station and the stairs have been cleaned and painted. He said that the doors have been so seriously delayed that they are unable to finish the work in the staircases until the doors arrive. He said that he has been unable to get a clear indication of when they doors will arrive and said it is his guess they will arrive by the end of October or early November. He said that they are a specialty door and that the contractor had ordered them a little later than he should have.

Mr. Cavello said that RAM Construction had started the repair on Haviland Deck on August 22, 2008, and all the traffic surface has been completely removed, the planters have all been emptied out, and water proofing had started yesterday. He said the partial and full depth repairs are in progress and approximately 95% of the heavy work is done. He said that a number of structural tendons that were buried in the concrete have failed. Mr. Cavello said that \$158,000 will be received in credits and there will be \$152,000 in additional repairs. He said that 14 cubic yards of concrete has been poured and that the meter poles will be removed. He said that the brick repair work will begin in October.

Mr. Cavello said that the demolition is completed for the Customer Service Center at the Maritime Garage and that the millwork modification is now in progress. He said that all the steel supports for the glass have been installed and that the furniture has been selected and ordered and will arrive by mid October. He said that there was a change order issued for additional carpeting and that he expects the project to be completed by mid October.

1. SHUTTLE PROGRAM

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Ms. Hebert said that there is a press conference scheduled for October 3, 2008, at 11:00AM in front of the Maritime Garage. She said that the shuttle program will begin on October 6, 2008.

1. PUBLIC WORKS OPEN HOUSE- SATURDAY, SEPTEMBER 27, 2008

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Mr. Alvord said that the Public Works open house is scheduled for September 27, 2008, from 10:00AM to 1:00PM at the Public Works Center and invited all members to attend.

14. NEW BUSINESS

Mr. Federici asked if the colored LED lights that will be removed from the Maritime Garage will be donated to the Stepping Stones Museum as previously discussed. Ms. Hebert said "yes" but it has not yet been finalized.

Mr. Federici asked what the status of the audit is. Ms. Hebert said she has received no reports to date and she contacted the Finance Director and the auditors will be back next week to collect additional data.

Mr. Alvord said on next months agenda that he will be recommending to approve a 6 month extension for Laz's contract.

15. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

16. ADJOURNMENT

**** VICE CHAIRMAN FEDERICI MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:55PM