

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
September 23, 2009

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek

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

OTHERS: Frank Del Monaco, LAZ Parking
Jackie Lightfield, President, US Daily Digital

CALL TO ORDER

Chairman Federici called the meeting to order at 6:00PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
JULY 22, 2009.

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

**** MOTION PASSED UNANIMOUSLY**

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN TO EXECUTE AN AGREEMENT WITH US
DAILY DIGITAL, TO PERFORM AN EXISTING PARKING SIGN INVENTORY (PHASE I-\$5,000) AND
DEVELOP A PARKING WAYFINDING SIGN PLAN/MANUAL WITH SPECIFICATIONS (PHASE II-
\$4,000) FOR A SUM NOT TO EXCEED \$9,000

Ms. Hebert said this item is necessary to see what is in the existing sign inventory, and to get a recommendation where way finding signs should be placed. She said this will help to direct the public to the parking locations. Mr. Federici asked how many signs will be used. Ms. Lightfield said that is unknown at this time, and that she had performed a visual inspection to provide examples of where the different lots are situated, and what some of the challenges are with the current signage. She said that a formal inventory will be done and she will then make a final recommendation. Mr. Meek asked when the existing sign inventory was done. Ms. Hebert said approximately five years ago.

ACCOUNT NO. OPERATING BUDGET

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

**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE A PURCHASE ORDER TO RAM CONSTRUCTION OF MICHIGAN, INC. TO REPAIR THE DECK MEMBRANE AT THE HAVILAND DECK IN ACCORDANCE WITH THE TERMS OF THE FIVE YEAR WARRANTY FOR A SUM NOT TO EXCEED \$19,000.

ACCOUNT NO. 0909 4095 5777 CO354

Mr. Sweeney said that there is a five year manufacturers warranty as well as an installers warranty and he does not want to loose the installers warranty by getting someone else to perform the work. He said that traffic will need to be maintained on the deck because the deck cannot be closed. He said that the work will be done in four stages. Mr. Federici asked what the time frame is to complete the work. Mr. Sweeney said approximately two weeks.

** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

- 4a. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH F.V. DESIGN AND CONSTRUCTION FO PROJECT NO. PKG 2009-2, SONO TRAIN STATION WESTBOUND IMPROVEMENTS, FOR A SUM NOT TO EXCEED \$238,800.

Mr. Sweeney said that ten bids were received, and that he had called the references for F.V. Design and Construction and they had all spoken very highly of the company. Mr. Meek asked where the company is located. Mr. Sweeney said in Oxford, Connecticut. Mr. Hayward asked if this will complete the work at the South Norwalk Railroad Station. Mr. Sweeney said this will complete the aesthetic improvements but there are still concrete repairs to be done. Mr. Hayward asked when the concrete repairs will be done. Ms. Hebert said that has been requested in the capital budget for future years beginning next year.

** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNNANIMOUSLY

- 4b. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO F.V. DESIGN AND CONSTRUCTION FOR PROJECT NO. PKG. 2009-2, SONO TRAIN STATION WESTBOUND IMPROVEMENT, FOR A SUM NOT TO EXCEED \$23,880.

** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

5. MONTHLY FINANCIAL REPORT

No discussion.

6. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage were up 26% for July and August, which is due to the fact that the attendance at the Maritime Aquarium increased substantially. He said that all of the benches were replaced around the Maritime Garage, and that the shuttle continues to disappoint.

Mr. Del Monaco said that the demands at Webster Lot were down 3% compared to last year at this time.

Mr. Del Monaco said that the demands at the North Water Lot were up 11% compared to last year at this time, and that the demands at Haviland Deck continue to rise slightly. He said in response to some concerns that were raised additional lighting has been installed under each of the pay station shelters.

Mr. Del Monaco said on street parking continues to do extremely well, and the credit card accepting meters are anticipated to be delivered and installed by the middle of October.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are down compared to last year at this time, but are going up incrementally. He said that in the last three weeks the station had to be shut down on four occasions because it was filled to capacity.

Mr. Del Monaco said that the East Norwalk Railroad Station is sold out but there is no waiting list.

Mr. Del Monaco said that the demands at the Yankee Doodle Garage are up which is primarily due to the construction work in that area.

Mr. Del Monaco said that permit sales continue to be consistent and ahead of where they were last year at this time. He said that parking enforcement continues to do very well. He said that the equipment continues to perform very well at a 99% in service rate.

Mr. Del Monaco said that there were some people who chose to write letters to the editor expressing some concern over the behavior of the Webster Lot cashiers and that has been addressed and he also shared two letters of appreciation for staff performance recently submitted to the NPA by one customer and by Mayor Moccia.

Mr. Federici asked if the booting program is still working well. Mr. Del Monaco said "yes". Mr. Federici said he would like to try and tie in with the data base at the police department who recently introduced LPR enforcement as well.

7. CAPITAL PROJECTS

Ms. Hebert said that the Brownfield project at the South Norwalk Railroad Station has been completed, and she should be receiving the report in October.

Ms. Hebert said she is waiting for the painting contractor to send to signed contracts for the Yankee Doodle Garage and that the painting should be completed by November. She said that the lighting project at the Yankee Doodle Garage will be completed in October, and the concrete repairs will not begin until the spring.

Ms. Hebert said that the specifications for concrete repairs are being worked on for the Maritime Garage.

8. OLD BUSINESS

Ms. Hebert said that there was a pre-proposal meeting held for the request for proposal for parking operations. She said that 32 people attended and that staff is in the process of collecting their questions and will have the answers back to them on October 12, 2009.

Ms. Hebert gave an update on the temporary parking permits for the residents of SONO Gardens. Mr. Federici requested that Ms. Lopez be copied on all correspondences.

Mr. Alvord said that if any member of the Parking Authority is interested in seeing a presentation of the Inter Mobile Transit Study that he will schedule it.

Ms. Lightfield gave a presentation of the new website. She said that it is 98% complete, and that staff has been trained on how to update the website. Ms. Hebert said that the Parking Authority website will be linked to the city's website. She asked that the board members look at the website, and if there are any questions or feedback to let her know. Mr. Meek asked if the website is in production now. Ms. Hebert said that it will go live next week. Ms. Hebert said that all press releases and emergency notices will be posted on the front page of the website. Mr. Federici suggested that the bridge closures also be posted on the website.

Ms. Hebert said that the State has received stimulus funds for the MTA to do some structural repairs to the railroad stations platforms along the Metro North line. She said that the South Norwalk Railroad Station and the East Norwalk Railroad Station will be receiving some funding and they have sent a schedule of when they will be starting the work. She said it will be done in two phases and that phase A will begin in November and will be completed by next year and that phase B will begin in June, 2010.

Ms. Hebert said in 2004, the state had started some work at the South Norwalk Railroad Station and they had to take some parking spaces temporarily and permanently. She said there were 18 parking spaces taken temporarily and 2 parking spaces taken permanently for them to do the work. She said that the State had appraised the spaces at \$16,000, in which she had challenged. She said she had them appraised and the appraisal had come back at approximately \$53,000 in 2004. She said that Linda Guliuzza of the Law Department went to court and they have agreed to \$58,000 in favor of the city. She said they will also pay half of the interest for the five years, minus the \$16,000 the State had originally given to the city.

9. NEW BUSINESS

Ms. Hebert gave staff's recommendation for the snow policy and for loading and unloading at Haviland Deck. Mr. Del Monaco said that staff is recommending that a height restriction bar be installed across the access way to the upper deck prohibiting vehicles over 7' from entering the deck. He said from a snow removal standpoint staff is recommending that a five month period be chosen from November 1 through the end of April to prohibit overnight parking. He said that a lot of the damage that was done to the deck during snow removal operations was caused by cars being in the way. He said that staff is also recommending this policy for Webster Lot and the North Water Lot. He said that during those times that free parking will be offered at the Maritime Garage. Mr. Federici asked if the height restriction bar will be an issue for the Fire Department. Ms. Hebert said she spoke to the Fire Marshal and they don't go on the deck at all. Mr. Sweeney said if they ever need to get onto the deck they could cut the height limiter. Mr. Federici asked about the trucks gaining access to clean the sanitary sewers. Mr. Alvord said that can be done from the street.

** MR. HAYWARD MOVED THAT THERE BE NO OVERNIGHT PARKING AT THE HAVILAND DECK, THE NORTH WATER STREET LOT AND THE WEBSTER LOT FROM NOVEMBER 1ST THROUGH APRIL 1ST FOR SNOW PLOWING OPERATIONS, AND THAT A HEIGHT RESTRICITON BAR BE INSTALLED AT HAVILAND DECK TO PROHIBIT DELIVERY AND GARBAGE TRUCKS FROM ENTERING THE DECK

** MOTION PASSED UNANIMOUSLY

10. PUBLIC WORKS OPEN HOUSE

Ms. Hebert said that the open house is scheduled for October 3, 2009, from 10:00AM to 1:00PM at the Public Works Center.

11. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

12. ADJOURNMENT

** MR. MEAK MOVED TO ADJOURN

** MOTION PASSED UNNANIMOUSLY

The meeting adjourned at 7:45PM