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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
JULY 28, 2021**

ATTENDANCE: Eric Rains, Vice Chairman
Jud Aley
Tom Vetter

ABSENT: Michael Harden

STAFF James Travers, Director, TMP
Vanessa Valadares, DPW Principal Engineer

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

1. CALL TO ORDER

Mr. Rains called the meeting to order at 6:00PM.

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER

Elsa Peterson Obuchowski

Ms. Obuchowski suggested a “three for Free” program for Norwalk residents who have cars registered in Norwalk to be able to park for three hours for free. She said the way the program would work is if people pay for parking electronically they would receive a refund at the end of the month for the first three hours of parking if they had stayed in the same space. She said the one thing that she thinks helps with parking is to be consistent.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING WEDNESDAY, JUNE 30, 2021.

**** MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** MR RAINS SECONDED THE MOTION.**

**** THE MOTION PASSED WITH TWO IN FAVOR AND ONE ABSTENTION- MR. VETTER**

3. CHAIRMAN’S REPORT

There was no report given.

4. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said that June was the first month since the pandemic that was profitable and amid all of the uncertainties the Parking Authority did a great job forecasting and projecting the negative impacts of Covid-19, and the total losses for last fiscal year and this fiscal year sum up to what was requested from the reserves.

Mr. Manousos said that revenues are 4.35% under budget year to date and are beginning to get to the point where revenues are 80% beginning to return to pre-Covid-19 levels and expect that will continue. He said the expenses are be managed well and are 26.1% under budget and is after the relatively large increase in the debt service. He said the total revenue for the month is up 9.2% compared to last month and is up 60.3% compared to June of last year, and transient activity is up 12.7% compared to last month and is up 139% compared to last June.

Mr. Manousos said the overall trend for transient activity is going in the right direction and is steadily increasing which for the most part is being seen system-wide. He said that permit sales remain level and hope to see an increase especially at the rail stations as people begin to return to work. Mr. Travers said there was a loss of activity in December and asked what that was due to. Mr. Legesse said he believes it was due to the decrease in parkers at the Spinnaker building on Marshall Street but that he will confirm and report back.

Mr. Manousos reported on the activity at each of the locations and noted that the railroad stations are the weakest in terms of recovery as well as permit sales. Mr. Rains asked if permits are being offered at a reduced rate. Mr. Legesse said the discounted rates that were being offered at Webster lot, Main Street Lot, Wall Street Lot and the Maritime Garage for employees just expired in June so beginning on July 1st all permits are at the market rate.

Mr. Manousos said there was an increase of 6% in June for ticket issuance and that the customer courtesy program was scaled back to the original levels and enforcement is now more consistent but the average for the year is under 2%. Mr. Aley said the increase in ticket issuance is concerning to him because it is the highest it has been in three years and he does not want to see that continue and suggested increasing the courtesy card program. Mr. Manousos said that staff will do whatever the board agrees to but that the ticket issuance reflects the consistent enforcement policy and will see this until the compliance increases. Mr. Travers suggested showing the courtesy card issuance history as it would help the board to understand the process and the ebbs and flows to the ticket issuance. Mr. Manousos said in April there were 1,064 courtesy cards issued and in May there were 1,013 courtesy cards issued. Mr. Travers suggested to be more consistent in August with the courtesy cards and avoid the increase of tickets going from 3% to 4%. Mr. Manousos requested staff schedule a meeting to discuss further. Mr. Travers agreed and said that staff will report back with an historical analysis.

Mr. Manousos said that booting activity has also been added to the report and that six vehicles were booted in June and the general policy is if there are two outstanding citations they are then boot eligible. Mr. Travers said on the report it would help to see not only the number of vehicles that have been booted each month but include a running total of boot eligible plates as well as the total dollars that it represents.

Mr. Manousos reported on the Pay by Cell activity and said it has surpassed pre-Covid19 levels in the last two months.

Mr. Manousos reported on the adjudication statics for June and said that there were 3,880 tickets issued, 812 were appealed, 243 were denied and 569 were dismissed. Mr. Travers said he would like to meet with LAZ staff to discuss the appeals for June. He also said the Law Department has committed to two dates for appeals to be heard so the appeal process will begin in August and have appeals scheduled for August and September.

5. ENGINEERING AND PROJECT REPORT

Ms. Valadares reported and said the bid opening for the Webster Lot Green Infrastructure Project was yesterday and there were three bidders and Colonna Concreate & Asphalt was the low bidder and staff is recommending they be awarded the contract. She said we have been seeing a lot of lead time for materials for projects so there may be some concern when the material will be available so the schedule may need to be adjusted.

Ms. Valadares said a pre-construction meeting was held today with the contractor for the South Norwalk Railroad Station improvements project and they should be mobilizing in four weeks and the work should last 180 days. She said they have already reported that there is a lead time on some of the materials that are needed but should have enough material to begin he project in September, and have already coordinated with LAZ for all of the parking spaces that will be needed.

6. NEW BUSINESS

- a. Update on barriers for Washington Street, between N/S Main Street and Water Street.

Mr. Travers provided an update and said the barriers have been removed and parking has been reinstated and instituted a pay by plate/pay by text option. He said the signage has also been put back in place.

- b. Approval to install pay stations on Washington Street, between N/S Main Street and Water Street.

Mr. Travers said that staff is requesting the installation of pay stations on Washington Street between North and South Main Street and Water Street rather than returning the single space meters which will provide a cleaner look and will also be a better value. Mr. Aley said he personally does not like using pay stations and he has received complaints from people using them but has never heard a complaining about using a meter. Mr. Travers said we are seeing a steady increase of usage in payment other than coin and are challenged with looking at efficiency in a time that we have not had the revenue that the Parking Authority had been accustomed to in the past, and the need to procure new infrastructure and the overall operating expense will be reduced with the pay stations as well as the capital funds because we have some pay stations in stock. Mr. Aley asked if the pay stations accept coins. Mr. Travers said "yes". Mr. Manousos added that they also accept tokens. Mr. Rains asked what the timing will be. Mr. Travers said the locations have already been determined and if the approval is positive then tomorrow staff will map out the locations and give them to Ms. Valadares for an encroachment permit and will then pour the pad and install the pay stations.

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

**** MR. ALEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

- c. Update and take action on the currently designated 15 minute pick-up spaces on the north side of Washington Street to paid parking.

Mr. Travers said now that the barriers are removed staff would like to take some kind of action to return the 15 minutes parking spaces to paid parking because some of the merchants on the street are not in favor of them. He also asked if the board would like the bags removed from the meters and returned to paid parking.

**** MR. RAINS MOVED TO APPROVE THE REMOVAL OF THE BAGS AND RETURN THE SPACES TO PAID PARKING.**

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

- d. Request from local business owner to designate a newly installed on street parking space a 15 minute pickup/drop off at the corner of Wall St. @ Isaacs Street.

The parking spaces has been marked out and were able to install four additional parking spaces and one of the merchants asked for one of the spaces be made 15 minute parking for pick up and drop off.

**** MR. ALEY MOVED TO APPROVE ONE 15 MINUTE PARKING SPACE ON WALL STREET AT THE CORNER OF ISAACS STREET.**

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

- e. Discussion Item: Review of meted parking time limits.

Mr. Travers said he has a couple of thoughts as he makes his way through the city in particularly on North Water Street where the meters are two hours during the day and three hours in the evening but there are no businesses in the area that warrant a time restriction. He said it may be more beneficial as a paid parking space and suggested looking at what the needs are for the other spaces. He said staff is looking for the Parking Authority support to look at a more comprehensive review of the time limits that are on the street and if they are really supporting the needs of the businesses that are in the area and then coming back to the Parking Authority with a recommendation for potential changes.

- f. Maintenance update from Laz

Mr. Legesse provided a maintenance update for the major maintenance that was completed for June and presented before and after photos of the work that was done. Mr. Travers requested that any upcoming maintenance items be added to the list. Mr. Vetter said he has received many positive comments regarding the painting of the rails on Wall Street.

- g. Update on the hiring of an Assistant Parking Director

Mr. Travers provided an update on the hiring of an Assistant Parking Director and said that an offer has been extended and accepted by James Emery and he will join the team on Monday, August 16, 2021.

- h. Authorize the Chairman of the Norwalk Parking Authority, William Michael Harden to execute an agreement with Colonna Concrete and Asphalt Paving LLC for Project TMP 2021-1 Webster Street Parking lot Green Infrastructure Project for a sum no to exceed \$ 678,290.00
0919-4095-5777-C0303
0920-4095-5777-C0303
0921-4095-5777-C0303
Long Island Sound WFWF-\$250,000

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

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

- i. Authorize the Chief of Community and Economic Development to execute orders on contract with Colonna Concrete and Asphalt Paving LC for Project TMP 2021-1 Webster Street Green Infrastructure Project for a sum not to exceed \$67,829.00

Account No.

0919-4095-5777-C0303

0920-4095-5777-C0303

0921-4095-5777-C0303

Long Island Sound NFWF Grant- \$250,000

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

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

- i. Authorize the Chief of Community and Economic Development to execute orders on contract with Colonna Concrete and Asphalt Paving LLC for Project TMP 2021-1 Webster Street Green Infrastructure Project for a sum to not to exceed \$67,829.00

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

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

7. OLD BUSINESS

Mr. Aley asked for an update on the bollards. Mr. Travers said that a bunch have been removed and we have not received any complaints and he will have an additional conversations with Ms. Valadares to have additional bollard removed.

Mr. Aley asked for an update on the artwork for the stairwells at the garages. Mr. Travers said that he will contact Mr. Abriola as well as the schools to engage them.

8. MOTION TO ADJOURN

**** MR. VETTER MOVED TO ADJOURN.**

**** MR. ALEY SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:30PM.

Respectfully submitted,

Dilene Byrd