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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
MAY 26, 2021**

ATTENDANCE: Michael Harden, Chairman
Jud Aley
Tom Vetter

ABSENT: Eric Rains, Vice Chairman

STAFF Jessica Vonashek, Chief of Economic and Community Development
James Travers, Director, TMP
Garrett Bolella, Asst. Director, TMP
Vanessa Valadares, DPW Principal Engineer

OTHERS: Stathis Manousos, LAZ Parking

Rocky Legesse, LAZ Parking

CALL TO ORDER

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

1. PUBLIC COMMENT

There were no public comments this evening.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, APRIL 28, 2021.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. CHAIRMAN'S REPORT

Mr. Harden reported and said he would like to discuss a request that was received by the restaurant group in SONO for free parking during the dinner hours in Norwalk. He said he would like the Parking Authority and staff do discuss options and if it is financially possible because we need to keep a very close eye on the finances because the Parking Authority has lost a lot of inventory due to the pandemic and to a number of programs that the city has done. Mr. Vetter said that he would be in favor of assisting the restaurants on one of slower days within limits but requested to have staff determine what the financial impacts would be. Mr. Travers said he is concerned about changing practices on a regular basis and suggested possibly looking at a program that the merchants can work with their clients to share the cost. Mr. Manousos said there is already a program like that in place that was established just prior to the pandemic and suggested that Mr. Tsiranides and Mr. Travers along with staff schedule a meeting to discuss some options to present to the Parking Authority. Mr. Aley reminded the Parking Authority that they already offer free on street parking all day on Sundays and suggested if the Parking Authority is going to offer anything to offer free parking in the lots with a time limit.

Mr. Harden said the Parking Authority voted on and passed giving the Seaport Associations captains pass and as discussed they have been given a parking space at the Maritime Garage and that the pass will need to be sent to them as soon as possible.

4. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported on the facilities and said the demands overall systemwide are trending positively towards recovery from the pandemic. He said there has been an increase in non-compliance because there has not been consistent enforcement during the pandemic so as we get back to more consistent and reasonable enforcement there will be an increase but will level off as compliance increases.

Mr. Manousos reported on the customer courtesy program and said that there was 13 program days for the month and 1064 courtesy cards were issued, and the value of the courtesy cards that have been issued year to date is \$420,775.

Mr. Manousos reported on the Pay by Cell activity and said that it is coming back strong and are back to pre-Covid-19 levels.

Mr. Manousos said that parking revenue is 34.9% under budget for the month and 47.1% year to date. He said that the expenses have been consistently under budget as some of the expenses have been deferred and reduced staffing and they are 18.2% under budget for the month and 28.3% year to date. He said that transient activity is 53.1% under budget for the month and 66.4% year to date.

Mr. Travers suggested going forward to add the permit activity in a graphical format. Mr. Manousos also suggested looking at other strategies for permit rates and offer a part time rate for people returning to work. Mr. Travers said that is an option but can't be explored until the data is looked at for trends and wait lists because the Parking Authority will be taking a 50% hit on the largest revenue that the Parking Authority is currently seeing.

5. ENGINEERING AND PROJECT REPORT

6. NEW BUSINESS

**** MR. VETTER MOVED TO SUSPEND THE RULES TO AMEND ITEM 6A FROM :**

A) AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH G.L. CAPASSO, INC. FOR PROJECT 4120/ TMP 2021-22 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR A SUM NOT TO EXCEED \$446,044.00 (BASE BID), \$188,764.00. (MISCELLANEOUS METAL REPAIR & PAINTING OF METAL SURFACES/STRUCTURES- ALTERNATE 1) \$126,675.00 (CLEANING OF EXTERIOR GARAGE-ALTERNATE 2), \$24,300.00 (WASHED AND CLEANING OF WINDOWS- (ALTERNATE 3, \$17,500.00 (WET SEALING OF STOREFRONT WINDOWS- ALTERNATE 4) \$45,880.00 (INSTALLATION OF VERTICAL EXPANSION JOINT GLANDS- ALTERNATE 5) AND \$85,880.00 (BIRD CONTROL- ALTERNATE 6).

ACCOUNT NO.

0919-4095-5777-C0303

0920-4095-5777-C0303

0921-4095-5777-C0303

TO:

A) AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, WILLIAM MICHAEL HARDEN AND/OR THE MAYOR, HARRY W. RILLING OR TO EXECUTE AN AGREEMENT WITH G.L. CAPASSO, INC. FOR PROJECT 4120/ TMP 2021-22 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR A SUM NOT TO EXCEED \$446,044.00 (BASE BID), \$188,764.00. (MISCELLANEOUS METAL REPAIR & PAINTING OF METAL SURFACES/STRUCTURES- ALTERNATE 1) \$126,675.00 (CLEANING OF EXTERIOR GARAGE-ALTERNATE 2), \$24,300.00 (WASHED AND CLEANING OF WINDOWS- (ALTERNATE 3, \$17,500.00 (WET SEALING OF STOREFRONT WINDOWS- ALTERNATE 4) \$45,880.00 (INSTALLATION OF VERTICAL EXPANSION JOINT GLANDS- ALTERNATE 5) AND \$85,880.00 (BIRD CONTROL-ALTERNATE 6).

ACCOUNT NO.

0919-4095-5777-C0303

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0921-4095-5777-C0303

Ms. Valadares said that four bids were received and the lowest bidder realized they had made a mistake on their pricing so they withdrew and GL Capasso was the second lowest bidder and they are very familiar with the South Norwalk Railroad Station. She said the base bid is for \$446,044.00 and includes the pricing for most of the outside caulking and the rest of the work was priced out in alternates based on the pricing and funding that is available. She said there is enough funding to complete all of the work and staff is recommending to approve awarding the base bid and alternates to GL Capasso. She said that a lot of the work will be done very close to the railroad tracks so there will need to be a special force account agreement with Metro North and there is an allowance in the base bid of \$100,000 for that work.

Mr. Harden said the windows in the South Norwalk Railroad Station on the New York side need to be replaced. Ms. Valadares said the bid is just for washing and cleaning the windows so another project would need to go out to bid to replace them. Mr. Harden requested that Mr. Travers work with the team on a plan to replace the windows. Ms. Valadares said there is an on-call contract in place with Desman Inc. and recommended that Mr. Travers issue a task order to Desman Inc to provide a budget to replace the windows.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

B) AUTHORIZE THE CHIEF OF COMMUNITY AND ECONOMIC DEVELOPMENT TO EXECUTE ORDERS ON CONTRACT WITH G.L. CAPASSO, INC., FOR PROJECT 4120/TMP 2021-22 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR AN AMOUNT NOT TO EXCEED \$93,504.30.

0919-4095-5777-C0303

0920-4095--5777-C0303

0921-4095-5777-C0303

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

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

**** THE MOTION PASSED UNANIMOUSLY**

C. AUTHORIZE THE DIRECTOR OF TRANSPORTATION MOBILITY AND PARKING TO ISSUE A TASK ORDER TO DESMAN, INC. FOR THE OVERSIGHT AND SUPPORT DURING CONSTRUCTION FOR PROJECT 4120MP 2021-2 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR AN AMOUNT NOT TO EXCEED \$30,000.00.

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

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

**** THE MOTION PASSED UNANIMOUSLY**

7. OLD BUSINESS

A) DISCUSS AND VOTE ON PROPOSAL TO ENGAGE DESMAN ON PROVIDING FAÇADE IMPROVEMENTS FOR THE YANKEE DOODLE GARAGE.

Mr. Travers said that he had met with Desman Inc. to discuss exterior modifications of what the Yankee Doodle Garage could look like. Mr. Aley said that a few years ago that lights were installed on the outside of the building. Mr. Travers said those can be reused at another location. Mr. Aley asked if he funds would be better spend to try and get access for the public to the garage from Burnell Blvd. Mr. Travers said that staff will be taking on the design to redo the area of Wall Street and it will look at the connections and possibly turning Burnell Blvd. back into a two way street. Mr. Aley said he would like to discuss some on the possible design improvements with Desman, Inc.

**** MR. ALEY MOVED TO APPROVE TO AUTHORIZE THE DIRECTOR OF TRANSPORTATION, MOBILITY AND PARKING TO ENGAGE WITH DESMAN, INC. FOR POTENTIAL FAÇADE IMPROVEMENTS FOR THE YANKEE DOODLE GARAGE FOR A SUM NOT TO EXCEED \$20,000.**

B) REVIEW AND AGREE TO ACCEPT CELL PHONE CHARGING STATIONS SUPPLIED BY CTDOT RAIL AT NO COST. (ATTACHMENTS)

Mr. Travers said that he is very concerned with the revenue and the budget so he had a conversation with CTDOT Rail and they will provide their charging stations at no cost.

**** MR. ALEY MOVED TO APPROVE THE INSTALLATION OF THE CTDOT RAIL CHARGING STATIONS IN THE THREE RAIL STATIONS AT NO COST.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Vetter left the meeting at 7:10PM.

C) UPDATE ON PARK NORWALK BRANDING

Mr. Travers said that staff is working with the Snyder Group on advancing the rollout of the Park Norwalk branding and they have provided spreadsheet to LAZ to begin an inventory of the current signage.

D) UPDATE ON WALL STREET NEIGHBORHOOD BOLLARDS (BACK IN ANGLED PARKING)

Mr. Travers said there is no update to report at this time but will be an ongoing agenda item.

E) UPDATE FROM LAZ ON BIDS FOR PAINTING LIGHTS AND FENCE AT HAVILAND DECK

Mr. Manousos said they have received three quotes and he will share them with staff and will be included on next month's agenda.

F) UPDATE ON BIKE RACKS IN GARAGES

Mr. Travers said that the bike racks will be installed in the facilities. Mr. Aley asked if they are the six bike racks that are in storage. Mr. Travers said "yes". Mr. Aley requested a list of locations of where they will be installed prior to next Bike/Walk Commission meeting next week.

Mr. Harden asked for an update on the adjudication process. Ms. Vonashek provided an update and said the internal team has met and there are currently 190 appeals that need to be processed and Mr. Travers will be looking thorough the database that was provided to him by LAZ to determine what the tickets were given for, and possibly reduce the list if it is determined that some of the tickets were given accidentally. She said that staff will be sending letters out in the first week of June to all of the people that have appealed their tickets over the last few months stating that there will be dates scheduled in July for the appeals to be heard. She said the appeals will be done on a weekly basis and will process up to 25 appeals per session and the goal is to have the appeals list cleared by August 1, 2021.

Mr. Harden asked about the hospital signage at the Maritime Garage and the South Norwalk Railroad Station. Mr. Manousos said this was discussed over a year ago with the Parking Authority and the program was to allow local businesses to advertise on the kiosks and the facilities would receive advertising revenue and are receiving \$18,000 per year in revenue. Mr. Travers requested going forward that all contracts are signed by a city staff member.

Mr. Travers said that he and Mr. Legesse did a tour of the facilities and highlighted a number of items and requested going forward that Mr. Legesse have the operations report include a maintenance section.

Mr. Harden discussed the free parking option and suggested finding a way to determine the number of people that are coming in to go to dinner and put a card on their windshield so that the constables would know not to issue a parking ticket to those vehicles. Mr. Travers asked what the program is with Park Mobile that was planned prior to the pandemic. Mr. Legesse said the program is in the uptown area and is 50% off parking for people that go to the businesses in that area and codes are given to the business owners and they distribute them to the customers or tokens are given out. Mr. Travers suggested better advertisement of the programs that are

currently in place and engage the Snyder Group to create material that explains how the program works and have LAZ distribute them. Ms. Vonashek said we also have the ability to communicate with the businesses because they have submitted their contact information on the outdoor dining permits.

8. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN.**
**** MR. HARDEN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:45PM.

Respectfully submitted,

Dilene Byrd