

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
APRIL 22, 2009

ATTENDANCE: John Federici, Vice Chairman
Julius Hayward
Bryan Meek
Burt Shatz
Eileen Brown

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

Vice Chairman Federici called the meeting to order at 6:08PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
MARCH 25, 2009.

Mr. Hayward said on Page 4, Item 5, Paragraph 2, Line 3, to change "calacity" to "capacity"

** MR. SHATZ MOVED TO APPROVE THE MINUTES

** MOTION PASSED UNANIMOUSLY

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE
AN ACCESS AGREEMENT WITH THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
THAT WILL PERMIT A FEDERAL GOVERNMENT CONTRACTOR TO COMPLETE ENVIRONMENTAL
ASSESSMENT ACTIVITIES AT THE PROPERTY LOCATED AT 30 MONROE STREET AT THE SOUTH
NORWALK TRAIN STATION EASTBOUND SIDE.

Ms. Hebert said this is for access to the South Norwalk Railroad Station to see if there are any hazardous materials. She said this is part of the Brownfield project and is also a requirement that needs to be done before we can move on the transit oriented development, and the intermobile transportation center projects. She said that the Redevelopment Agency has received a grant for \$300,000 from the State of Connecticut to search for any possible remediation. She also said this has been approved by the Common Council. Mr. Federici asked what happens if hazardous materials are found. Ms. Hebert said it will need to be remediated. Mr. Del Monaco said this is the second time this will be done and that nothing was found the first time. Mr. Hayward asked when this was performed the first time. Ms. Hebert said approximately 2 years ago. Mr. Shatz asked how far down they will be digging. Ms. Hebert said she was not sure but far enough to obtain the sample they will need.

Mr. Alvord arrived at 6:20PM.

Mr. Shatz asked if there is a requirement that they will need to dig to a certain depth. Mr. Alvord said it depends on what the intended use of the sight will be. He said that some of his engineering staff is on the Brownfield project so there will be day to day involvement.

** MS. BROWN MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH MAHARAJA COMMUTER COFFEE, LLC TO AUTHORIZE THE TRANSFER, SALE AND/OR ASSIGNMENT OF THE LICENSE AGREEMENT DATED DECEMBER 5, 2005 THAT THE AUTHORITY PREVIOUSLY HAD ENTERED INTO WITH COFFEE CREATIONS, INC. FOR THE OPERATION OF CONCESSIONS AT THE EAST NORWALK RAILROAD STATION AND THE SOUTH NORWALK RAILROAD STATION. TERMS OF EXISTING LICENSE AGREEMENT REMAINS THE SAME.

Ms. Hebert said that Coffee Creations, LLC has been operating the concessions at the two railroad stations since 1994, and has changed ownership 5 times. She said last year ownership changed again, and current ownership has now decided to sell it. She said the potential new owner had wanted to extend the lease and she had told him that the Parking Authority wants to go out to bid at the conclusion of the current lease. She said this is to transfer ownership of the business to another owner. She said that the operation will go out to bid after January 1, 2010. Mr. Federici asked if the new owner understands this. Ms. Hebert said "yes" and that staff and the NPA Attorney had met with them and he has agreed to the terms and conditions of the agreement, and also explained there is a good potential that some renovations will be done on the westbound side, which will disrupt his operation as well.

** MR. SHATZ MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

4. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net cash is currently over \$370,000. She said that the expenses from the spring clean up will begin.

5. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 13% compared to last year at this time and are down 7% compared to the last four year average. He said that the repairs to the Marshall Street exit are completed and is fully operational. Mr. Federici asked what the final cost of the repair was. Ms. Hebert said approximately \$27,000. Mr. Federici said she was only insured for \$25,000, and asked if she will be responsible for the remainder. Ms. Hebert said "yes", and that the Corporation Counsel is handling that. She said that the Parking Authority will be responsible for the \$1,000 deductible. Mr. Federici suggested that she also be responsible for that.

Mr. Del Monaco said that the demands at Webster Lot are down 6% to where they were last year. However, recent monthly demands have leveled off and remain very consistent.

Mr. Del Monaco said that the demands at the North Water Lot continue to be 13% ahead of where they were last year. He said that Haviland Deck is feeling more of the impact in regards to the economy, and that the demands have not reached back to where they once were. He said that on street parking continues to be very impressive compared to the past four year average and are up 87%.

Mr. Del Monaco said he will be going to Denver in the next 2 weeks to attend the International Parking Institute annual conference, and he is anticipating concluding negotiations for the credit card accepting meters.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are down 7%, but over the past two weeks the garage had reached capacity on four occasions. He said the averages are up on the shuttle compared to last month, but the average daily ridership continues to be disappointing.

Mr. Del Monaco said that the waiting list at the East Norwalk Railroad Station has been exhausted and 316 permits have been sold.

Mr. Del Monaco said that the demands at the Yankee Doodle Garage have gone down as of late. He said that permit sales are slightly ahead of where they were last year and that parking enforcement continues to be very consistent.

Mr. Del Monaco said that the spring cleanup has begun in each of the facilities and will include repairs due to snow removal operations and landscaping. He said that the South Norwalk Railroad Station and the Maritime Garage are scheduled to be power washed in May.

Mr. Del Monaco said that to date PayLock has immobilized 586 cars.

Mr. Meek asked if the baseline in the budget for parking violations revenue should be adjusted. Ms. Hebert said she would rather not do that and would rather be conservative.

Mr. Federici asked if there is still a security guard at Haviland Deck. Mr. Del Monaco said "yes" but there is a shared arrangement between the South Norwalk Railroad Station and Haviland Deck, because of the installation of the security cameras at Haviland Deck.

6. CAPITAL BUDGET-FY 2009-10

Ms. Hebert said that the capital budget was approved. She said that one item that was approved was to replace the lights at the South Norwalk Railroad Station and she has received word that SNEW will be offering an incentive of 23%. She said that all of the existing lights will not need to be replaced, which will create additional savings.

7. CAPITAL PROJECTS

Ms. Hebert reported that at next month's meeting she will be bringing to the Authority a request to extend Desman's contract to put together the construction documents for the Yankee Doodle Garage. She said that Mr. Cavello will be putting together documents for the water leaking issues at the Maritime Garage. She said with the public art money that will be received in the next 6 to 8 months, will be used for the tunnel that connects the eastbound side to the westbound side at the South Norwalk Railroad Station. She said that Mr. Cavello will be developing a concept for one side of the tunnel, in addition to the walls being painted and the flooring being done.

8. SHUTTLE SERVICE MARKETING PROGRAM

Ms. Lightfield said that the goal of the program is to raise awareness of the shuttle service both at the Maritime Garage and the South Norwalk Railroad Station. She presented the poster and said the goal is to communicate that

the shuttle existed and it would be a cost savings. She said that the follow up to this will be to explain the program in greater detail on the website.

9. WEBSITE AND LOGO

Ms. Lightfield presented the logo and website and said it is still a work in progress. She said from a timeline stand point that by the next Parking Authority meeting most of the content will be flushed out, and the services will be added to the website. She said that it will be ready for launch shortly after that. Mr. Hayward asked if the information on the shuttle service will be available on the website. Ms. Lightfield said "yes".

10. OLD BUSINESS

Ms. Hebert said that SoNo Gardens submitted their parking lot development as designed by Grumman Engineering to the Redevelopment Agency. She said they are short the money and are working with the banks to obtain additional funding. Mr. Federici asked if there are still issues with the taxis in that area. Ms. Hebert said "no".

Mr. Federici asked if there were any conversations with SNEW regarding notification of a power failure. Mr. Alvord said "yes", and that he had met with Mr. Hiscock and he can not offer any more reliability than what the system offers today. He said that he told Mr. Hiscock that he is looking into replacing the back up generator, and that Mr. Hiscock requested that it be coordinated with him.

Mr. Shatz asked about the litigation status with the condos at the Webster Lot. Mr. Alvord said that our Attorney and their Attorney agreed that they would be willing to take their property back separating it from the City's, and that our Attorney would submit a proposal on how and when that would be done. He said that has been done and that their Attorney came back and said they wanted 60 spaces. He said that they only own 15 spaces, and it was made clear to them that they will not get more than 15 spaces. He said if they don't agree to that, the driveway onto Martin Luther King Drive will be built, and a guardrail will be installed that separates their parking spaces from ours. Mr. Shatz asked if there is any way on getting them to respond. Mr. Alvord said "yes" and that the jersey barriers could be put back. He said that our Attorney is waiting on a response from their Attorney, and he will check tomorrow on the status, and if she has gotten no response back he will have the jersey barriers installed.

11. NEW BUSINESS

Mr. Alvord said that SNEW has expressed an interest in applying for a grant to build electric vehicle charging stations in Norwalk. He said they would like to do it in partnership with the Parking Authority and said it does not obligate the Parking Authority to anything beyond the installation of the charging stations. He said from a public relations standpoint this could be positive for the Parking Authority. He said that the grant will pay for the installation of the charging station, and that CL&P will not be charging for the electricity. He said that SNEW is looking for willingness from the Parking Authority, for Mr. Hiscock to include on his application the fact that the Parking Authority is willing to work together with SNEW on developing charging stations at facilities throughout the City. Mr. Shatz asked how much space would be needed for each charging station. Mr. Alvord said one parking space. Mr. Shatz asked how many stations will be installed. Ms. Hebert said that is unknown at this time. Mr. Meek said that a backup system should be installed in case of a power outage. The members of the Parking Authority agreed to work with SNEW on the charging stations. Mr. Alvord asked Ms. Hebert to draft a letter for Mr. Federici to sign so the Mr. Hiscock can use it to submit as part of the grant application.

12. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

13. ADJOURNMENT

** MR. HAYWARD MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:44PM

