

PARKING AUTHORITY MINUTES

SEPTEMBER 26, 2007

ATTENDANCE: Stephen Bentkover, Chairman
John Federici, Vice Chairman
Burt Shatz
Victor Cavallo
Joe Santo

STAFF: Kathryn Hebert, DPW Administrative Service Manager
Hal Alvord, Director DPW
Brian Sweeney, DPW Structural Engineer
Frank Delmonaco, LAZ Parking
Dilene Byrd, Secretary

EXECUTIVE SESSION

Executive session began at 6:31 PM
Executive session ended at 7:00 PM

CALL TO ORDER

Chairman Bentkover called the meeting to order at 7:00 PM

1. APPROVAL OF MINUTES

Mr. Shatz said on Page 2, 4th line add "documents"
Mr. Shatz said on Page 3, Paragraph 1, add "how long the repair would take if the garage remained open during the repair. Mr. Sweeney said it would be significantly longer.
Chairman Bentkover said on Page 3, Item 4, 4th Line to change to "application"
Chairman Bentkover said on Page 3, Paragraph 5, 5th Line, change "covered" to "cover"
Chairman Bentkover said on Page 4, Item 7, change to "works"
Chairman Bentkover said Item 11D, that he has not received an e-mail as to the results of the meeting on July 31, 2007.

**** MR. SHATZ MOVED TO APPROVE THE ITEM WITH CORRECTIONS**
**** MOTION PASSED UNANIMOUSLY**

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN TO EXECUTE AN AGREEMENT WITH PHIL'S MAIN ROOFING TO REPAIR THE ROOF AT THE SOUTH NORWALK RAILROAD STATION (EASTBOUND \$51,529; WESTBOUND

\$12,996), FOR A SUM NOT TO EXCEED \$ 66,000
ACCOUNT NO. 09 08 4095 5777 CO358 (CAPITAL BUDGET)

Ms. Hebert said the two cupulas on the eastbound side have leaking issues. She said there is a potential liability issue at this point if water leaks and a commuter slips and fall as well as the potential for pieces of the cupola to fall on the floor. She said that \$150,000 has been approved for structural repairs in this years capital budget to the South Norwalk Railroad Station. Chairman Bentkover asked Mr. Sweeney if this was a necessary repair. Mr. Sweeney said that it was and should be considered an emergency repair. He said that the contractor will be stripping all the wood off the cupola to be sure that the framing is good. He said that this estimate does not include the framing if that needs to be replaced. Chairman Bentkover asked how much it would be to replace the framing if necessary. Mr. Sweeney said approximately \$10,000. Mr. Shatz asked if the framing needs to be replaced would they be using treated wood. Mr. Sweeney said they would if all the framing needs to be replaced. Chairman Bentkover asked about the west bound side. Mr. Sweeney said that there is a combination of small repairs that need to be done including replacing the stairwell outdoor tower doors which have been corroded by the pigeons and rust. Mr. Shatz asked if there was a specification provided for this. Mr. Sweeney said there was not. Chairman Bentkover asked if this company has done work for Norwalk in the past. Mr. Sweeney said they had and are a very reputable company. Mr. Cavallo asked if they were qualified to replace the windows. Mr. Sweeney said that they were.

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

**3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING
AUTHORITY TO EXECUTE A LETTER OF AGREEMENT WITH Q PROPERTIES
TO SUPPLY, INSTALL AND CONSOLIDATE THE TRASH AND GREASE
RECEPTACLES IN THE WEBSTER PARKING LOT.**

Ms. Hebert said that there is a trash and grease dumpster problem adjacent to the Bank of America and the Coldstone Creamery. She said that Mr. Closter of the Health Department had been notified of the problem by her staff and he had met with them and it was determined that they were not receiving enough trash pick up. Mr. Closter told them that they need to increase their dumpster pick up as well as clean up around the dumpsters on a daily basis. Mr. Quinn has offered to construct a closure similar to the one he already has which is located at the Brewhouse and maintain it at no cost to the City of Norwalk of the Parking Authority. Mr. Alvord said that Mr. Quinn is committed to keeping the lot clean and will penalize his tenants if they do not increase their pick up or don't do their part to keep the lot clean. Mr. Cavello asked why the dumpster's fall under the jurisdiction of the Parking Authority. Ms. Hebert said they do because the dumpsters are located in a parking lot.

**** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

4. MONTHLY FINANCIAL REPORT

Chairman Bentkover said that the July, 2007, statement shows that even though demands are down that revenue is up with the exception of the Wall Street area where there is just under a \$ 4,000 variance. He asked why the expenses are so far under budget. Ms. Hebert said do date they are about the same as last year and that there is a timing issue as to when the bills are processed. She said the current net cash status is \$ 173,000 through August, 2007. Chairman Bentkover asked what the Department of Public Works revenue is generated from. Ms. Hebert said it was generated from leases.

5. FINAL UNAUDITED FINANCIAL STATEMENTS FY 06-07

Ms. Hebert said this was presented by the Finance Director to the Board of Estimate and Taxation and to the Common Council for the two enterprise funds that the City of Norwalk has. She said based on the unaudited financial documents the change in net assets for the Parking Authority was \$ 106,548 but the net cash for the ending was actually \$ 505,000.

6. MONTHLY OPERATION REPORT

Mr. Delmonaco reported that the Maritime garage continues to be a disappointment and the demand has gone down significantly. He said the Webster Lot demand has decreased and he feels is due to the fact the evening entertainment industry had decreased in the area as well as the fact they continue to compete against the on-street operation where it is free throughout the vast majority of the SONO area until 6:00PM. He said that the North Water Street lot continues to do well. He said the upper Haviland continues to do well and that the repairs have been completed and as of today the deck has been re-opened and the repairs went well. He said the on-street parking revenues are going extraordinarily well. He said the commuter demands continue to be consistent and as of Monday, October 1, 2007, Phase two of the pigeon control would begin. Mr. Shatz asked what means would be used to elevate the pigeons. Mr. Delmonaco said they would be using a canvas like material. Ms. Hebert said that the Common Council had approved the LDA for POKO and are moving forward with the development for that area and will be receiving money from the movie industry for the use of the Leonard Street Lot. Mr. Delmonaco said that violation issuances and revenue continues to increase. He said that they have started planning for snow plow operations and would be using a SHM landscaping a local company for snow plowing.

Ms. Hebert said she along with Mr. Alvord and Mr. Delmonaco have developed an application and a fee structure for the movie industry for tracking purposes as well as proof of insurance. She said there have been some complaints by the industry to the \$50.00 per space and that she is requesting that the Parking Authority give staff flexibility to negotiate up to \$ 50.00 per space.

**** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THAT STAFF HAS THE ABILITY TO NEGOTIATE THE RATE NOT TO EXCEED \$50.00**

**** MOTION PASSED UNANIMOUSLY**

7. CAPITAL PROJECTS

a. Mr. Sweeney said that the repairs were completed on September 27, 2007, and consisted of basically filling in the potholes. Ms. Hebert said that Desman Associates would be submitting construction documents for the larger repairs.

b. Mr. Sweeney said that Mr. Cavello is working towards a November 2007, date to produce his final product on the improvement to the East Bound side as well as the West Bound side stairwells of the South Norwalk Railroad Station.

c. Mr. Sweeney said there is a change order for \$ 4,700 at the YDG. to replace some of the doors that were found not to be functioning. Mr. Shatz asked if they were the metal doors. Mr. Sweeney said that they were as well as the frames. Mr. Sweeney said once the doors have been replaced he would be getting a price for the joint repairs on the upper level. Chairman Bentkover asked if the surveillance system is still functional. Ms. Hebert said there was not because there is no one to monitor it and that is a liability issue, therefore they were removed.

d. Mr. Sweeney said he is waiting on the memo from Desman Associates to address some of the issues that came up at the meeting. Ms. Hebert said the leaking at the garage was determined to be somewhat the responsibility of the City and the Parking Authority. Chairman Bentkover asked if the additional ventilation that is required is due to a design flaw. Mr. Sweeney said it was not and that is was an issue with the stair towers. Chairman Bentkover asked why the architect on the project is not being held somewhat responsible. Mr. Alvord said that they were not because all the work was approved by the City. Mr. Shatz asked how long the warranties were. Mr. Sweeney said they ranged from five to ten years depending on the product. Chairman Bentkover asked what the cost to the Parking Authority would be for the repairs. Mr. Sweeney said he is waiting for Desman Associates to provide him with a cost estimate. Chairman Bentkover asked if Desman Associates would be charging for the preparing the cost estimate. Ms. Hebert said that would not be.

e. Ms. Hebert said she would have the 5 year capital budget plan by the November meeting and would be included in the capital budget request for FY 2008-09.

8. OTHER BUSINESS

a. Ms. Hebert said that the New England Fashion Design Association is having quite a few events and is going well. She said that herself and Mr. Sweeney would be meeting

with the investors, the owners, and the architect from Goccia Restaurant to develop plans for leasing the space inside the Maritime Garage.

b. Ms. Hebert said she had spoken with Lou Shulman of the Transit District and he said that Norwalk is a priority for the CMAQ grant. She said the grant is for \$30 million dollars out of which the state keeps \$28 million. She said the request for Norwalk is approximately \$ 388,000 and that Mr. Shulman said he feels this would also be tying into the 95/7 project. Mr. Shatz asked what the hours of operation would be for the shuttle. Ms. Hebert said it would most likely be during peak hours commuting hours at the beginning, expanding later.

c. Ms. Hebert said she had received a call from the press and they wanted to know what the plan was for the Parking Authority. She requested that the Parking Authority develop a mission statement and strategic plan. Chairman Bentkover asked the Board to either e-mail their suggestions to Ms. Hebert or bring them to the next meeting.

d. Mr. Alvord said the forth annual Public Works Open House will be held on Saturday, September 29, 2007 from 10:00 Am-1:00 PM at the Public Works Center.

e. Ms. Hebert said that the November meeting would be changed due to the Thanksgiving holiday.

f. Chairman Bentkover stressed his concerns regarding the issues with the cabs, limousines, and bus congestion at the South Norwalk Railroad Station and he would like to address this in the near future.

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

10. ADJOURNMENT

**** CHAIRMAN BENTKOVER MOVED TO ADJOURN**

**** MOTION CARRIED UNANIMOUSLY**

The meeting adjourned at 8:40 PM