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Members of the public who wish to provide public comment are encouraged to submit those via e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Kathryn Hebert at khebert@norwalkct.org to provide written comment prior to the meeting.

**PARKING AUTHORITY
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
August 12, 2020**

ATTENDANCE:

Michael Harden, Chairman
Eric Rains, Vice Chairman
Tom Vetter
Jud Aley

STAFF:
and Parking

Tourism

Kathryn Hebert, Director of Transportation, Mobility
Sabrina Church, Director of Business Development &

CALL TO ORDER

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

- 1. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE A THREE PARTY AGREEMENT WITH THE CITY OF NORWALK AND DORENBURG KALLENBACH ADVERTISING TO PROVIDE CITYWIDE MARKETING COMMUNICATION SERVICES. THE NORWALK PARKING AUTHORITY BUDGET FOR FY 2020-21 IS A SUM NOT TO EXCEED \$100,000 TO HELP PAY FOR THIS SERVICE. NPA APPROVAL TO BE ADVANCED TO THE PLANNING COMMITTEE OF THE COMMON COUNCIL.**

Mr. Vetter stated that he would like the Parking Authority to be kept informed regarding the progress of the contract with the actual terms and scope. Ms. Church said in the new contract it states that there will be reporting from the consultant to the Parking Authority and the Planning Committee of the Common Council on a quarterly or more regular basis. Mr. Harden said the Parking Authority will be requesting that Mr. Rains be part of the process and be on the sub/ steering committee if one is formed and report back to the Parking Authority on a monthly basis.

Mr. Rains said the thought was that the Parking Authority would be able to be involved from the beginning because it is more than just about reporting, and is about being involved and engaged as the scope of the contract is finalized. He said the Parking Authority would like to be involved in the progress meetings once measurable goals are established and be part of the ongoing discussions, and that the Parking Authority does not just want a report mailed to them. Ms. Church said that staff fully intends to have the Parking Authority involved and if there is any input they would like to give to contact her and that she is happy to keep them in the loop.

Mr. Rains asked for clarification that the Parking Authority is authorizing the use of a budgeted line item and not signing a contract. Ms. Church said that is correct and the contract will be worked on with the Parking Authority before it comes to the point of being signed.

Mr. Aley asked about the funding and if this would be pushing the Parking Authority further into the red. Ms. Hebert said the original approved budget for the Parking Authority in February in the line item for parking programs was \$200,000, and when

Covid-19 hit the Parking Authority reduced the expenses for the parking programs to \$100,000, and the Parking Authority discussed using those funds for marketing services with the knowledge that the program was transitioning over to Business, Development and Tourism. She said because of the reduced expense after Covid-19 compared to the original approved budget the revenue collection to date has exceeded the original targets the Parking Authority and staff spoke about.

**** MR. RAINS MOVED TO APPROVE THE BUDGETED LINE ITEM OF \$100,000 AND THERE WILL BE REGULAR REPORTING FOCUSING ON THE PROGRESS TOWARD CONTRACTED SCOPE AND THE PARKING AUTHORITY WILL BE INVOLVED IN FINALIZING THAT SCOPE PRIOR TO THE BEGINNING OF THE CONTRACT.**

**** THE MOTION PASSED UNANIMOUSLY**

Mr. Rains said the language states that it is a three party agreement and suggested that maybe the Parking Authority should get a response from the legal department. He asked as board members sign a contract how are they indemnified or covered. Ms. Hebert said that the Parking Authority is contractually covered by the city's risk management policies.

2.APPROVE THE CT DEPARTMENT OF TRANSPORTATION WALK BRIDGE EASEMENT REQUESTS IN ORDER TO ADVANCE CERTAIN WALK BRIDGE PROJECTS AT 185 LIBERTY SQUARE AND AT 30 MONROE STREET AS PER THE MEMORANDUM SENT BY MR. DARIN CALLAHAN, ASSISTANT CORPORATION COUNSEL, DATED JULY 30, 2020 AND THE EMAIL SENT ON AUGUST 6, 2020. NPA APPROVAL TO BE ADVANCED TO PUBLIC WORKS COMMITTEE, PLANNING COMMISSION OF THE COMMON COUNCIL

Ms. Hebert said that the State of Connecticut would like to obtain certain easements over city owned property to be able to have access to the areas related to the overall Walk Bridge Program, and have offered the city the appraised value of the property for the right to access city owned property for these projects. She said the first one is at 185 Liberty Square and does not impact any parking and the total area is 4,016 square feet, and they are offering the appraised value to the city for the use of the property of \$4,025.

Ms. Hebert said the second location is at 30 Monroe Street which is at the eastbound side of the South Norwalk Railroad Station and they are requesting two areas and one is access for their construction vehicles to drive up the driveway from Monroe Street into the eastbound side of the South Norwalk Railroad Station, and the area is 6,530 square feet and they are offering the city \$176,300, and there is no impact to parking for this use. She said the second area 1,553 square feet which is the equivalent of three parking spaces adjacent to the tracks and they are offering \$117,400. She said the financial offer is based on the appraised value of the real estate and does not consider any lost revenues and the potential lost revenue is approximately \$8,640 per year, and is currently not an issue because there is parking capacity at the railroad station given the fact that rail commuting has decreased substantially due to Covid-19. She said the time

frame for the use of the city owned property is six to ten years. Mr. Rains asked what happens to the money. Ms. Hebert said since it is city owned property the money will go into the city's general fund. Mr. Rains asked about damage. Ms. Hebert said as part of the easement agreements they would be responsible for that.

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

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

**** THE MOTION PASSED WITH THREE (3) IN FAVOR AND ONE (1) ABSTENTION - MR. HARDEN**

ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,

Dilene Byrd