PARKING AUTHORITY MINUTES

JULY 25, 2007

ATTENDANCE: Stephen Bentkover, Chairman
John Federici, Vice Chairman
Burt Shatz
Victor Cavello
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

OTHERS: Rob Cavello, Westview Group

1. CALL TO ORDER

Chairman Bentkover called the meeting to order at 6:30 PM.

EXECUTIVE SESSION
** CHAIRMAN BENTKOVER MOVED TO ENTER INTO EXECUTIVE SESSION.

** MOTION PASSED UNANIMOUSLY
Executive session began at 6:35 PM.
Executive session ended at 6:55 PM.

PUBLIC HEARINGON THE PROPOSED RATE SCHEDULE

Chairman Bentkover opened the public hearing at 6:30 PM.
Chairman Bentkover closed the public hearing at 6:31 PM.
No one from the public attended.

1. HAVILAND DECK- FINAL CONDITION SURVEY REPORT

Mr. Sweeney explained that there is a proposal from Desman Associates to perform phase two which is to develop the construction documents for the repair of the Haviland Deck. Mr. Shatz asked what the total cost of the repair would be. Mr. Alvord said $917,000. He said, as this time he is not recommending phase three, which is the construction administration portion. Ms. Hebert said the final condition survey report would also include the estimated annual maintenance fees. Chairman Bentkover asked Mr. Sweeney what his recommendation was. Mr. Sweeney said to hire Desman Associates to produce the construction documents. Vice Chairman Federici asked if the goal for this project is next summer. Mr. Alvord said this would be included in the next fiscal years capital budget proposal. Mr. Shatz asked how long the repair would take. Mr. Sweeney said approximately three months if the deck is closed during the repair.

2. SOUTH NORWALK RAILROAD STATION-UPDATE MASTER PLAN

Mr. Cavello presented the updated plan to the eastbound side of the South Norwalk Railroad Station. Chairman Bentkover asked Mr. Cavello to provide options for the placement of the clock and samples of the replacement doors for the entryways for the September meeting. Chairman Bentkover also asked Mr. Cavello to provide a budget for that meeting. Mr. Shatz asked Mr. Cavello to provide cost differentials for the cory tile and the porcelain tile.

3. APPROVE THE MINUTES FOR PARKING AUTHORITY MEETING HELD ON JUNE 27, 2007

Chairman Bentkover said to add "it was decided that since the Parks & Recreation constables could issue tickets that Mr. Delmonaco did not need to provide the information that was previously discussed".

** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM WITH CORRECTIONS.
** ONE ABSTENSION- MR. SANTO
** MOTION PASSED

4. AUTHORIZE THE DIRECTOR OF PUBIC WORKS OR THE ADMINISTATIVE SERVICES MANAGER TO ACT ON BEHALF OF THE PARKING AUTHORITY TO EXECUTE ANY AND ALL PERMIT AND LICENSE AGREEMENTS AND/OR APPLICATIONS FOR THIRD PARTY USE FOR ALL PARKING FACILITIES MANAGED BY THE PARKING AUTHORITY.

Ms. Hebert said she has been working with the Law Department on drafting a special parking permit for the use of the parking facilities. She said because of the demand for the use of city facilities by the filming industry that the Law Department has come up with a general City of Norwalk permit and are tailoring one for the Parking Authority for the use of the parking facilities and on-street parking. Chairman Bentkover asked if there was an insurance certificate for proof of liability insurance included in the permit application. Mr. Alvord said that there was. Vice Chairman Federici asked if there would be an update at each months meeting. Mr. Alvord said there would now be an agenda and included in the Operations Report.

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

5. APPROVE THE PROPOSED RATE SCHEDULE TO BE EFFECTIVE AUGUST 1, 2007.

Mr. Cavello said he thought the rates were on the low side and asked what the consensus was of the Board. Ms. Hebert said that this is a starting point and it would cover the expenses and give some profit. Mr. Shatz suggested raising the rate to $ 1500.00. Ms. Hebert said she is comfortable with the proposed rate. The recommended rates are basically to cover expenses associated with this program. Chairman Bentkover said in the interest of what the state is trying to accomplish which is to attract the movie companies to come to the state, he said it would make sense for the Authority to set the rates as being movie company friendly and still allow a small profit to be made. Mr. Shatz said the Authority needs to weigh their presence with the inconvenience of the population. Chairman Bentkover said he feels if they start with the proposed rates and see what the market will bear that the rates can be raised in the future.

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

6. AUTHORIZE THE CHAIRMAN OF THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH DESMAN ASSOCIATES TO DEVELOP CONTRACT AND BID DOUCMENTS, PHASE II, FOR THE STRUCTURAL REPARIS AT THE HAVILAND DECK FOR A SUM NOT TO EXCEED $ 52,800

ACCOUNT NO. 2140 9B 5777

Mr. Shatz asked Mr. Alvord if he thought the $52,800 was as reasonable price. Mr. Alvord said it absolutely was.

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

7. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO MERRITT CONTRACTORS TO PERFORM TEMPORARY PATCH WORK A THE HAVILAND DECK FOR A SUM NOT TO EXCEED $ 15,000.

ACCOUNT NO. 2140 9B 5777

Mr. Sweeney said that the $ 15,000 is based on the work being performed on overtime and if done during the week the cost would be less. Chairman Bentkover asked what the cost would be on straight time. Mr. Sweeney said he did not have that exact number at this time. Mr. Alvord said that Mr. Sweeney would be meeting with Mr. Delmonaco to find the best workable time of the day and week based on traffic flow and volume and that is when the work would be performed. Mr. Shatz asked how long it would take to complete. Mr. Sweeney said a couple of days if the garage is closed. Mr. Shatz asked how long the repair would take if the garage remained open during the repair. Mr. Sweeney said it would be significantly longer.

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

8. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH WESTVIEW ARCHITECTURAL, LLC TO DEVELOP CONTRACT AND BID DOUCMENTS FOR THE STRUCTURAL REPAIRS AT THE SOUTH NORWALK RAILROAD STATION FOR A SUM NOT TO EXCEED $8200.00
ACCOUNT# 2140 9C 5727

Ms. Hebert said that $4200.00 was for the construction specifications and $ 4000.00 for the design drawings. Chairman Bentkover asked Mr. Cavello what the final cost would be for the project. Mr. Cavello said the final cost for both projects would be $ 20,000.

** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM
** ONE ABSTENSION- MR. CAVELLO
** MOTION PASSED

9. MONTHY FINANCIAL REPORT (FYE 2006-07-UNAUDITED)

Ms. Hebert reported the unaudited year-end cash was positive $ 500,876. She said that some of those funds would be used for some of the improvements that had been previously discussed. Mr. Alvord suggested building a fund balance because it gives the opportunity to transfer from fund balance into capital reserve.

10. MONTHLY OPERATION REPORT

11. CAPITAL PROJECTS- STATUS

a. Haviland Deck
No discussion

b. SNRR
No discussion

c. Yankee Doodle Garage

Ms. Hebert reported that the current phase is substantially complete. She said that the hardware was on back order and will take a few weeks to install once received. She said that Mr. Sweeney will develop the next structural repair implementation. She said that the approved budget for the next phase is
$ 135,000.

d. Maritime Garage

Ms. Hebert reported the roof leaking is under warranty and have set up a meeting with the sub-contractor for Tuesday, July 31, 2007, to determine the location of the leaks and to schedule the repair. Chairman Bentkover asked Ms. Hebert to e-mail him after the meeting with results.

e. Long Term Capital Plan

Ms. Hebert said she is working on developing a long-term plan for the capital budget.

12. OTHER BUSINESS
a. Leases
Ms. Hebert reported that she had met with the investors and the owners of Goccia restaurant and that they are sending a proposal to lease space inside the Maritime Garage.

b. Ms. Hebert said that the New England design association will host their first Fundraiser on August 6, 2007, and that they are negotiating with Chocopologie to operate the fashion café.

13. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

14. ADJOURNMENT
** CHAIRMAN BENTKOVER MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY
The meeting adjourned at 8:45 P.M.