PARKING AUTHORITY MINUTES

JUNE 27, 2007

ATTENDANCE: Stephen Bentkover, Acting Chairman
John Federici
Burt Shatz
Victor Cavallo

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
Matt Gallagher, Desman Associates
Ned Glover, Desman Associates

Executive session began at 6:30 PM
Executive session ended at 6:35 PM

CALL TO ORDER

Acting Chairman Bentkover called the meeting to order at 6:40 PM.

CAPITAL PROJECTS-STATUS
a. Haviland Deck- Presentation by Desman Associates
Acting Chairman Bentkover said the agenda will be amended to allow Desman Associates to present. Mr. Glover introduced himself and Mr. Gallagher he said they have reviewed and evaluated Haviland Deck structurally and have made a report and came up with cost estimates and if implemented the deck would have the capability of lasting another fifteen to twenty years with periodic maintenance. Acting Chairman Bentkover asked if there was a cost estimate on the periodic maintenance. Mr. Glover said he would provide him with that. Mr. Glover said he would be working with Brian Sweeney to come up with a final presentation. Acting Chairman Bentkover asked Mr. Glover if he felt it was wise for the Parking Authority to authorize this amount of money to repair and mantain versus knocking down the deck. Mr. Glover said the deck can be brought back and extended fifteen-twenty years and he said he feels it does not make sense to knock it down and rebuild the same thing in its place. Acting Chairman Bentkover asked if it was

possible to take the existing facility and expand what is there to add additional capacity and what the cost of that would be. Mr. Glover said he had discussed that with Mr. Sweeney and that there are some limitations. Mr. Sweeny said to add an additional level a lot of money would need to be spent to get up there with ramps and the cost would be $45,000-$50,000 per space. Acting Chairman Bentkover asked because the top level is not covered does that make it deteriorate quicker than if it were covered. Mr. Glover said it would not with the proper waterproofing. Mr. Shatz asked how long the project would take to complete. Mr. Glover said it would be about three months. Mr. Federici asked where the parking would go during the repair. Ms. Hebert said the Maritime Garage. Mr. Glover said they could repair half the deck at a time if parking spaces are needed. Acting Chairman Bentkover asked if the cost estimates were bids received by contractors. Mr. Glover said that they were. Mr. Glover said he would have a final draft to present at the July meeting.

b. South Norwalk Railroad Station-Presentation by Westview Group

Ms. Hebert said the Parking Authority had authorized an agreement with Westview to evaluate and provide recommendations for some improvements to the east bound side of the SNRR. Mr. Cavello said he had done a walk through and some of his recommendations are to replace the doors, replace the flooring with porcelain ceramic, build in walk off mats at all key locations, add dividable seats, organize the vending machines, and to possibly relocate the clock to the west bound side. He said the lighting also needs to be updated and would like to add LED lights to the outside of the building. Acting Chairman Bentkover asked if there are budget restrictions for this project. Ms. Hebert said that when there is a final proposal that a budget would be established and would possibly need to be phased in. Mr. Cavello said that he would provide an updated plan for the July meeting. Ms. Hebert said she had met with Brec Morgan and he is working on a proposal for artistic murals.

Councilman, Fred Bondi arrived at 7:00 PM

Mr. Bondi said that there needs to be a new location to park the buses other than at Vet's Park. Mr. Bondi suggested the lot near the SNRR. Ms. Hebert said that lot is full and that there is a two year waiting list. Mr. Bondi also suggested using the lot at Andrews Field. Mr. Alvord said the bus companies would most likely object to that. Mr. Bondi said there are no bus parking signs along Seaview Avenue that are not enforced and asked if LAZ could extend enforcement and ticket in that area. Mr. Federici said that should be a police department function. Ms. Hebert suggested using the Parks & Recreation constables to issue parking tickets in that area.

1. APPROVE THE MINUTES FOR PARKING AUTHORITY MEETING HELD ON MAY 23, 2007

Acting Chairman Bentkover suggested putting Dilene Byrd's name under staff in the minutes.

Mr. Shatz said that on Page 3, Item 4, Line 9 "have to" be deleted

Mr. Shatz said that on Page 3, Item 4, Line 10 "for demand" be deleted

Mr. Shatz said that on Page 4, Item 5b, Line 1 "should be changed to "she"

Mr. Shatz said that on Page 4, Item 5b, Line 2, "would" be changed to "will"

** MR. FEDERICI MOVED TO APPROVE THE ITEM WITH CORRECTIONS
** MOTION PASSED UNANIOUMOUSLY

2. APPROVE THE BYLAWS

Acting Chairman Bentkover said that he had met with Ms. Hebert prior to meeting and asked if all the suggestions from the last meeting were made to the bylaws. Ms. Hebert said that they had been with the exception of Article IV "should a member move outside of Norwalk, he/she shall resign from the Board (unless he/she remains employed in the City).Mr. Cavallo said that is beyond the statute and suggested Peter Nolin look at it. Ms. Hebert said that he already had and is comfortable with the language. Acting Chairman Bentkover suggesting deleting the phrase.
** ACTING CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM WITH CORRECTIONS
** MOTION PASSED UNANIOUMOUSLY

3. ELECTION OF OFFICERS

Acting Chairman Bentkover asked for nominations for Chairman
** MR. SHATZ MOVED TO NOMINATE MR. BENTKOVER FOR CHAIRMAN
** MOTION PASSED UNANIOUMOUSLY
** CHAIRMAN BENTKOVER MOVED TO NOMINATE MR. FEDERICI FOR VICE CHAIRMAN
** MOTION PASSED UNANIOUMOUSLY
** MR. FEDERICI MOVED TO NOMINATE DILENE BYRD FOR SECRETARY
** MOTION PASSED UNANIOUMOUSLY

4. MONTHLY FINANCIAL REPORT

Ms. Hebert reported that the net cash is almost $500,000. She said she does not recommend using any operating cash flow for the Haviland Deck project. Mr. Alvord suggested using the operating cash for some of the smaller projects and to use the capital budget process to secure the larger projects.

5. MONTHLY OPERATION REPORT

Chairman Bentkover asked Mr. Delmonaco if he had any suggestions on how to increase the parking attendance at the Maritime Garage. Mr. Alvord said he feels that the numbers will increase by late fall. Mr. Delmonaco said one of the things that should be looked at in the 2008-09 budget process is to adjust the parking rates. Ms. Hebert said that POKO is developing the Isaacs Street lot and that they plan to break ground in the next eighteen months. She said she has been in contact with the Redevelopment Agency to transition the rates that are well below market rate in that area in the next two years. Chairman Bentkover stressed his concern to raise rates. Ms. Hebert said there is support in doing this given the two development projects in the area, which involve public parking structures. Mr. Delmonaco suggested an annual review of the rates and fees. Mr. Delmonaco reported that permit sales are at a good place and that he would provide the financials at the July meeting for the end of the 2006-07 fiscal year. Vice Chairman Federici asked about the status of the theft incident. Mr. Delmonaco said that it was still under investigation at this time. Vice Chairman Federici asked how the boot-tow program was working out. Mr. Delmonaco said that there was an initial bump but will now start to level off as expected. Mr. Shatz asked how many cars were abandoned. Mr. Delmonaco said there are two that still remain at Fedor's. Mr. Delmonaco reported that eighty cars had been booted.

6. CAPTAL PROJECTS
c. Yankee Doodle Garage
Ms. Hebert said that this phase has been completed and that specifications need to be put together for the SNRR and the Yankee Doodle Garage and have to go out to bid. Mr. Alvord said the sidewalk project has been completed.

7. OTHER BUSINESS

a. Leases
Ms. Hebert said the space has been fitted out and is almost done. She said that all final plans have been submitted to Planning & Zoning. She said that Goccia restaurant is still interested in leasing the back space inside the Maritime Garage and will follow up with them for a commitment.

b. Special Events
Ms. Hebert said that the demand has increased for the film industry. She recommended a rate structure for special events. For using on street parking, she recommended the overtime rate charged for a parking violation and the parking without a valid permit for usage in a surface parking lot. Chairman Bentkover said he thought that was a low fee. Ms. Hebert said that it is a very limited market and feels this is acceptable because it is tied to a parking violation rates. A public hearing is set for the recommended rates in July.

8. ACTION ON ANY ITEM DISCUSSED HEREIN
No discussion.

Vice Chairman Federici asked if not having an August meeting had been considered.
**MOTION PASSED UNANIMOUSLY NOT TO HAVE AN AUGUST MEETING

8. ADJOURNMENT

** CHAIRMAN BENTKOVER MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY
The meeting adjourned at 8:35 P.M.

Respectfully Submitted,
Dilene Byrd