PARKING AUTHORITY MINUTES

February 26, 2003

ATTENDANCE: Urban Mulvehill, Chairman; Troy Jellerette, Stephen Bentkover, Amy Jimenez, Burton Shatz, Mayor Knopp (8:02 p.m.)

STAFF: Kathryn Hebert, Martin Overton, DPW

CALL TO ORDER

Mr. Mulvehill called the meeting to order at 7:40 p.m.

APPROVE MINUTES OF JANUARY 22, 2003

The following corrections were made to the minutes:

Page 1, last paragraph should read "documents for the Maritime Garage have been signed as of December 31, 2002 and the rate of interest on the bond was set the following week.
Page 2, 2nd paragraph, line 11, insert Maritime before "ticketing area,"
Line 12 add design after "to do the"
Line 13 after work add "for the Aquarium ticketing area."
Page 3, paragraph 6, add "required by code and needs a permit to the last sentence.

**** MR. BENTKOVER MOVED TO ACCEPT THE MINUTES WITH CORRECTIONS FOR JANUARY 22, 2003.**
**** MOTION PASSED WITH ONE ABSTENTION (MS. JIMENEZ)**

AUTHORIZE THE PARKING AUTHORITY TO RECOMMEND THE PROPOSED OPERATING BUDGET FOR FY 2003-2004

AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN S. MULVEHLL, TO EXECUTE AN AGREEMENT WITH ENVIRONMENTAL LAND SOLUTIONS, LLC, TO PROVIDE LANDSCAPE ARCHITECHTURAL SERVICES WITH REGARD TO THE CONSTRUCTION OF THE STREETSCAPE IMPROVEMENTS, FOR A SUM NOT EXCEED $7,500. ACCOUNT NO. 09 01 09 10 5777 C0205

Mr. Overton stated this is work that has not been done and an agreement is needed for the contract to allow the Authority to authorize payment. The money is in the City budget. The original contract was paid in part by Spinnaker and the $7,500 is the balance for the landscape. The responsibility of Klewin is to oversee the plantings and follow through on the design over the period of the project. One of Klewin's task is to record the amount of time people are on the site and what task they are performing.

Mayor Knopp arrived at 8:02 to swear in Mr. Shatz to the Parking Authority Committee as a new member.

**** MS. JIMENEZ MOVED TO AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN S. MULVEHILL, TO EXECUTE AN AGREEMENT WITH ENVIRONMENTAL LAND SOLUTIONS, LLC, TO PROVIDE LANDSCAPE ARCHITECHTURAL SERVICES WITH REGARD TO THE CONSTRUCTION OF THE STREETSCAPE IMPROVEMENTS, FOR A SUM NOT EXCEED $7,500. ACCOUNT NO. 09 01 09 10 5777 C0205**
**** MOTION PASSED UNANIMOUSLY.**

DISCUSSION - STATUS OF MARITIME GARAGE CONSTRUCTION PROJECT AND BUDGET

Mr. Overton distributed the monthly report and reviewed portions of the document with the Authority members. Mr. Overton proceeded to review the cost sheet showing the expenditures. The Public Development Cost Report was considered next and the Public Billing Report showing what has been paid out. Five percent of all sums paid out are withheld from each payment. Cash Flow followed under the Public reports. The Private Cost, Private Billing Cost and Cash Flow Report were discussed next. The schedules followed. Mr. Overton discussed the early start and early complete items. Critical items that miss their target are added to the end of the schedule. These items must start and end within a specific time frame.

Mr. Mulvehill said that there was a comment about the heavy construction work while the Aquarium is open and children are passing through the area. He asked who was responsible for this type of activity. Mr. Overton stated that Klewin is responsible for safety on the site. The road will not be closed for large pieces of material to be brought on site. The road closures will be minimal during the entire project. The final date of the schedule is November 21, 2003, which must be met in order to obtain the CO for this building.

Mr. Overton invited the Authority on a site visit to view the work and ask questions when the weather breaks.

Mr. Overton reviewed the Submittal Log and Request and Answer Log and explained the need for them as checks and balances during the project.

Mr. Shatz inquired how the bid process was performed and the general manager chosen. Mr. Overton explained the criteria established for the six contractors who were chosen by selection and how the final contractor was chosen. The subcontractors are all bidders.

Mr. Mulvehill asked for an update on the hourly cost activities. Mr. Overton said he would supply that information each month to the Authority.

Mr. Mulvehill asked whether test material is kept. Mr. Overton said certain samples are kept and logs on all construction activity is available.

Mr. Overton completed his review by discussing the change orders.

Mr. Mulvehill asked what constituted a change order. Mr. Overton said that a change is when money is involved to increase or decrease the cost of a portion of the project.

DISCUSSION - UPDATE PROPOSED CAPITAL BUDGET FOR FY 2003-04

Ms. Hebert said that there is no change from the $880,000 that the Authority asked to be presented to the Finance Committee. The next step is the Mayor's recommendation.

DISCUSSION - PARKING FACILITY STATUS REPORTS -PARKING AUTHORITY MEMBERS

Mayor Knopp commented that most likely the Webster lot will be the next parking lot project. A developer is looking to build affordable housing on Webster Street. There has been a discussion with the SONO developer to discuss the property across from the parking lot on the southwest corner of Washington and Martin Luther King Drive. There is also consideration for the small retail area that houses Dunkin' Donuts and other facilities. The Redevelopment Agency is being requested to look into the plans for this area. The Mayor will appoint a Webster Street committee to look into the Webster Street lot and the affordable housing project. He said that when the lot is redesigned there will be more leased spaces. The financing and design will be a major activity of the committee. The current users, 50 Washington Street, the movie theater have different views of how the lot services its clients. The relationship of parking to the housing is and retailers will have to be worked out. He said that the Parking Authority would have a representative on that advisory group to bring information back to the Authority.

At some point the State will respond to Mr. Seligson regarding Norwalk Center. The former administration discussed TIF bonds with Mr. Seligson. Mayor Knopp said he does not favor TIF bonds that would be subsidized with city taxes. Instead he is willing to support parking for the retail and residential properties. It may be a situation to look at by this Authority. The City is filing an MDP for State funds for this project. It is possible due to the current economic situation Mr. Seligson may scale back his plans, but parking will be needed. Mayor Knopp asked Mr. Overton to obtain a copy of the redevelopment project.

Mayor Knopp stated that Wall Street is another area of parking concern. There are four municipal parking lots with the Wall and Main Street area. World Gym will be moving into the old Sears building and there is a concern for providing 5 a.m./6 a.m. parking. There has been a Wall Street Advisory Committee developed and they are working on the

Wall-Main Urban Renewal Plan and the Norwalk Business District Management Plan of 1986. Mayor Knopp recommended that a member of the Authority be designated to the Wall-Main Street Advisory Committee. The information is scheduled to be gathered and presented by the end of June.

Mr. Mulvehill asked for clarity where housing might be placed on Webster Street. Mayor Knopp said the grass area currently part of the lot would be converted for housing with parking behind it.

Mr. Mulvehill asked whether it would be the job of this Authority to review what portion of the lot would be used for decking and what portion would be left open. He stated that he was under the impression that the decking of the parking lot would just meet parking needs, not necessarily add enough. He also stated that if the housing is built within the lot, then some of the parking spaces would be lost. Mr. Overton stated that only approximately a sixth of the lot would be used for the housing and its combined parking.

Mr. Mulvehill observed that there is multi-use parking, the theatre, the restaurants and other nighttime activities in SONO. Mr. Mulvehill informed the Mayor that this Authority had discussed ways to obtain revenue from Webster Street. The movie theatre was one area with their subsidizing a portion. There would also be money collected for people using the lot to go out to Washington Street for food and entertainment. Mr. Mulvehill commented that the Authority is looking to do something as soon as this Spring to generate revenue.

Ms. Jimenez commented that the increase of or implementation of fees for parking is a situation that the Authority is sensitive to in light of economic development within Norwalk. She agreed that a study needs to be done for the City regarding parking. Mr. Overton said the Redevelopment Agency is putting out an RFP to cover the issues throughout the City to meet the goals of the parking needs of the City. Public and Private partnerships are being looked into to subsidize parking lot fees. Mayor Knopp said that there will funds at approximately $600,000 in the budget to begin design and feasibility studies.

Mayor Knopp said that there is an investigation to see if Madison Avenue and the opposite side of Washington street might be set for metered parking. Mayor said that the parking behind the Post Office is an eye sore. The City has been talking about a welcome park with benches to Welcome people to Wall Street. The City has offered to trade the Post Office space at Yankee Doodle Garage. Zoning and Redevelopment have come up with two designs for the postal trucks to park and load the mail. The preliminary designs have been sent to the postal agent. There will be a proposal sent before this Authority when the paperwork is complete.

Mr. Jellerette inquired how the Avalon project was going. Mayor Knopp commented that there will be no "affordable housing" in this project, but the project is moving forward. This residential building will jump start the upper Norwalk development.

Mr. Overton stated that there would be 70 units in the Webster Street lot. The City will put in the value of the property as it is City owned to offset the loss of space. This would be affordable housing as townhouses. Everything for this lot is preliminary with relation to the housing.

Mr. Overton stated that Reed-Putnam roadway will be completed by the middle of this year. Many utilities will be moved. There is no publicly funded parking in this project. There is mixed parking in the Spinnaker plans.

Ms. Jimenez inquired whether there was any word on bonding. Mayor Knopp stated the Bonding Commission did not meet due to the lack of a budget. The City's bond is safe, it is just a matter of getting the voting completed in Hartford.

Mr. Mulvehill inquired about the fitting out of the Maritime design facility and how is the cost being handled. Mayor Knopp stated the agreement is that when the garage structure is delivered the City will front the money to do the ticketing space on a plan agreed to with the Aquarium. Those funds will be added to the Aquarium's debt to the City and the Aquarium will pay for the FF&E aspect for the completion of that space. There are two aspects to the fitting out. The structural, electrical and bathrooms will be fronted by the City and added to the Aquarium debt. The group sales will remain where it is, the individual sales will be in the garage. The front door will be back where it used to be. Mr. Overton explained the GMP and the contingency account related to this project.
To accommodate the work the GMP will be increased by the value of the work. A preliminary look at the contingency indicates no increase will be necessary.

Mr. Bentkover inquired about the buses at the Aquarium. The buses will be drop off and go away and be contacted when they should returned. Alternative locations have been offered to park during an event.

Ms. Hebert stated that the Yankee Doodle garage had a water problem. The money for the electrical is still being processed through the City financial scheme. The correction to the garage problem will be completed by July 2003.

Mr. Bentkover commented that the post office parks their vehicles overnight and there is no compensation from the Postal Service. The Authority will monitor the situation and follow up after the Mayor completes his land swap arrangements with the Postal Service. Ms. Hebert will approach the issue with the Mayor before speaking with the Postal Service. Mr. Mulvehill asked that the wording be devised for commercial overnight parking.

Ms. Jimenez suggested looking at broader sources of revenue. She said this should become a prime objective for this Authority. Ms. Hebert stated that she has submitted information to the Board of Estimate on fee increases for the parking in Norwalk. Mr. Mulvehill suggested Webster Street should be the first lot for a change, even if it is only temporary.

Ms. Hebert said the meter change and upgrade is held up in the Council. Mr. Mulvehill suggested having a service handle Webster Street. Ms. Hebert said two booths would need to be installed and two employees hired. Mr. Bentkover said that the collections would be in-bound only. Increase in fees, if approved by the Council, would be implemented within 30 days.

ACTION ON ANY DISCUSSION ITEM DISCUSSED HEREIN

The next meeting will be held on Wednesday, March 26, 2003, 7:30 p.m., Public Works Conference Room. There will be pictures and plans for the Webster Street lot.

The Chairman adjourned the meeting at 10:15 p.m.

Respectfully submitted,

Alvina L. Richardson Decker
Telesco Secretarial Services