



**PARKING STEERING COMMITTEE MEETING
MARCH 8, 2017/ 10:30AM
Public Works Conference Room**

ATTENDANCE: Alex Knopp, Chairman Library Board
Richard Brescia, Chairman Norwalk Parking Authority
John Igneri, President Common Council/Chairman Public Works Committee
Jackie Lightfield, Chairwoman Norwalk Center Task Force

STAFF: Laoise King, Chief of Staff
Kathryn Hebert, Director Norwalk Parking Authority
Liz Stocker, Director of Economic Development
Steven Kleppin, Director of Planning & Zoning
Mike Wrinn, Asst. Director of Planning & Zoning

1. NOTES MEETING 1/17/2017

No discussion.

2. STATUS FEE IN LIEU ACCOUNT APPROVAL PROCESS

Ms. Hebert said that the special capital appropriation of \$200,000 from the fee in lieu of parking account will go to the Common Council on March 20, 2017, for approval for the capacity study and strategic plan citywide.

3. RFP PROCESS/COMMENTS- SENT OUT BY WEEK OF 3/20/17

Ms. Hebert said that once the special appropriation is approved by the Common Council, the RFP will be sent out to the public and that the City of Norwalk's purchasing department is managing the process. She said that the RFP will be posted on the city and the Parking Authority websites as well as professional parking and planning websites, and that the proposals will be due back on April 21, 2017, and that she has forwarded Ms. Lightfield's comments to the purchasing department. Ms. Stocker asked if private parking should also be included. Ms. Lightfield suggested that a conversation be had with the consultant and that all parking should be known. Ms. King agreed and said that the Board of Education as well as Parks and Recreation should also be included.

4. SUBCOMMITTEE TO REVIEW PROPOSAL SUBMISSIONS, INTERVIEW AND SELECTION.

Ms. Hebert said that the subcommittee will review the proposal submission and that the three to four top proposers will be interviewed and will ultimately select a firm for the contract. Ms. Lightfield said that she is available for assistance if needed. Mr. Knopp suggested look at other communities in Connecticut to see what they have done.

The meeting adjourned at 10:45AM.

7. NEXT STEPS

The meeting adjourned at 3:25PM