

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, September 13, 2011
Mansfield Town Hall
Conference Room B**

7:00 PM

Minutes

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), Macon Toledano, and Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 7:08 pm.

2. Approval of Minutes of April 27, 2011

Martha Funderburk made a motion to approve the minutes of April 27, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

There were no remarks from Chair Karla Fox.

4. Continued Discussion of Proposed Cooperative Agreement

Lon Hultgren referenced the revised cooperative agreement. He said some of the terms had been changed. He also said the goal is to start implementing the cooperative agreement before the Phase 1A buildings open.

Mr. Hultgren said he reviewed the proposed parking regulations with the Town attorney Dennis O'Brien.

Mr. Hultgren also added proposed fines.

Mr. Hultgren reviewed the main tenets of the cooperative agreement. He said each individual property owner would conduct its own enforcement but could request assistance from Storrs Center related personnel at a cost to the property owner. Collected fines would be used to offset this cost.

Mike Taylor asked who would be the recipient of any tow charges. Mr. Hultgren said that language was revised in the draft so that the entity towing would receive the towing charges. The Mansfield Downtown Partnership would not have a role.

Howard Kaufman asked about the timing in implementing the agreement right away. Mr. Hultgren said an ordinance would need to be prepared. Mr. Hultgren said implementing the agreement early on would allow the team to learn as it goes along and make changes as necessary.

Mr. Hultgren said that UConn would not be asked to enforce any differently than it is doing now. The key is to have special constables enforce on the other properties. Mr. Hultgren said this could be the third party operator which will be hired by Leyland and/or the property owners' employees.

Mr. Kaufman said that that Storrs Center Alliance would not be in a position to assist with enforcement until its third party operator is on board. It could involve a 6 month period where Storrs Center Alliance is not involved in the enforcement.

Mr. Kaufman asked about the voting rights of members of the cooperative. Mr. Hultgren said if an issue is not resolved by consensus, a vote will be a proportional vote with a 2/3rds majority. Mr. Hultgren said his preference is for UConn to be part of the cooperative. Mr. Hultgren said the allocation of spaces needs to be revised to incorporate the size of the garage and the reconfigured Bishop lot. Mr. Toledano said the total spaces in the garage with the additional deck is 660. He said he does not have the final numbers on the Bishop lot. He said a gate will likely be needed for that lot.

Mr. Taylor was less concerned about disputes and said an entity could always withdraw from the cooperative.

Mr. Taylor asked about the definition of special constables and the Town Manager's authority to hire them. Matt Hart said the Town Manager would need to have discretion on appointing non-Town employees as constables. He said parameters may want to be developed regarding the make-up of the constables.

The Committee discussed the process of towing. Ms. Lindsey asked why people are given a warning of a tow. Mr. Taylor said that sometimes he will call in a tow but if the tow truck does not come right away, a tow notice will still deter people from parking in an unauthorized spot.

Mr. Taylor said it would be possible for someone to have to pay for a ticket, the tow fine, and the actual towing.

Manny Haidous said the fee schedule should be on the website.

Mr. Haidous asked about signage on site. Mr. Hultgren said there will be wayfinding signage and there will need to be agreement by each property owner on the minimum amount of signage on each person's property.

Ms. Lindsey asked about employee parking. Mr. Hultgren said it will be up to each property owner to distinguish employee parkers vs. visitors. Mr. Taylor said this can be difficult as typically there is a lot of employee turnover with changing shifts. His practice is to get license plate numbers to track employee parking. He also requires employees to follow the same rules as customers if they are parking in his lot when they are not working on site. The goal is for the merchant to have as many customer parking spaces as possible.

Mr. Toledano said employee parking needs to be evaluated with the overall management of parking. There may be the need for some nested employee parking.

Mr. Hultgren said street parking will be short-term parking.

Mr. Hultgren said under Appendix A, there needs to be language added on the minimum size of signs and legibility.

Ms. Lindsey referenced the definition of "3rd Party Operator" and suggested that the Town of Mansfield be deleted as the development agreement between the Town, EDR and Storrs Center Alliance requires Storrs Center Alliance to contract for the third party operator for Storrs Center parking.

Mr. Taylor said that his title on the first page should be "Managing Member."

Ms. Lindsey referred to Article F and said it needs to include information on the letter of trespass.

She also suggested deleting "Owned Parking Areas" from Articles D and E and also deleting "owned parking premises" from both Articles and replacing them with "parking premises under its control."

Mr. Hart suggested that language be added under Article D regarding the Town Manager's discretion to remove special constables for cause.

With respect to the fee schedule, Mr. Hultgren said that all the fines are the current Mansfield fines except for parking beyond limited time period and towing.

Mr. Taylor asked about habitual abusers. Mr. Hultgren said that fines would escalate. Ms. Lindsey said she has seen a fee for habitual offenders at other colleges. Mr. Hultgren said that in order to change the current fines, the Town's Traffic Authority would need to approve them followed by the Town Council. Mr. Hultgren said the issue of fines for repeat offenders could be reviewed by the Traffic Authority.

Ms. Lindsey suggested raising the fine for parking in a bus stop.

Ms. Lindsey asked if residents could hand their parking cards to friends. Mr. Toledano said this is possible but the system in the garage will be fairly sophisticated.

Mr. Taylor said he thinks that the fines are fairly low in general.

Mr. Toledano suggested adding to Section B a prohibition of parking in reserved spots such as the Daily Campus.

Ms. Lindsey asked if the language in Section E regarding timing on payment of fines could be added to the fee schedule.

5. Update on Design and Construction of Parking Garage and Intermodal Center

Mr. Hultgren said the Town received good bids on the parking garage so it can be built within budget and with the additional floor. The contract will be awarded to Downes Construction. They will start clearing the trees for the foundation in early October. The pre-cast parts are due to arrive in December.

6. Topics for next meetings

Mr. Taylor encouraged implementing the cooperative agreement as soon as possible to see how it works.

Mr. Hultgren said the Traffic Authority would need to review the agreement, make any changes and then come back to the Committee. Once the changes are blessed, the regulation changes would need to go to the Town Council. The Town Council would probably meet one to two times on the regulations. The Town Council would also need to approve the overall cooperative agreement. A goal would be to bring both to the Town Council for October 11 or October 24.

The Committee agreed to meet on October 17 at 5 pm (*since moved to 4 pm*) to review final changes to the cooperative agreement.

Mr. Toledano and Mr. Haidous can talk to Ilias Tomazos who represents the Center for Hellenic Studies Paideia about the proposed cooperative agreement.

Ms. van Zelm said other issues that need to be addressed include the Town/Storrs Center Alliance/EDR management agreement and the operations plan.

7. Public Comment

David Freudmann said the cooperative agreement is a small part of the overall parking management plan. What is the timeframe for the plan?

What are the costs of operations? Mr. Hultgren said that Storrs Center Alliance is committed to operating the parking for seven years per the development agreement. The equipment costs are part of the overall garage costs funded by the state grant. Mr. Freudmann asked about maintenance costs. Mr. Hultgren said Storrs Center Alliance is responsible for maintenance. Mr. Hultgren said the costs will be reviewed after the seven year commitment by Storrs Center Alliance.

8. Adjourn

The meeting adjourned at 9:08 pm.

Minutes taken by Cynthia van Zelm.