

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday October 15, 2008 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:40 p.m.

By roll call, members present: John Dorosh, Jack Moran, Delphine Krezel and Anthony Szewczyk. Joseph Moore was excused.

Also present – Parking Authority Director Leo Moscato and Bookkeeper Lynette Esposito.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to add to the agenda the payment to Szeker Engineering Inc. for professional services rendered. Motion carried unanimously.

Approval of minutes: Without objection, the approval of the August 20, 2008 minutes was tabled.

Public Portion: No one was present and the public portion was closed.

VCOG Parking Enforcement Presentation: Richard Dunne, Director of the Valley Council of Governments (VCOG) was present. He explained that the DOT has increased commuter trains and the response has been positive. With more commuters using the service, the parking around the train station is becoming a problem. People coming to his offices, the coffee shop and the DMV are finding it increasingly difficult to find places to park. This evening he is approaching the Authority to gauge their interest in overseeing enforcement of regulations. He explained that his office is exploring specifying areas for tenant parking and short-term parking as well as issuing permits for commuters. Signage would be posted and the commuters would be advised of the restrictions. If the Authority were to take on this request, they would likely only have to do a morning sweep of the area as the commuters are on their way by 8:00 a.m. The Authority would keep the revenue from tickets issued. He is hopeful to implement these changes by the beginning of next year.

Members discussed the logistics. Mr. Moscato felt that the rules should be well-defined so that enforcement was clear. Mr. Dunne did indicate that he has approached the commuters informally asking for their assistance and the results have been varied. With anticipated increase in the number of commuters, a more formal action would be beneficial. He would likely request some leniency in the enforcement under certain circumstances. He noted that he may have the ability support a vehicle to transfer commuters from a different parking area should that be a viable solution in the future. He felt that the first step would be to try to manage the existing parking lot. It was left that the members would consider this request and continue the dialog with Mr. Dunne.

Financial Statement: Members reviewed the report. It was noted that the utilities were higher than last month, likely due to the changes in the season and the lights being turned on earlier. Members continue to observe the electricity charges to ascertain whether the chosen supplier is cost effective. The bill also includes the lease charges for the lighting. That lease should be satisfied next year. It was noted that telephone bills are now being charged to the Authority; previously the City was paying this expense. This includes two phone services, one with the DSL service.

Members discussed where the funds should be drawn for the engineering study expense. It was noted that the meter revenue has been going into the money market and that account supports the repayment of

the lease for the purchase of the meters and the ticket booth. It was suggested that consideration be given to paying off the lease early if the funds can support that expenditure so it would be wise to continue to accumulate the meter revenue in that specified account. The checking account would provide for the daily expenses of the garage.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the financial statement, as presented. Motion carried unanimously.

Directors Report: Mr. Moscato reported that meter collection was done with the heaviest meters on Elizabeth Street and Third Street. The income has reached and at times exceeded expectations. Local businesses have expressed satisfaction with the effect of the meters as they keep vehicles moving. The annual inspection of the sprinkler system was performed and a report will be forwarded to the Fire Marshall.

The engineer has completed his report and he will be invited to speak to the members at a workshop to be scheduled.

Mr. Moscato will be attending a CCM convention on October 22<sup>nd</sup> in Hartford. There will be workshops on community development, grant writing, etc. and this will be very educational. The cost is \$70 to register. Members were agreeable to the customary travel and food expense for the director.

The ballast on the parking sign failed and had to be replaced. A few lights were also repaired and the thermostat in the office was replaced. Everything seems to be up to date and functioning well.

Motion was made by Jack Moran and second by Anthony Szewczyk. Move to accept the Director's Report. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move to approve the payment of \$15,495.00 to Szeker Engineering Inc. for the professional services performed to inspect and report on the parking garage. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the negotiated contract terms with the US Postal Services for the period from 2010 to 2015 for twenty-five (25) parking spaces per month in the Derby Parking Garage at a cost of \$48.40 per vehicle. Motion carried unanimously.

Discussion on Garage Damage Policy: Mr. Moscato explained that often times a tenant will report damage of his/her vehicles months after the damage has occurred. He stressed the need to require that the damage be reported in a timely fashion and that a written policy be developed to be given to the users of the garage. He felt it would be reasonable to expect the reporting within a 24 hour period. Members discussed the timeframe and other details that would be needed. It was questioned whether or not the policy should be posted. It was decided to explore this matter further and obtain policies from other garages.

Old Business: A rate increase for evening parking was voted upon in August but has not yet been put in place. Members discussed postponing the increase until the beginning of 2009. They felt this would allow for review of the overall rate schedule and also provide advanced notice to the public.

New Business: Mr. Moscato expressed interest in pursuing a booting policy for vehicles with excessive unpaid parking violations. Members discussed developing the policy. It was felt that the language would have to define when a vehicle had reached that level of enforcement. The method of warning the violators was discussed and it was noted that the bills sent by ComPlus does explain the consequences of

failing to pay. Members asked for information on the number of past due violators that are currently on the books. Mr. Moscato will prepare this information but he estimated that there was likely more than \$30,000 in past due fines. He indicated that he has called other towns regarding their policies and the other towns have said that they will pursue booting for fines starting in the range of \$100. The other towns found the boot to be very effective. Mr. Moscato indicated that this would have to be done in the form of an ordinance that would require Board of Alderman approval. Mr. Moscato will work on the details of this policy, speak with Corporation Counsel and present the information at the next Authority meeting.

Executive session: Motion was made by Anthony Szewczyk and second by Jack Moran. Move to enter into executive session at 8:00 p.m. Motion carried unanimously.

Without objection the meeting reconvened to regular session and adjourned at 8:10 p.m.

Respectfully prepared,  
Karen Kemmesies, recording secretary

*"These minutes are subject to the Authority's approval at their next scheduled meeting."*