

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday January 9, 2013 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:30 p.m.

By roll call, members present: Joseph Moore, Jack Moran, Delphine Krezel, Anthony Szewczyk and Richard Bartholomew.

Also present: Mayor Anthony Staffieri, Corporation Counsel Joseph Coppola, Parking Authority Director Leo Moscato and Bookkeeper Angela Borrelli.

PUBLIC PORTION:

No one came forward and the public portion was closed.

ADDITIONS/DELETIONS TO AGENDA:

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to go out of order on the agenda and discuss Old Business – Workshop update at this time. Motion carried unanimously.

OLD BUSINESS:

a.) Workshop update: Mr. Moore welcomed the Mayor and Corporation Counsel. He stated that a financial report was prepared and given to them last week.

Atty. Coppola stated that Treasurer McLiverty has a scheduling conflict this evening and was unable to attend but he did meet with him and they reviewed the options for going out to referendum. Taking into account the information from the financial reports he offered minimum and maximum amounts that could be financed without having to draw upon a City taxpayer funding subsidy.

The plan would be to seek a 31 year bond through referendum and the project would be as follows:

- construction must be done within a year and the garage would be closed
- the revenue from the garage would be reduced because of the closure through loss of daily receipts and some tenant parking
- some contracted tenants would be relocated with anticipation that the move could be accomplished using existing resources such as the Caroline Street lot
- possible increase in meter revenue as the displaced parkers would be utilizing the metered spaces
- the first payment would be sought one year into the funding and the Authority will be able to draw from the fund at the start of the bonding so as to support expenditures incurred by the Authority during the closure
- the bond would take the City's interest rate with full faith and credit of the City
- a detailed scope of the project would have to be determined associating the work with the projected costs i.e. replace decking, include replacement of rebar, replace elevator, repair stairwells, replace façade etc and then assign an overall cost
- the lifespan of the renovated structure would support the 31 year life of the bond

The minimum would be \$500,000 with expectation that the revenue provided in the report would continue at projected levels and payment of the bond could be accomplished with said projected levels of revenue. The maximum would be \$2 million to \$2.5 million and that would require expenses being reduced and/or revenue being increased to support the repayment of the bond.

Possible sources of reduction of expenses/ increases in revenue:

- reduction of existing expenses as determined by the Board
- alternative energy equipment (included in the project) such as solar panels (possible resource for information – UI) that could reduce the long term costs for electricity
- replacement of the elevator thus reducing the monthly maintenance charges currently incurred (new equipment would likely be under warranty)
- yearly maintenance costs will be reduced by virtue of the work done
- increase rates - look at contracts to raise monthly fees, daily fees and meter rates and anticipate customary increases that will occur over the 30 year period (Bond Counsel will offer projected revenue levels needed to support the bond expense)
- expand the placement of the meters on other streets of the City

The referendum process would be that the Board would determine the amount of funding that would be sought. The scope of the project would have to be defined and a detailed plan would have to be submitted with the question. The information would be placed on file with the Town Clerk and the question would be submitted to the Board of Alderman for acceptance. A public hearing is held and the public is allowed to review the plan and present their position on the plan and the acceptance. Hope is to hold the referendum in March or April so Corporation Counsel will be meeting with Bond Counsel next week to discuss and prepare the necessary questions. The language of the Parking Authority question would have to provide to the public the understanding that the Authority is seeking said bonding with intent to fully pay the costs through their revenues and with the full faith and credit of the City. Should the Authority determine that funding beyond the stated maximum is needed, then the question would have to explain the tax burden subsidy and the percentage of the mill rate. Beyond accepting the question, the Alderman would then have to decide whether it supported the subsidy towards the payment of the debt. The Authority would have to decide if the taxpayers would support the subsidy and vote affirmatively in the referendum.

APPROVAL OF MINUTES:

Motion was made Delphine Krezel by and second by Anthony Szweczyk. Move to approve the minutes of November 14, 2012, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the November and December Profit & Loss detail, the Vendor Balance detail as of November 30, 2012 and December 31, 2012, the Bank of America - Payroll reconciliation detail dated 11/30/2012 and 12/31/2012, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 11/30/2012 and 12/31/2012, the Naugatuck Savings & Loan – Meter Coin account dated 11/30/2012 and 12/31/2012, DMPA Profit and Loss for January through December 2012. (all attached).

Members confirmed that the mileage expense is for trips to the bank or to purchase maintenance materials at a rate of .555 per mile and the cell phone is a monthly stipend to Mr. Moscato. It was asked if a spreadsheet could be presented that would detail revenue/expenses for the month and year to date showing the amount expended, the amount budgeted and the amount remaining in the line item. Response was that there is a budget that is followed, unexpected expenditures such as the recent storm damage is paid through the meter account, not the general budget. It was asked if the reports could be sent prior to the meeting. Ms. Borelli explained that the material is generally available at the time of the meeting. To have it sent out, she suggested that the meeting date get moved back later in the month.

Motion made by Richard Bartholomew and second by Delphine Krezel. Move to accept the November and December financial reports, as presented. Motion carried unanimously.

DIRECTORS REPORT:

Mr. Moscato's November and December 2012 report was submitted (attached).

Meter collection – \$2,067.14, \$2,655.21, \$1,646.29 and \$2,821.75

The car counts reports– November 10,771 and December 10,886 vehicles.

Tickets issued – November 197 and December 183. Appeals (both months) – 3 – all declined

Motion made by Richard Bartholomew and second by Delphine Krezel. Move to accept the director's report, as presented. Motion carried unanimously.

OLD BUSINESS:

a.) Workshop update: Mr. Moscato noted that he has reached out and gotten estimates for concrete repairs based on previous reports. The contractor estimated costs for the different types of concrete repair or restoration. Mr. Szewczyk noted that any estimates must include the cost of replacing the rebar as they are rusting and deteriorating within the concrete structure. Mr. Moore suggested that the members review the previous studies and physically inspect the structure to familiarize themselves with the anticipated needs. Mr. Moore asked Mr. Moscato to research cost estimates for concrete deck replacement and also estimates for the exterior panel replacements with the suggestion that the panels could be a different material as the stone façade would likely be more costly to install.

NEW BUSINESS:

Mr. Moscato would like to start the conversation with city officials to consider installing meters in the vicinity of Griffin Hospital. He understood that the conversation would have to include Ansonia officials. He feels that this is a viable solution to supporting the revenue increases discussed. Mr. Moore suggested that Mr. Moscato draft a letter to the Mayor and present it at the next meeting.

A referendum workshop was scheduled for Wednesday, January 16, 2013 at 6:00 p.m.

Motion was made by Delphine Krezel by and second by Anthony Szewczyk. Move that the meeting be adjourned at 7:35 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies, recording secretary

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