

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

SPECIAL Monthly meeting: Wednesday February 13, 2013 in the Hotchkiss Hose Company #1 meeting room. The location of the meeting was changed due to storm related damage in the office of the Derby Parking Garage.

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: Parking Authority Director Leo Moscato and Bookkeeper Angela Borrelli.

ADDITIONS/DELETIONS TO AGENDA:

There were no changes as this is a special meeting.

PUBLIC PORTION:

No one was present and the public portion was closed.

APPROVAL OF MINUTES:

Motion was made Jack Moran and second by Delphine Krezel. Move to approve the minutes of January 9, 16, 23, 31 and February 6, 2013, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the January Profit & Loss detail, the Vendor Balance detail as of January 31, 2013, the Bank of America - Payroll reconciliation detail dated 01/31/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 01/31/2013, the Naugatuck Savings & Loan – Meter Coin account dated 01/31/2013 (all attached).

Members clarified that the computer expense was for the replacement of the bookkeeper's computer. Joseph Guardiano provided the technical support to transfer the files and to set up the new machine and router.

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

DIRECTORS REPORT:

Mr. Moscato's January 2013 report was submitted (attached).

Meter collection – \$2,420.08 and \$2,974.22

The car counts reports–9,900 vehicles.

Tickets issued – 178. Appeals – none

Members discussed the water damage of the office caused by the recent blizzard. Mr. Moscato reported that the ceiling tiles as well as the insulation were saturated by water and the wood flooring got very wet. The garage area above the office was inspected and cleared of snow which stopped the influx of water. Consideration may be given to applying a skim coat over the surface to possibly seal the leaks

temporarily. In the office the saturated materials will have to be removed to avoid possible mold growth. Repairs and installation of new insulation should be done otherwise the office will not be able to be used as heating the area would be impossible. There was no damage to the equipment in the office.

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

OLD BUSINESS:

a.) Workshop update: Mr. Moran asked Ms. Borrelli to review the expenditures and overall budget to ascertain where there may be possible savings in the budget should the garage be renovated and to prepare a summary so as to determine the forecasted future operating expenses.

At the February 6th workshop motions were made. The secretary was told by the town clerk that motions should not be done in the workshop meeting.

Motion was made by Delphine Krezel and second by Jack Moran. Move to rescind the following motions made at the February 6th meeting. – 1.)Move to go forward with the production of 1,600 brochures with Minuteman Press of Shelton, CT performing the service of design, printing and mailing and 2.)Move to authorize the payment of \$1,000 to Minuteman Press for the down payment (approximately one half) of the authorized services with balance paid upon completion. Motion carried unanimously

Next, Mr. Szewczyk advised the Authority that upon further research it appears that the cost to renovate is far higher than originally projected. The numbers were determined utilizing the Means Catalog only. He stressed that the calculations are generic drawn from cubic footage of the garage and he encouraged the Authority to seek a construction cost engineering estimate specific to the structure. That service would likely cost approximately \$10,000.

The first scenario is to demolish the existing structure's decking and build in place the new decking. This would utilize the current beams and columns and does not include any restoration for said beams and columns nor does it include any work to the stairwells, elevator, façade, steel hangers or electrical conduit and wiring. The estimated cost is \$9.27 million. It was noted that the estimates to remediate and seal the rust on the beams and hangers, new elevator, new façade, new electrical etc. would likely add more that \$2 million to this scenario.

The second scenario would be to demolish the structure down to the footings and then rebuild. This scenario would include much of the work that that had been excluded in the previous scenario. The estimated cost is \$12.375 million.

The third scenario would be to build a new garage equivalent in size to the current structure. The estimated construction cost is \$16.425 million.

Members weighed whether the previous reports would be sufficient rather than expending further. They were concerned that the requests for the referendum must be accurate as they did not want to have a shortfall discovered after the fact. As this would be beyond the scope of what the Authority could pay, members discussed how this would be accomplished through the City. They wondered if the City Engineer could offer their expertise to develop cost estimates. Members discussed the future options. Will the Authority have to turn over the functions of the garage to the City, will the garage have to be closed, will there be a need to demolish the structure and if so, how would it be accomplished as the cost would likely be close to millions. They discussed how to approach the referendum questions. It was decided to gather as much information as possible and approach the Corporation Counsel and City Treasurer to determine the direction that is to be taken.

NEW BUSINESS:

Motion made by Anthony Szewczyk and second by Jack Moran. Move to go forward with the production of 1,600 brochures with Minuteman Press of Shelton, CT performing the service of design, printing and mailing. Motion carried unanimously.

Motion made by Anthony Szewczyk and second by Jack Moran. Move to authorize the payment of \$1,000 to Minuteman Press for the down payment (approximately one half) of the authorized services with balance paid upon completion. Motion carried unanimously

Motion was made by Jack Moran and second by Richard Bartholomew. Move to authorize Chairman Moore to approach Milone and MacBroom Inc for the purpose of seeking their services for a cost estimate for the scenarios of renovating the garage or replacing the garage with it stated that Mr. Moore will determine whether this is within their scope of expertise, what would be the cost of the services and whether there will be a need to go out to bid for the services, see if they are capable of providing said service to the Authority being that they serve as the City Engineer and should they be unavailable further authorize Mr. Moore to seek other firms to perform said services. Motion carried unanimously.

Members reviewed the content for the brochure figuring that in light of the new information this evening, the brochure's purpose would be to explain the function and need for the garage. It should show that the garage has been in existence for more than 35 years, that it serves the residents and businesses in the downtown area and that during these 35 years, the garage has been self-sufficient.

Mr. Moscato noted that snow removal was not accomplished by the contractor retained to perform said services during the recent blizzard because the volume of snow far exceeded their abilities. He asked if he could seek alternative companies to perform the task being that the contract was awarded at the beginning of the season. Members felt that being that the contracted company could not provide the promised services; the Authority was well within their right to seek alternative contractors as it is a possible safety issue.

Motion was made by Delphine Krezel by and second by Jack Moran. Move that the meeting be adjourned at 7:45 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."