

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday November 13, 2013 in the Derby Parking Garage office.

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

By roll call, members present: Joseph Moore, Anthony Szewczyk and Delphine Krezel. Richard Bartholomew arrived at 6:37 p.m. Jack Moran was excused.

Parking Authority Director Leo Moscato and Bookkeeper Angela Borrelli were present.

ADDITIONS/DELETIONS TO THE AGENDA: Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to add 2014 meeting calendar schedule to new business and accept the agenda as amended. Motion carried unanimously.

PUBLIC PORTION: No one came forward and the public portion was closed.

### APPROVAL OF MINUTES:

Motion was made Delphine Krezel and second by Anthony Szewczyk. Move to approve the minutes of October 9, 2013, with a clarification on page 2, first paragraph to state – “He figured that 17 **SPACES would need 9 meters** and ...”. Motion carried unanimously.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to go out of order on the agenda and move old business – review of the structural report to be heard before the financial report. Motion carried unanimously.

OLD BUSINESS: Mr. Richard Marnicki was present this evening to provide an overview of the report and answer any questions the members had regarding the report. He returned the old reports and drawings provided to him by the Authority. He reviewed the design changes in his report. The main level of the garage was reconfigured to provide a new handicapped entrance at the corner of Elizabeth Street and Thompson Place. The entrance would be enclosed to offer a place of refuge. The interior area is designed to accommodate the necessary grade elevations and ramping to satisfy ADA code requirements. The old entry on Elizabeth Street will have enclosed doors and the design would be such that the doors could be lifted out should vehicular access be necessary in the area. Windows would be installed in the stairwells on each landing. The main entrance on Thompson Place will remain in the same location with new signage to increase visibility. Railed walkways will be provided on each side of the driveway. Restrooms would be relocated by the entrance in the vicinity of the handicapped entry. The office area would be expanded and redesigned. Handicapped spaces will be included within the structure by the handicapped entrance. It was noted that due to the height restrictions of the structure, handicapped vans can not enter. The Authority will likely have to discuss with the Police Department and the Traffic Authority the possible placement of handicapped spaces on the street to accommodate handicapped vans for a loading and unloading zone.

Mr. Szewczyk noted that temporary fixes were done approximately five years ago with pressure treated boards secured to the lower level ceiling area. It was stressed that this was a temporary repair that did not provide any structural support but rather was for the purpose of collecting material that was falling from the ceiling structure. He expressed serious concerns with the integrity of the structure and what further deterioration has occurred in the past five years. Mr. Marnicki concurred that the structure has

met the end of its integral life. He indicated that with the identification of said flaws the City has likely placed increased liability upon itself. Members strongly stressed the need for support of funding the renovation or making the decision to close the garage. With each passing year since the previous studies the structure is being further impacted by water penetration, vibration and structural stress. With the last power washing truckloads of loose concrete were collected and removed further demonstrating the deterioration of the integrity of the slabs. Mr. Marnicki explained that as the spalls expand the degree of impact increases revealing extensive rusting of the reinforcements and crumbling of the slab concrete. As the reinforcing foundation deteriorates the tensile strength is reduced. With continuing movement from usage, the structural integrity moves ever closer toward failure. Mr. Moscato noted that the closure would have a huge economic impact on the downtown. He questioned where the hundreds of contracted vehicles would park each and every day.

Mrs. Krezel noted that during the presentation a membrane over the concrete slab was discussed. She asked Mr. Marnicki if this was the optimum solution and what limitations and maintenance would be required of the membrane. Mr. Marnicki stated that it is an epoxy polyurethane membrane with a grit surface that waterproofs the surface. There are other choices of product, additives etc. and it really comes down to costs. He proposed the membrane as a reasonable choice. It does require care. Caution must be observed when snow plowing. The high traffic areas should be inspected regularly to detect any tears or defects in the membrane and said defects should be addressed as soon as possible. Most importantly to extend the life of the decking is to maintain a waterproof seal. The membrane will have to be resurfaced every 5 to 6 years and at this time he estimated that it would cost in the range of \$90,000. There may only be a need to resurface entrances, travel lanes and turns between levels which will reduce that estimate. The parking spaces likely will last much longer. The key again is to be observant of the wear and tear.

It was questioned whether a roof structure would enhance the life of the structure or could solar panels be added. Mr. Marnicki indicated that adding structure would require reviewing the weight calculations for the structure. You are also suggesting adding costs to the project. Other considerations could be included in the project such as heating elements for snow elimination. Ultimately, costs are the driving factors on design choices.

Mr. Marnicki indicated that with this presentation his contractual obligations have been met. Mr. Moore asked that he submit a proposal for the cost of taking the design to the next stage which would be calculating the project cost considerations and also presenting the designs to the City. Mr. Marnicki indicated that a timeline for the referendum would be appreciated as the timing of the job can certainly effect the cost of the project.

FINANCIAL STATEMENT: Members reviewed the Profit & Loss Budget vs. Actual as of 11/12/13, the Bank of America - Payroll reconciliation detail dated 10/31/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 10/31/2013, the Naugatuck Savings & Loan – Meter Coin account dated 10/31/2013, the Profit & Loss Detail for October 2013. (all attached).

Motion made by Delphine Krezel and second by Richard Bartholomew. Move to accept the October Financial Report, as presented. Motion carried unanimously.

DIRECTORS REPORT:  
October 2013 report submitted (attached).

Meter collection – October \$2,756.28

The car counts reports–10,017 vehicles.

Tickets issued – 170. Appeals – none

The electrician has been asked to evaluate the booth and restroom heaters to verify that are working properly.

Digiovanni was to be at the meeting this evening to answer questions regarding snow removal but was out of town. Mr. Moscato explained that he will hold their prices for snow removal to last year's rates. Mrs. Krezel noted that he did not come during a major snow event last year. Mr. Moscato indicated that the contract is for the pricing structure only. If the contractor can not perform the duties then another contractor can be called.

Mr. Moscato indicated that he inadvertently purchased stamps for the Authority with his personal credit card and there will be a reimbursement in the reports next month in the amount of \$460.

Motion made by Anthony Szewczyk and second by Richard Bartholomew. Move to accept the director's report, as submitted. Motion carried unanimously.

OLD BUSINESS:

Mr. Moore has spoken to the City's finance director and he understands that the outstanding debt of approximately \$4,000 will be paid by the City. It is understood that the payment will be timely moving forward and there is no explanation as to why the payment was withheld. Mr. Moscato noted that the garage continues to provide them service. When the seniors come back and forth on trips during the weekends, Mr. Izzo comes in to open the gate; an added payroll expense for the Authority. Currently, there are senior center members with gate access cards and at the direction of the Authority those cards could be deactivated if the payment is not received. Members were hopeful that the recent discussions will resolve the issue and no further actions will be necessary.

Regarding the proposed meters on Minerva Street, it was reported that the Board of Alderman tabled the discussion on the ordinance being presented by the Police Department. Mr. Moore indicated that if meters were not an option, the Authority may consider signage indicating residential parking only. Stickers have already been issued to residents in the area for the winter parking and those stickers could be utilized for identification of residential vehicles. Mr. Moore with continue conversations with the police chief and the matter will likely be revisited by the Board of Alderman in January.

NEW BUSINESS:

The Parking Authority meeting schedule for the 2014 calendar year shall be the second Wednesday of each month:

January 08, 2014	August 13, 2014
February 12, 2014	September 10, 2014
March 12, 2014	October 08, 2014
April 09, 2014	November 12, 2014
May 14, 2014	December 10, 2014
June 11, 2014	
July 09, 2014	January 14, 2015

The meetings will be held at 6:30 P.M. at the Parking Garage, 1 Thompson Place.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to adopt the 2014 meeting schedule, as presented. Motion carried unanimously.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move that gift certificates in the amount of \$75 be given to each employee to acknowledge the holiday season. Motion carried unanimously.

Motion made by Anthony Szewczyk and second by Richard Bartholomew. Move to authorize the payment of \$35,000 to Richard J. Marnicki, P.E. for the prepared cost estimate and associated documents. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Richard Bartholomew. Move that the meeting be adjourned at 7:53 p.m. Motion carried unanimously.

Respectfully prepared,

*Karen Kemmesies*

Karen Kemmesies, secretary

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