

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday, October 17, 2007 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:31 p.m.

By roll call, members present: Jack Moran, Joseph Moore, Anthony Szewczyk and Delphine Krezel. John Dorosh was excused. In the absence of the chair, Mr. Moore served as chair.

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

Public Portion: No one was present at this time.

Review of minutes: Motion was made by Jack Moran and second by Delphine Krezel. Move to approve the minutes of September 26, 2007, as written. Motion carried unanimously.

Public Portion: The Authority had progressed beyond the agenda item for public portion when Anita Coscia arrived. Motion was made by Anthony Szewczyk and second by Jack Moran. Move to reopen the public portion. Motion carried unanimously.

Anita Coscia of Sunflower Dental, 69 Elizabeth Street, explained that her office manager works from 11 am to 7 pm and has a handicap permit. The manager finds it difficult to park in the garage and walk to the office and has been parking on the street in front of the old SNET building but this is now prohibited. Ms. Coscia does pay the monthly fee for her to park in the garage and she questioned whether, under the circumstances, could this fee be applied to a space on the street. She understands that the Authority is reviewing handicapped parking and she asked that the Authority consider her request.

It was explained that at this time there is no program in place to deal with a special request. Concern was expressed that altering the existing provisions for a special exception could escalate out of control. Mr. Moscato noted that discussions are on going to place a handicapped space by Smile Dental as there is a ramp at the curb. It was noted that the time restrictions on parking spaces do apply to the handicapped spaces and as such, she would not be able to park for eight hours in any space other than the garage at this time.

Ms. Coscia asked if the Authority could be business-friendly and flexible by allowing for the fee being paid for a space in the garage be applied to a space on the street closer to her business.

Members stated that the street parking is for short term use for patrons of the local businesses so that they can quickly come and go. The purpose of the garage is for more long-term parking. Certainly, the Authority does sympathize with the person's difficulties and it was questioned whether a space reserved in the garage on the main floor would help in this situation. Ms. Coscia was uncertain whether the reservation would be consistently available. As the Authority holds workshops from time to time, it was decided to take up this matter at the next workshop with Ms. Coscia invited to attend.

Motion was made by Jack Moran and second by Anthony Szewczyk. Move to close the public portion. Motion carried unanimously.

Financial Report: The monthly finance report was reviewed. The tenant parking reflects a substantial increase over last year now that all the accounts have been verified. Mr. Szewczyk asked if it was

possible to have the report detail not only the current monthly expense but also the yearly breakdown of net income after expenses. Members suggested a spreadsheet displaying multiple months.

Motion was made by Jack Moran and second by Delphine Krezel. Move to accept the financial report. Motion carried unanimously.

Director's Report: Mr. Moscato reported that as per last month's discussion, the enforcement of state regulations is being applied to the handicapped spaces.

The court house lease is in the final stages of completion. Mr. Moscato has been communicating with the state's agent via e-mail and issues are being resolved.

One meter mechanism is currently under repair at the manufacturer for LED problems. Mr. Moscato noted that there have been problems with at least six mechanisms regarding the LED display since their installation. He will pursue the manufacturer regarding the warrantee and whether the warrantee will be extended or waived should this LED malfunction continue.

Appeals are being handled daily. Probably 90% are denied. It was noted that the enforcement officer does check the meters daily to insure that they are functioning.

Meter collection is averaging \$1,200 every two weeks. The busiest meters are by the courthouse and on Third Street. It was noted that on federal holidays, when the courthouse and City Hall are closed, there is no enforcement.

Mr. Moscato noted that he was approached by the owners of Archie Moore's who are requesting that meters be placed in front of their establishment. They have been invited to a meeting.

All doors in the garage have been sanded and painted. The frame of the elevator door on the upper level had to be repaired prior to painting, which was an additional charge to the original proposal. The door next to the outer office that is not being used will be removed and stored.

The floor in the elevator and in the outer office has been replaced.

Surveillance cameras have been ordered. There was an incident since the last meeting where having the cameras could have possibly revealed vehicle information on the offender. The repairs cost approximately \$450. If it is possible to pursue the offenders in the future, the cameras will pay for themselves in the recovery of the expenses for repairs. Repairs for a number of incidents tally approximately \$1,800 to date.

The maintenance person is doing well. Also, Tony Caridi has returned to work after providing a doctor's note. All employees are on time and they work together to insure full coverage.

Ms. Krezel suggested that cigarette receptacles be purchased and installed by the entrances. Mr. Moscato will investigate.

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

Old Business: Mr. Szewczyk reviewed the URS proposal. He suggested that it be clear that both stair towers' physical conditions must be inspected. He stated that he would expect the report findings to be presented to the Authority in person rather than only a written report. He also questioned what ancillary costs need to be considered if major repairs are necessary. He indicated that the estimates could escalate

if there is additional work needed. If the deck needs to be replaced then it would impact the sprinkler system and electrical and other mechanicals attached and running through the structure. Members discussed the timeframe for the study. It was questioned whether funding should be in place first prior to proceeding. If it takes some time to obtain funding, then another study may be necessary. Members discussed the liabilities and whether there could be some interim measures taken. Possibly, major cracks in the stairwells could be repaired by a mason. There may be options to block or curtail the falling materials from the upper deck's undersurface. Mr. Szewczyk noted that the stairwells are independent of the structure so it may be possible to do the work there without having to duplicate or repeat the work at the time the decks are being restored.

It was decided that Mr. Moscato would speak to the grant writer to determine the status of obtaining grants. He will also ask her opinion on whether a study now would be beneficial or should it be postponed until a source of funding is identified. He will seek estimates on the masonry work needed in the stairwells. He will contact URS to see if there is some way to minimize the falling debris, possibly netting or some other idea. Mr. Szewczyk will contact Corporation Counsel to see if the timeframe for a study impacts the liabilities to the City or is the 2003 study and the efforts to obtain funding sufficient to demonstrate responsibility. Mr. Moran asked to also check on the members' individual liabilities and whether there is insurance in place to protect the Authority's members.

New Business: Mr. Moscato presented a proposal to install vinyl composition tile (VCT) flooring in the office in the amount of \$1,125. He indicated that the cost included preparing the surface with filler to smooth out the dimples and installing a baseboard kick plate.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the proposal from Rug Mart LLC in the amount of \$1,125 for the installation of floor in the office, as described. Motion carried unanimously.

Mr. Moscato was instructed to obtain prices for the painting of the cabinets and the cleaning of the walls in the outer office. The desire is that the lower wall that currently is woodgrain be restored and possibly stained. If the contractor does not feel this is possible, then the cost of painting should be explored.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to authorize the purchase of two ashtray receptacles that will be durable and will be well secured at the entrances. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move to adjourn the meeting at 7:26 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."