

PARKING AUTHORITY REGULAR MONTHLY MEETING

December 15th 2010 @ 7:30pm., Sullivan Independence Hall

2nd floor conference room 725 Old Post Rd, Fairfield CT.

CALL TO ORDER at 7:40 pm Chairman Robert Torok

Roll Call of Officers:

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|------------------------|---------|
| Chairman: Robert Torok | Present |
| Mary Kay Frost- | Present |
| Joanne Sheehan- | Present |
| Robert Comers | Present |
| Ronald Pine | Present |

Also Present:

Joseph Devonshuk-Director

Cynthia Placko, Manager, Parking Authority

Josh & Evette Fried/ Attorney James Walsh

Lt.Perez

2. Pledge of Allegiance:

3. Chairman's report:

Chairman Robert Torok turned the meeting over to newly elected Chairperson Mary Kay Frost.

4. Approval of Minutes: Mary Kay Frost motioned, seconded by Joanne Sheehan to approve the November 18th minutes. Motion carried unanimously

5. Manager's Report:

Cindy Placko reported very busy with Permits and had lots of positive feedback regarding the proposed Annual Permit.

6. Correspondence/Invoice: None

7. New Business: No Report

8. Old Business

a) Vote on items from Nov.18th Executive session.

Joanne Sheehan motioned, seconded by Ronald Pine to give the same Bonus this year as last year with the exception of a part time employee who now has completed a full year and will receive the same as the other two clerical. Motion carried unanimously. Since no job description was presented for the Manager no decision was made and will be discussed again in Executive Session.

b) Draft of Auditors response letter

Joanne Sheehan motioned, seconded by Robert Comers to send the draft letter as presented to the Auditors.

c) Lt. Perez- traffic update

Lt. Perez went over the issues that are being addressed to make the short term traffic flow pattern work for now while still doing studies for long term solution. Signs and cones are being implemented trying always to minimize liability and facilitate the commuters. The Special officers will start training around the second week of January by Personal in the Police Dept. There will be 4 specials designated to the Fairfield Station from approx 6:30am to 9am 2 officers working tickets and 2 facilitating traffic. Lt. Perez did mention moving 4 parking spaces for the better traffic flow, and the taxi drivers need to follow the rules. Manager Cindy Placko will talk to the Fairfield Cab Company. After a lengthy discussion regarding the re location of the 4 spaces Robert Comers motioned to move the 4 spaces when appropriate to other spots in the station. Motion carried unanimously.

d) Josh & Evette Fried/ Attorney James Walsh

Attorney James Walsh came forward to ask the board how they are going to proceed with the State regarding the Fried's renting the space at Southport train station. Attorney Walsh feels that the Fried's have followed all the guide lines that the State requested to start their business and are at a loss as to why they need now more information which they already have provided. The board assured Attorney Walsh that they are behind the Fried's renting the Southport train station. Joseph Devonshuk explained they need approval from the State and feels no one at this time wants to make a decision. A lengthy discussion ensued regarding how to continue forward and get it resolved as quickly as possible. It was determined that Attorney James Walsh will write a letter to the State, upon approval by the Parking Authority, and send it with any necessary documentation so that a decision can be made.

a) Sub-Committee reports:

Finance: No report

Property Lease:

Since there has been no response from the Fairfield Cab Company regarding the renewal of their lease, Joanne Sheehan motioned seconded by Robert Comers to have Asst. Town Attorney Eileen Kennelley contact their attorney in writing to notify Fairfield Cab Company that if no response is received by January 15th 2011 their lease will not be renewed. Motion carried unanimously. Fabricare's lease is still a work in progress.

Five Year Plan: Robert Torok will get together with Manager Cindy Placko regarding the 5 year plan. Mary Kay Frost mentioned she would like to see coverage over the stairs.

Governance: Cindy Placko is updating draft of the binder and will give to the Board when complete.

Ticket handheld:

Manager Cindy Placko explained to the board how the ticket handheld is being held up due to a possible decrease in Revenue within the Police Dept. Chief McNamara feels he cannot go to the RTM with the ticket handheld with the decrease in Revenue. After a lengthy discussion Robert Comers and Ronald Pine will meet with Chief McNamara to discuss the ticket handheld further and report back to the board.

Safety Committee:

Ronald Pine reported his findings regarding security cameras for the Fairfield train station and also distributed information on a company that offers Cyberdome video transmitting. Concerns were raised regarding the state owning the property and before making any decision Joanne Sheehan recommended the State be contacted. Ronald Pine mentioned that Donald Leslie, head of the IT Dept, is in the bid process for security cameras for town facilities and maybe it would be best to talk to him. The board agreed that the safety committee go ahead and pursue the security cameras. Robert Comers will contact Don Leslie, and Manager Cindy Placko will check out the bidding process regarding the dollar amount. Robert Comers announced no grant money available from Homeland security at this time.

Data Impact: Manager Cindy Placko went over the submitted financial report with the board.

Being no further business Joanne Sheehan motioned to go into Executive session at 9:45pm seconded by Ronald Pine. Motion carried unanimously

Respectfully submitted

Jude Fitzgerald