

PARKING AUTHORITY REGULAR MONTHLY MEETING

November 18<sup>th</sup> 2010 @ 7:30pm 1<sup>st</sup> floor conference room

Sullivan Independence Hall 725 Old Post Rd, Fairfield CT.

CALL TO ORDER at 7:35pm Chairman Robert Torok

Roll Call of Officers:

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

Also Present:

Cynthia Placko, Manager, Parking Authority

Joseph Devonshuk, Director

Mark Barnhart: Economic and Development

Michael Asorino of Fabricare & Parth Thaker from Topside Detailing

Meghan Grosso: Reporter

**2. Pledge of Allegiance:**

**3. Chairman's report:**

Chairman Robert Torok did a draft of the job description of the Manager's position.

**4. Approval of Minutes:** Mary Kay Frost motioned, seconded by Joanne Sheehan to approve the October 28th minutes. Motion carried unanimously

**5. Manager's Report:**

Cindy Placko reported the State started the stimulus project for platform lights at the Spt. Station. Cindy also updated the board on the ongoing maintenance. The auditor's report was distributed to the board.

Cindy reported bikes were stolen at the Fairfield train station. Ronald Pine is looking into the high school security system and will report his findings back to the board. Robert Comers will check on homeland security grant money.

#### **6. Correspondence/Invoices:**

##### **a) DHL & S invoice**

Joanne Sheehan motioned, seconded by Robert Comers to approve the auditor's invoice as presented. Motion carried unanimously.

##### **b) Fabricare- expanding services to include car detailing.**

Michael of Fabricare introduced Parth from Top siding to explain a new service that they would like to offer commuters. They offer a detailing and waterless car cleaning service. Joseph Devonshuk recommended Parth speak with the Town Health Dept. The board will discuss again at a future meeting.

#### **7. New Business:**

##### **a) Update on new Metro Center:**

Mark Barnhart gave a power point presentation on the New Train Station and answered questions that the board had. Mark will return at a later date to keep the board updated.

##### **b) Meeting Schedule:**

Robert Comers motioned seconded by Joanne Sheehan to accept the 2011 Meeting Schedule.

Joanne Sheehan did note a conflict with Dec 16<sup>th</sup> meeting and asked if it could be changed.

Mary Kay Frost motioned, seconded by Robert Comers to move the Dec 16<sup>th</sup> meeting to the 15<sup>th</sup>.

**Motion carried unanimously**

##### **Election of Officers:**

Robert Comers suggested that the positions of Chairman and Vice Chairman be done by seniority. After a lengthy discussion Robert Comers motioned that the nomination of officers for a term of 1 year will be by seniority for Chairman and Vice Chairman and if any member does not want the position at that time, it will be passed to the next person in seniority seconded by Joanne Sheehan. Motion carried unanimously.

##### **a) Sub-Committee reports:**

**Finance:** No report

**Property Lease-** Fabric Care's lease was discussed at length by the board. After a lengthy discussion and taking everything into consideration the lease will read the same and to include that the tenant will be

responsible for the utility bills, term of lease should be 5yrs with a \$25 increase per year. Manager Cindy Placko will contact the Asst. Town Attorney regarding the update of the lease and will present lease to Fabricare.

**Five Year Plan:** Report will be presented in December

**Governance:** Cindy Placko is updating draft of the binder.

**Ticket handheld** Robert Comers announced Complus data innovations won the bid for the Ticket handheld. Trial run of the new Ticket handheld will be February 1<sup>st</sup> starting with the Police Dept and by March 1<sup>st</sup> with the Parking Authority. Robert Comers motioned seconded by Joanne Sheehan to accept the decision of the different groups involved in the bid processing. Motion carried unanimously.

Robert Comers updated the board on the new traffic flow pattern at the Fairfield Station. It was requested that the board help subsidize the cost of training the Special agents involved with directing traffic. Mary Kay Frost motioned to approve the training subsidy not to exceed \$1000.00 seconded by Joanne Sheehan.

Data Impact: No report

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

**Respectfully submitted**

**Jude Fitzgerald**

DRAFT

DRAFT

DRAFT