

PARKING AUTHORITY MONTHLY MEETING

November 15th, 2012, First Floor Conference Room

725 Old Post Rd, Fairfield, CT. 06824

CALL TO ORDER at 7:30pm Chairman Mary Kay Frost

Roll Call of Officers:

Chairman: Mary Kay Frost	Present
Joanne Sheehan-	Present
Patricia Carroll	Absent
Ronald Pine	Present
Matt Prohaska	Present

Present: Joseph Devonshuk-Director of TPZ

Present: Cindy Placko –Manager of Parking Authority

**2. Pledge of Allegiance:**

**3. Chairman’s Report:** Mary Kay reported that work on the Canopy did not start yet. SWRPA meeting got cancelled & rescheduled for Dec 4<sup>th</sup> 2012.

**4. Manager’s Report:** Cindy did call the 12 people that she had interested in the space at Southport Station. Cindy said she had a couple of responses and one person was interested and would like to see the copy of our lease. The board would like a little more information regarding what type of business would go in there.

Cindy heard back from Craig from DOT regarding the phone booths. He said he would be fine with it as long as they are pedestal phones as apposed to putting them on the building. Cindy mentioned that the Cab Company should pay for the phones. Cindy did not hear back from Fabricare regarding moving everything to the New York side. Fairfield permits are up to 1976 and Southport for 254. Joe Devonshuk mentioned in the future we might not need the Fairprene lot. In addition Joe suggested to the Parking Authority that the in kind services that we pay to the Town of Fairfield should be renegotiated. We currently increase 5% a year this is much higher than cost of living.

Complus: still having updated phone conferences and December 3<sup>rd</sup> they would like to go live. IT would have to send files by noon time November 29<sup>th</sup>. Training will begin on Dec 3<sup>rd</sup>. The board is not happy that training happens the same day they go live. Cindy will talk to Complus tomorrow and suggest doing training Dec 3<sup>rd</sup> and going live December 10<sup>th</sup>. Matt will be involved in the Promotion and notification that needs to go out after Thanksgiving to notify commuters. Cindy asked the permits not to go live until

July 1<sup>st</sup> 2013. Cindy needs to work with Complus during Jan. and Feb. to accomplish this. Cindy will write up Job Descriptions for the PT staff. One part time staff will be let go two weeks after going live with Complus. Need 2 part time people to back up Cindy when she is on vacation. Cindy will schedule a Special meeting with Complus for November 27th 2012 or Tuesday November 29th. Cindy showed permit samples to the board.

Mary Kay says email not optional still on the website. Cindy to speak with Merry Uk in reference to wait list.

Auditors needs signature, and cannot finish the audit until the tri party agreement is settled and hear back from First Selectman Michael Tetreau. Mary Kay stated that 120 spaces may be lost. Cindy mentioned bonuses. Trunk or Treat at the Ffld Center station was a big success.

**5. Approval of Minutes:** Ron Pine motioned, seconded by Joanne Sheehan to approve the October 25<sup>th</sup> 2012 regular meeting minutes with spelling correction. Motioned carried unanimously.

**6. Correspondence/Email/Invoices:**

**7. New Business:**

**8. Old Business:**

**a) United Cash Systems proposal (tabled from prior month)**

John Dentz from United Cash Systems came forward and answered questions and concerns that the Parking Authority had. John will drop off copy of insurance to Manager Cindy Placko. No decision was made: tabled until Town Attorney reviews space lease.

**b) Sub Committee reports:**

**Finance-** Mary Kay went over the finance report that she received from Pat with the board. Open station at weekends Saturday 9am to 4pm Sunday 9am to 1pm starting November 24<sup>th</sup> up until December 30<sup>th</sup> New Years eve 2 specials from noon time until 8pm.

**Data Impact (E-tran)** Lockbox reports attached

Cindy reported when Complus comes into effect (E-tran) will no longer be used.

**Property Leases -** Jon Angel President of Angel Commercial LLC and Andra Vebell came forward with presentation to the Parking Authority, to represent the Parking Authority to find a tenant for Southport train station. Joanne Sheehan would like someone in there as soon as possible. Jon explained the methodology of the cost to use their service which is a % of the revenue of the term of the lease. Nauti dolphin lease came back from the state with a list of items that he needs from Parking Authority and Nauti dolphin. Joanne presented the following regarding the Cab leases: Rent each of the cab companies 3 parking spaces each and 2 for Nauti dolphin. Cindy will let Atty.

Ellery Plotkin know and he will contact Red Dot and Yellow Taxi's attorneys with the options to rent space for phones \$125 a month, \$30 a month for each parking space as noted above.

**Five Year Plan-** Cindy says we might be getting the GBTD grant in 90 days which covers new signs and landscaping.

Matt made the motion for \$ 35,000 resurfacing steps and ramps to the Fairfield center platforms that were not covered by the STEAP grant, seconded by Joanne Sheehan. Motion carried. Board would like to see design of patio before work starts.

**Governance: Elections:** Joanne made a motion for the slate of officers as follows: Chairperson Ron **Pine Vice Chairperson** Joanne Sheehan seconded by Matt. Motion carried.

**Sub committees: Finance:** Pat Carroll, Mary Kay Frost

**Five Year Plan:** Mary Kay and Matt.

**Communications:** Matt Prohaska

**Governance:** Joanne Sheehan

**Landscape:** Joanne Sheehan

**Lease:** Joanne Sheehan and Pat Carroll

**Safety Committee;** Ron Pine

**Ticket handheld permit:** Pat Carroll, Ron Pine & Mary Kay Frost.

**Permit/Ticket handheld update:** Discussed in Managers report

**Safety Committee-** Ron will talk to Joe Mavaro on status of cameras.

Mary Kay motioned to go into Executive Session seconded by Joanne Sheehan. Public session resumed at 10: 36pm. It was decided in Executive session that Bonuses would be awarded the same as last year.

Being no further business Matt motioned to adjourn at 10:40pm, seconded by Ron Pine. Motion carried.

**Respectfully submitted,**

**Jude Fitzgerald**