

PARKING AUTHORITY MONTHLY MEETING

May 31st, 2012, Second Floor Conference Room

725 Old Post Rd, Fairfield, CT. 06824

CALL TO ORDER at 7:30pm Chairperson Mary Kay Frost.

Roll Call of Officers:

Chairperson: Mary Kay Frost	Present
Joanne Sheehan-	Present
Patricia Carroll	Present
Ronald Pine	Absent
Trudi Durrell	Present

Also Present: Joseph Devonshuk-Director of TPZ

Cindy Placko –Manager of Parking Authority

2. Pledge of Allegiance:

3. Chairman’s Report: Mary Kay Frost was saddened to report that she received Trudi Durrell’s resignation letter and August will be her last meeting. Westport is using Complus/Ticket Handheld and after meeting with Westport Police, they reported they had increased collections significantly and reduced staff by 2 ½ people. State is not approving Café Society ,at this time. Mary Kay Frost mentioned that at the Board of Finance meeting, changing auditors every 7-10 years was discussed as “best practice.” Since the PAF has had the same auditors since its inception, Mary Kay suggested that the Board might want to consider a change RTM meeting the Town was discussing changing their auditors. Cindy will follow up with C.F.O. Paul Hiller.

4. Manager’s Report: Cindy reported need a new attorney to work on Red Dot’s lease as Attorney Eileen Kennelly has no longer time to do so, since taking a new position at Town of Fairfield. Hand Held bid is just about ready and hopefully by September/October should be instated. Auditors will arrive first week of October.

5. Approval of Minutes: Pat Carroll motioned, seconded by Trudi Durrell to approve the 4/25/2012 Special Hearing. Motion carried unanimously. Joanne Sheehan motioned seconded by Pat Carroll to approve the Regular Monthly minutes 4/25/2012. Motion carried unanimously.

Trudi Durrell made a motion, seconded by Pat Carroll to go out of order of the Agenda and take under **8. Old Business**

a. Chat N Chew-tabled from prior month

Barbara Stern owner of Chat N Chew submitted a letter as follow up to the meeting on April 25th 2012.

Barbara was present to answer any questions the board had. After a lengthy discussion Trudi Durrell made a motion, seconded by Joanne Sheehan: on a temporary basis there would be a reduction in the base rent to \$480.00(\$2.00 a square foot) to be reviewed again upon receipt of appraisal submitted by Manager Cindy Placko. Construction payback will remain the same.

6. Correspondence/Invoices:

- a. **Sara German:** United Way program. After the board reviewed the submitted request for passing out pamphlets- it was denied.
- b. Michele Ross: Letarte Swimwear-request parking. After the board reviewed the request to use commuter parking, it was denied.
- c. Amy C.Lombardo: appeal day fee ticket. The board reviewed and requested that a letter be written explaining the various permit and day parking available at the stations.

7. New Business: None

8. Old Business:

- b) Chris Ellwanger-correspondence ref. Ffld pkg lot tabled from last month.

Manager Cindy Placko will refer correspondence to Ffld PD for their review.

b. Sub-committee reports:

Finance- Pat Carroll met C.F.O. Paul Hiller of the Town of Fairfield and Caitlin Bosse Town Controller to go over financial reports for the Parking Authority. Pat submitted the Financials through the end of the month with various expense vs revenue comparisons. Data Impact (E-tran) Lockbox : report attached.

Property Leases: Robert Patchen was there to notify the board that he is going to have the architect draw up patio plans to exercise the previously approved patio request. The only major change will be it is now going to be stone and brick to match the existing structure,not steel.

Five Year Plan: No report

Governance: Joanne Sheehan suggested a listing of **Action Items:**

Cindy Placko: Appraisals for rental properties of Chat n Chew and Southport Conservancy. Send Chris Ellwanger's correspondence to Ffld PD. Write a letter to Amy Lombardo regarding appeal day fee ticket. Contact Barbara Stern Chat n Chew in reference to rental reduction. Café Society needs to find out what their intent is going forward before June meeting. Looking for new Attorney to work on Red Dot Lease.

Permit/Ticket handheld. Bidding Process has started.

Safety Committee- No report

Being no further business Trudi Durrell motioned, seconded by Joanne Sheehan to adjourn at 9:50pm Motion carried

Respectfully submitted

Jude Fitzgerald