

PARKING AUTHORITY MONTHLY MEETING

December 12th, 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	Present
Ronald Pine	Present
Matt Prohaska	Present

Present: Cindy Placko –Manager of Parking Authority

Absent: Joseph Devonshuk-Director of TPZ

**2. Pledge of Allegiance:**

**3. Chairman’s Report:** Mary Kay attended the SWRPA meeting. She reported how Solar panels reduced rate of power-sell power back to the utility company. After discussion Matt said he would look into this as it was all done with grant money. Mary Kay gave the Board a list of the Parking Authority accomplishments and disappointments for 2012,

**4. Manager’s Report:** Cindy reported Canopy installation date changed due to Flagman availability 1/2 - 3/31. Resurfacing steps and ramps will be done in the spring. DPW has started to put up the new signs in Fairprene lot and new day parking signs. After a lengthy discussion on Complus on the way the system is currently set up for late fees, and Steve Hittman from Complus explained neighboring towns have shown improvement on timely payment with the fee in place. The board agreed to go back to \$10.00 late fee charged on the 11<sup>th</sup> day. The board is ok with the convenience fee of \$3.50 that Complus charges after day ten as stated in contract.

Mary Kay, Cindy and Joe Devonshuk met with First Selectman and Parking Authority’s auditors regarding the tri-party agreement and its impact on the PA for FY ending 6/30/2012. It does not impact the PA financially for this past FY per First Selectman Micheal Tetreau. Auditors will be able to get a draft of the financials to us soon. Parking Authority has not heard back from D.O.T. in reference to the lease for Spt Conservancy. Nauti Dolphin’s lease is with Attorney Stanton Lesser. Red Dot not happy with proposed lease, but Yellow Taxi is interested in phone and space. Will contact A T & T and then will call back to Cindy.

**5. Approval of Minutes:** Matt Prohaska motioned, seconded by Ronald Pine to approve the November 15th 2012 regular meeting minutes. Motioned carried unanimously.

**6. Correspondence/Email/Invoices: Invoice-Dworken, Hillman, LaMorte & Sterczala**

Cindy noted the audit is up \$500.00 from last year. It is currently \$11,000 and the tri-party agreement work is \$1,400. Pat Carroll motioned, seconded by Matt Prohaska to pay 50% of invoices now, and balance upon delivery of final financial reports. Motion carried.

**7. New Business: 2013 Meeting Schedule:**

**The meeting schedule was discussed and final dates were approved.** Mary Kay motioned, seconded by Ron Pine to approve the following dates January 31, February 28, March 27, April 25, May 30, June 27, July 25, August 29, September 26, October 24, November 21, December 18, 2013. Motion approved.

**8. Old Business:**

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

The board decided to have them remove the machine. They may reconsider this decision after Nauti Dolphin is allowed to expand.

**b) Chat n Chew- Review Financial report**

After the board discussed and reviewed the Financial report from Chat N Chew, Ron Pine motioned, seconded by Joanne Sheehan to extend the adjusted lease for another 6 months. Motion carried.

**b)Sub Committee reports:**

**Finance-** No Report.

**Data Impact** – Cindy will check and see what type of reports Complus will offer after training on 12/18/2012.

Property Leases - Discussed in Manager's Report

**Five Year Plan-** Discussion on signs

**Governance:** Ron gave out section of Town Charter referencing Board member terms

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

**Safety Committee-** No report. Ron has not been able to contact Chief of Police or Metro North.

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

**Respectfully Submitted by Jude Fitzgerald,**

**Recording Secretary**