

PARKING AUTHORITY MONTHLY MEETING

April 25th 2013, second floor conference room

Sullivan Independence Hall, 725 Old Post Road Fairfield, CT. 06824

CALL TO ORDER at 7:30pm Chairman Ron Pine

Roll Call of Officers:

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

Present: Cindy Placko –Manager of Parking Authority: Joseph Devonshuk-Director of TPZ

2. Pledge of Allegiance:

3. Chairman’s Report:

Ron Pine reported painting has begun at the Fairfield train station and hoped they will be replacing the wood with Mahogany in one section. Cindy said she will talk about the painting under her Manager’s report. Daffodils are beautiful and Ron suggested a Flag pole would really be nice there too. Pat Carroll suggested holding off on this to see exactly where the Parking Authority will be at end of FY2013 financially, and suggested adding this item to the 5 year plan. Ron reported issue with Special Police Officers being pulled from the train station on other assignments. A lot of questions were raised by the board: Was there revenue lost and are the Parking Authority being billed for this anyway. After a lengthy discussion Joanne Sheehan suggested writing up a plan of action letter first before inviting the Chief of Police to our next meeting. Ron will work on plan of action.

Mary Kay Frost motioned, seconded by Joanne Sheehan to go out of order of the agenda and take item#

6. Correspondence - Irish Festival. Motion carried unanimously.

Jim O Donnell came forward and once again asked for the use of the parking lots over the weekend of Friday June 14 2013 through Sunday June 16th 2013. Seeing there was no issues in the past Joanne Sheehan motioned, seconded by Mary Kay Frost to approve the request as presented for the use of the parking lots. Motion carried unanimously.

4. Manager’s Report: Cindy reported happily that the grant from GBTD since 2009 may be available soon and hopefully may have a fall planting. In addition the grant covers 6 entrance signs and bike racks. Cindy followed up with the PD regarding the graffiti and they did find out who did it and they came back to clean it up. Cindy reported after checking with the PD on the cameras last month they had used them to follow a suspect and forgot to return them to the original position. This has been

corrected. Cindy reported last Ffld permit # 2151 and Spt #286. From the scofflaw letters that have been sent out we have collected \$ 23,843. Cindy will keep track of the ticket appeals and keep the board up to date.

The painter has started, but Cindy requested approval from the board for additional the trim work (it is a timing issue with the flagman) The cost is \$2450.00 (copy of proposal presented to the with Bd). This was the lowest quote. The painter will be removing the rotted trim boards and will be replacing the rotted/damaged boards (with either cedar or mahogany). Ron Pine noted going forward everything really needs approval before the fact but understands the issue at hand. Mary Kat motioned, seconded by Matt Prohaska to approve the \$2450.00 to HV Contractor for the trim work at the Fairfield train station. Motion carried unanimously. Cindy and Ron will go down to follow up on the trim work being done.

Cindy met with Peoples Bank rep. Dave Weber and Town Controller to try and reduce the lock box service costs, and feels this can be done. Will keep the board updated.

5. Approval of Minutes: Matt Prohaska motioned, seconded by Pat Carroll to approve the Regular Monthly March 27th 2013 Meeting. Motion carried unanimously.

6. Correspondence/Email/Invoices:

a) Park City Valve and Fitting – invoice

Cindy reported this invoice for damage done in the ladies room/replacement of a toilet and the invoice total was \$1,486.16. The board questioned since this was substantial damage should it be reported to the police or even covered under our insurance. After discussion Ron Pine said going forward any substantial damage should be reported to police. Pat Carroll motioned, seconded by Mary Kay Frost to pay the invoice as presented for \$1486.16. Motion carried unanimously.

b) Lorenwence – Shine service - Did not make it to meeting so tabled until next month.

7. New Business: No report

8. Old Business:

a) Solar update- Manager Cindy Placko she had questions concerning lighting. Cindy spoke with Ed Boman explaining that when the solar panel goes into place at the train station the lights that were originally in place are higher and the light will be blocked by the solar panel. Cindy wondered if there will be light underneath the solar panel when commuters are getting into their cars. The board felt this was a great concern and Cindy will follow up with Ed and report back to the board.

a) Sub Committee reports:

Finance- Cindy attached day ticket income worksheet.

Property Leases – Cindy reported Town Attorney Stanton Lesser received Nauti Dolphins lease from the state. There are still 2 more leases up at the state level: Meyers at Southport Station and Southport Conservancy. Yellow Cabs lease is with Assistant Town Attorney Ellery Plotkin and waiting to hear back. Did not hear back from Red Dot and Joanne Sheehan recommended any communications going forward with Red Dot should go through the Assistant Town Attorney . The

board felt that they really need a time frame set up for the Town Attorney regarding responses to any issues that the Parking Authority send him. Joe Devonshuk will contact Stanton Lesser.

Five Year Plan- Possible Flag pole for Ffld and Spt to be added to five year plan.

Governance: Joanne Sheehan looking into the terms of office held by board members.

Permit/Ticket handheld update: Cindy presented to the board 3 options for the permit.

Option 1: A lot of manual labor involved and cost \$1.25. Option 2: 5x3 Clear Hang tag less manual labor \$2.09 each for 3,000 of them and all can go through the printer which will hopefully make the process go quicker.

Option 3: Provided permit similar to current permit.

Discussion ensued. Matt Prohaska motioned, seconded by Mary Kay Frost to approve option 2 as presented to the board by Manager Cindy Placko. The board felt Cindy should pick 2 bright colors one for Ffld and one for Spt. Motion carried unanimously.

Communications- Matt is working on a formal proposal plan and will report back to the board next month. Ideas were discussed and Joanne Sheehan said to check with the town before Parking Authority starts any Facebook etc. The board would like to publicize the use of the boot.

Joanne Sheehan motioned, seconded by Mary Kay Frost to go into Executive Session at 9:10pm Motion carried unanimously.

Public Session resumed at 10:05 PM No motions or votes were taken in Executive Session. Being no further business Joanne Sheehan motioned to adjourn at 10:15 PM seconded by Mary Kay Frost. Motion carried unanimously.

Respectfully Submitted by

Jude Fitzgerald, Recording Secretary