

PARKING AUTHORITY MONTHLY MEETING

August 29th, 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-	Absent
Patricia Carroll	Present
Mary Kay Frost	Present
Matt Prohaska	Absent

Present: Cindy Placko –Manager of Parking Authority:

Absent: Joseph Devonshuk-Director of TPZ:

2. Pledge of Allegiance:

MaryKay made a motion to out of order of agenda, 2nd by Pat Carroll to **take item # 7 New Business Stop-Tips next**. Motion carried. Kirk Knox and Charles Marrelli came forward and gave a presentation on how their monitors would give a list of the next 5 trains to arrive at the station. Part of the screen is local advertising and part is the train list. It is from local advertising that it is 100% supported. Parking Authority will have veto power over any advertisement. There is no cost to the Parking Authority. Mary Kay Frost asked was there a contract. Charles did respond by saying it is a very basic contract with hrs of operation .Pat Carroll asked if a draft of the contract be sent to the Manager Cindy Placko ASAP for review. In addition discussion ensued regarding location of the monitors at the Ffld. and Spt. stations. Pat Carroll made a motion, seconded by Mary Kay Frost to allow Stoptips to go and find locations that would best suit the commuters to install monitors at both stations and report back to the board before a final decision is made. Cindy sent the information to Chat N Chew for their input. Motion carried.

Pat Carroll made a motion to stay out of order on the agenda and take item # 6 solar update next.

Motion carried. Scott Thompson announced funding was approved for the Fairfield train station/Tomlinson Solar project. Craig from Encon could not make the meeting but will attend next month. In addition Scott handed out revised pictures and sketches along with key issues that he went over in great detail with the board. Pat Carroll asked about access to parking while construction is going on. Scott will defer it to the contractor, but said we would not lose any spaces due to construction. Pat Carroll still worried about snow plowing and Mary Kay would like a weekend site visit some place local to see an actual solar structure.

3. Chairman's Report:

Ron Pine reported: Spoke with Chief Lyddy regarding the monitors inside train station. He received complaints regarding the garbage on the tracks. Cindy has contacted Metro No. numerous times.

4. Managers' Report:

Cindy reported new part time employee was hired since we received a letter of resignation from a previous part timer effective 8/7/2013. Replacement permits were mailed by CDI 8/21/2013. Cindy has gone to the wait list for permits 300 for Fairfield and 50 for Southport. Metro North was out to clean the tracks in Spt. but within a week a mess again. Commuter Michael Herley looking for Metro North to bring back the trash receptacle that was moved to Ffld a couple of years ago. Fairfield tracks to be cleaned waiting for an approx. date.

Cindy met with John Geiger of Geiger's who did the planters at the Westport train stations and would like to do Ffld and Spt stations. There is no charge to the PA. They may put their cards in the planters. Auditors have started on August 26th, and Cindy is working with CDI to get the necessary reports for the auditors. New request from Auditors this year: Copies of the checks, date of checks, list of permit #, name, and amount of check, date application received, date permit issued. Finance does have access to copies of all checks from Cindy's deposits so she will work with them once CDI provides the basic permit list. We will pull other info from our permit file with applications/registration info. Cindy will not be at next month's Bd. meeting. She will be on vacation.

5. Approval of Minutes – Monthly Meeting July 25, 2013

Mary Kay Frost motioned, seconded by Pat Carroll to approve the July 25th, 2013 minutes.

Motion carried.

6. Correspondence/Email/Invoices:

Invoice: Frank Capasso & Sons: change order resurfaces ramps/steps

After discussing the above invoice, which was for a change order not included in the original STEAP Grant request. It was to do additional ramp repairs on Carter Henry Drive platform: Mary Kay motioned seconded by Pat Carroll to pay the invoice presented with the understanding that Ron will send a letter to Director of DPW, Joe Michaelangelo, regarding getting approval from Board first before authorizing a change order. The PA will not approve any more expenditures for change orders without this prior authorization. Motion carried.

Email: Maureen Grimes-location of day/permit parking

Manager Cindy Placko will respond to Maureen's email explaining how the day parking spaces generates more revenue.

Sally England- Re shuttle service.

The board will keep Ms. England's letter on file.

7. New Business:

Geigers- proposal for planters at Ffld & Spt stations.

The board discussed Geiger's Community Beautification Program which would be no cost to the Parking Authority at our Ffld & Spt train stations as mentioned in Manager's report. The only responsibility to the Parking Authority is to water the planters. Pat Carroll motioned, seconded by Mary Kay Frost to accept Geiger's proposal as presented at no cost to the PA. Motion carried unanimously.

8. Old Business:

b) Manager's contract: Tabled until next month.

c) Sub Committee reports:

Finance- Pat distributed the FY2013 Analysis of Parking Authority Finances and went over it in great detail with the board. Pat spoke with the Auditors and explained to the board the extra project as mentioned in Manager's report and proposed that a temp be brought in to do project. Pat Carroll motioned, seconded by Mary Kay Frost to approve a temp to help with the auditors request up to \$15.00 per hour max \$1,000 total. Motion carried.

Property Leases : No report

Five Year Plan- Mary Kay would like to see some pressure put on the State by our State reps to extend the canopy over the Fairfield platforms.

Governance: Cindy gave out new Board list. Matt Prohaska's position is up November 2013.

Permit/Ticket handheld update: Managers report

Safety Committee: Monitors addressed in Chairman's report.

Communications- No report.

Being no further business Pat Carroll motioned to adjourn at 10pm seconded by Mary Kay Frost.

Motion carried unanimously.

Respectfully Submitted by

Jude Fitzgerald, Recording Secretary