

PARKING AUTHORITY MONTHLY MEETING

September 26th 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: Joseph Devonshuk-Director of TPZ:

Absent: Cindy Placko –Manager of Parking Authority:

2. Pledge of Allegiance:

Matt Prohaska motioned, seconded by Joanne Sheehan to amend the agenda with:

United way- Richard Popilowski and notice from the Town of Fairfield regarding the Trunk or treat at Fairfield Railroad station. Motion carried.

3. Chairman's Report: No report

4. Managers' Report: Since Cindy was absent Joe Devonshuk went over Manager's report as follows:

Cindy is continuing to work with the auditors and the temps to get the special project done. They have finished up to the 12th July and will finish project upon her return. The portion that is not done is what the auditors added after the last Board meeting. Mr. John Geiger was pleased that the Board approved the beautification project. Nauti Dolphin will help out with watering on the NH bd. side. Geiger's will water NY side if Bill is not able to. Spoke with Barbara Stern of Chat N Chew in reference to STOPTIPS and she is not interested. She had planned to put up a monitor to display their menu. The copy of the contract from STOPTIPS has been forwarded to Stanton Lesser for his review.

Joe did add that he personally spoke to the auditors regarding the check holds and understands the issues and reasons not to do it, as in the past when applications were incomplete we held check until application was completed. Going forward no more check holds: will in future deposit checks immediately. If Parking pass application cannot be processed we will process refund.

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

Mary Kay Frost motioned, seconded by Pat Carroll to approve **the August 29th, 2013** minutes.

Motion carried.

6. Correspondence/Email/Invoices: No report

7. New Business:

a) Halloween Trunk or Treat

Mary Kay Frost motioned, seconded to approve the Halloween Trunk or Treat as presented with clean up conditions following the event. Motion carried.

b) United Way- Richard Popilowski

Richard Popilowski came forward and also submitted a written request looking to set up a display 5 days in the month of October to shed light on the needs of children in our communities through a social media campaign call #Give4KidsNow. They would set up for 1 ½ hours between 6:00-8:30am. After the board discussing Mr. Popilowski's request: Pat Carroll motioned, seconded by Joanne Sheehan to allow the display to go up inside or outside, as long as it does not cause any obstruction to the commuters, and to contact Manager Cindy Placko when location has been chosen. There are no displays on any platforms allowed and Mr. Popilowski is aware of this. Motion carried.

8. Old Business:

a) Manager's contract: Leave on agenda

b) Solar update: Craig Harrigan of Econ, Scott Thompson, Ed Boman- Assistant Director of Dept. of Public Works.

Craig Harrigan distributed to the board proposed Conduit Run, pictures of other solar structures similar to what they propose to use and a list of Next Steps for review. Ed Boman spoke regarding the snow removal and plowing at the Ffld station. Ed felt there will be no issues from Public Works in removing or plowing under and/ or around the solar structures.

Chairperson Ron asked about losing parking spaces at the Ffld station and was told no spaces will be lost due to the solar structure. Craig did respond to a prior question regarding carport lighting. LED's will be provided at no cost to the Parking Authority. Power for the Charging stations will be provided by the Solar panels. Joe asked about if any D.O.T. permits were needed and Craig Harrigan informed him that to his knowledge No.

Discussion ensued. Craig will send Chairperson ,Ron Pine, 3 referrals for the board to get feedback from. In addition he will arrange a site visit, as Mary Kay Frost thought this would be very helpful. Craig asked what he needed to do, if anything ,with TPZ. Joe D. responded since it is Town property should not be an issue. There was a discussion regarding UI easement but will discuss further at a later date. Craig

informed us that they had CT DOT approval, with stipulations to complete in a timely manner ,to go under the Unquowa Bridge.

Joe Devonshuk explained to the board the only thing the Parking Authority is responsible for is approving the concept of the solar structure. There should be no expense to the Parking Authority.

Matt Prohaska motioned, seconded by Joanne Sheehan to approve the conceptual design with no binding agreement to any particular design and the Board will take action to follow up with the 3 referrals and physical site visit provided by Craig Harrigan. Motion carried.

c) Sub-committee reports:

Finance: No report but Pat did mention she would like to mention she was speaking with the Auditors, Mike and Daisy as well as Manager, Cindy Placko for keeping her informed regarding CDI and everything is going well.

Property Leases : No report but Joanne will follow up with Fabricare's contract.

Five Year Plan- Pat would like to finish up with the Audit first to have a better view of financials. Mary Kay Frost did pass out an article regarding a plate reader for parking enforcement purposes and would like the Parking Authority to look into a License Plate Reader as it seems to be working in other towns.

Governance: Matt Prohaska explained he will not seek another term with the Parking Authority due to his busy schedule and will stay on until his term ends in November. In addition he did notify the First Selectman.

Permit/Ticket handheld update: Safety Committee: No thefts.

Communications- Matt Prohaska would like to see STOPTIPS up and running before his term ends along with the Parking Authority having their own facebook page. He was delighted to see the great press on the solar project.

Being no further business Pat Carroll motioned to adjourn at 9:05pm seconded by Mary Kay Frost.

Motion carried unanimously.

Respectfully Submitted by

Jude Fitzgerald, Recording Secretary