

**Parking Authority Special Meeting Minutes**  
**Unrevised/Unapproved**  
Friday, September 10, 2010  
Small Conference in the Town Hall.

**Present:** Larry Hoyt, John McNicholas, Mike Zap - Authority members; Laurie Scholl, Rudy Marconi and Fred Fields, Town Hall representatives

The Parking authority met to discuss the recommendation to the BOS on the permitting system for Branchville Train station.

**The following determinations were made:**

There will be 10 days spots on the North End of the lot. There will be 140 permit parking only spots.

**A 3 tiered Permit System:**

Tier 1 – Commuters must provide 3 consecutive months of proof of monthly commuting

Tier 2 – Sporadic monthly commuters, where 3 out of the last 12 months proof is necessary

Tier 3 – Everyone else

Tier 1 and Tier 2 will be able to download and complete a mail in form which should be returned to HR no later than October 15, 2010. They will need to provide with the application, the check made out to the Town of Ridgefield and their proof of commuter-ship.

Tier 3 will be available at the Town of Ridgefield offices during normal business hours on November 1, 2010.

**Renewals:** A letter to 2011 permit holders (tier 1 and tier 2) will be sent with an applicable deadline for return, requiring proof of ridership from the most recent year, and payment. Those who still meet tier 1 and tier 2 eligibility will be reissued a permit for the next calendar year. Those who no longer meet the requirements will fall into tier 3. If there is a waiting list for Tier 1 and Tier 2, those people will then be provided the opportunity to buy permits at tier 3. Finally, after tier 1 and tier 2 permits are issued, if there are any available, tier 3 will again be available during normal business hours at Town Hall.

**Permits:** Permit should be displayed effective December 1, 2010. These permits will be valid for 13 months (first year only).

**Tickets and Daily Parking:** Daily Parking will be \$5 per day, with a ticket left on the automobile, to be mailed in within 30 days. After thirty days the payment will double, and then be \$50 after a total of 60 days without payment. Tickets will be issued for anyone parked in the Permit Parking Area without a permit. Tickets in this area are \$15 and are doubled after 14 days and go to \$50 after 30 days. Scofflaw will apply to both train parking and tickets, after 5 unpaid tickets/daily parking, the owner will no longer be able to register their vehicle.

Respectfully submitted,

Laurie Scholl, HR Director