

Town of Ridgefield
Parking Authority Regular Meeting
Tuesday, August 14, 2018 – 7:00 p.m.
Town Hall Small Conference Room, 400 Main Street, Ridgefield, CT
MEETING MINUTES - APPROVED

Members present:

J. Wilmot, E. Burns, S. Lussier, R. Murphy

Others present:

Ballard Green residents J. Lynch, B. Beaulieu, N. Higgins and S. Proctor

Chairman Wilmot called the meeting to order at 7:06 p.m.

1. Approval of August 2, 2018 Meeting Minutes. **R. Murphy moved and J. Wilmot seconded a motion to approve the minutes as submitted. Motion passed 4 – 0.**
2. Public comment: Four Ballard Green residents appeared in order to express their concerns about any plans to expand parking behind the CVS building. Their concerns included the existence of drainage problems, snow removal, salt contamination of nearby pond, a lack of parking for their facility, and noise. They also expressed concerns about the driveway/parking area, with safety issues of children riding bikes in the area. The residents expressed unhappiness with the conditions behind the building, with the noise of trucks and litter negatively affecting their quality of life in their homes. Chairman Wilmot explained that the additional parking is just conceptual at this time; that the PA has no authority over their driveway area; that First Selectman Marconi had spoken with the Chairman of the Housing Authority about the possible parking; and that no plan had been created yet. She thanked them for coming in to speak with the PA, that she would report their concerns to Mr. Marconi, and that the PA and the Town would hope to add some additional public parking while making the area more attractive, reduce noise, and install better screening for the benefit of the Ballard Green residents.
3. Status of inquiry regarding parking spaces behind the Masonic Temple. No additional information was available. Ms. Burns volunteered to contact the title searcher who sent the letter to the PA to determine the source of his work and ask if he will provide any additional documents. Chairman Wilmot had written a letter to the Masons but had not received a response yet.
4. Discuss and finalize Benenson license agreement. Ms. Burns had obtained the MS Word version of the red-line document from Mr. Marconi, and had made additional changes for the PA to consider. The document was reviewed and with some minor changes, will be submitted to Mr. Marconi for final review by Attorney Grogins.

5. Discuss date for P&Z meeting regarding CBD parking regulations. Chairman Wilmot has written to Town Planner Richard Baldelli to schedule a time for the PA members to meet with the P&Z, but had not heard back yet.
6. Status of the “Morganti” blocks. No additional information has been received; Ms. Burns will follow up with Mr. Marconi.
7. Parking Violation ticket text. Following the appearance of Sharon Dornfeld (Parking Appeals Officer) at our July 17 meeting, it was determined that changes needed to be made to 1) the text on the parking violation tickets, 2) signage, and 3) the Town Ordinances pertaining to parking regulations. To address Item 1, before the new tickets are printed, Chairman Wilmot met with Laurie Fernandez and Ms. Dornfeld to determine the changes that should be made on the face of the ticket, and to the program operated by the contractor that processes the tickets. The draft presented by Chairman Wilmot was approved and Ms. Burns offered to create a clean document with the new text. Signage will be addressed when the new parking plan is finalized and implemented, and Ms. Burns will work on drafting an updated ordinance.
8. Mapping for time limits and permit parking for town licensed parking lots. Due to the late hour, discussion on this item was limited. Ms. Burns had emailed to the members a summary of the data she obtained from the Tax Collector, indicating the number of permits requested by lot, the number sold by lot, to whom they were sold, for the July-December 2018 period. This information helped determine demand by lot – which is highest in Bailey Avenue and lowest in the Donnelly lot. It was determined that the PA needs to get a handle on the number of hang-tags now outstanding. Ms. Burns will ask Ms. Fernandez for a list of hang tags issued by lot, and Chairman Wilmot will request the parking enforcement agents to count, on various days and times, how many hang-tags are in use in each lot.
9. Other Business: It was agreed that a Special Meeting needed to be scheduled before our next regular meeting to continue work on the parking plan and Benenson License agreement. **Ms. Lussier moved, and Mr. Murphy seconded, a motion to hold a Special Meeting on Tuesday, August 28 at 7 p.m. in the small conference room in Town Hall.**

Adjournment. **R. Murphy moved, and J. Wilmot seconded a motion to adjourn at 9:46 pm. Motion passed 4 – 0.**

Respectfully submitted,

Ellen Burns