

Town of Ridgefield
Parking Authority Regular Meeting
Thursday, November 8, 2018 – 7:00 p.m.
Town Hall Lower Level Conference Room, 400 Main Street, Ridgefield, CT
MEETING MINUTES – APPROVED

Members present:

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

Also Present:

A. Ippoliti

Chairman Wilmot called the meeting to order at 7:02 p.m.

Anthony Ippoliti was present for the meeting and participated in the discussions but did not vote. He will interview for appointment to the Parking Authority with the Board of Selectmen on November 13.

1. Approval of October 11, 2018 Meeting Minutes. **Mr. Murphy moved and Ms. Lussier seconded a motion to approve the minutes as submitted. Motion passed 4 – 0.**
2. Status of Benenson License Agreement. Ms. Wilmot reported that she had emailed the Agreement to Benenson on October 12, but discovered it had not been received when she followed up with them by phone. She resent the Agreement on November 1. No response has been received yet. She called them again and they confirmed receipt and said they would get back to us soon.
3. Signage & Time Limits for Benenson property. A discussion of parking limitations, location and signage for the Benenson lot was held. The categories of signage will include:
 - a) Public Parking, 2 hour limit, No Permit parking
 - b) Public Parking, 1 hour limit, No Permit parking
 - c) Public Parking, 30 minute limit, No Permit Parking
 - d) Public Parking, 2 hour limit, “L” (Landlord) Permit only
 - e) Public Parking, 2 hour limit, Permit Parking (meant to include both “L” (Landlord) and “T” (Town) permits

The layout of these designated areas will be to limit permit parking to areas away from the buildings so customers and patrons of the businesses will be able to use the most convenient spaces. Ms. Wilmot will work on mapping the lot by area/number of spaces, and Ms. Lussier will create a pdf with the proposed signage for our next meeting. Clarity for the public is critical, and the use of arrows between signs to indicate allowable time limits will be used.

4. Start Donnelly lot and license agreement: R. Murphy will contact Gavin Donnelly to ask how many Landlord permits he would like to have for his tenants and report back at the next meeting. Once this information is obtained, the layout of Donnelly lot will be discussed.

5. Other Business:

- a) Ms. Wilmot will schedule a meeting with Mr. Marconi, and Ms. Burns will also attend if possible. Items for follow up include the Morganti blocks, the Post Office lot, Shane Casey’s Bailey Avenue lot, the status of the Fee in Lieu of Parking fund, and a report on the

schedule of the Governor Street lot expansion permitting and bidding. In order to fully implement the new parking plan, the spaces in the new lot are of critical importance, and its completion needs to coincide with the next Permit lottery in June 2019 (for July 1 – December 31, 2019).

- b) Upcoming Town Permit Lottery. Following a discussion of the appropriate numbers of Town Permits to be sold, given the limitations of the lots until the Bailey Avenue expansion is completed, and the pending License Agreement with Benenson, a vote was taken on the number of Town Permits to be sold for the January 1, 2019 – June 30, 2019 period. Ms. Burns moved, and Ms. Lussier seconded the following:

The Town will offer for sale no more than the following permits by lot:
Bailey Avenue: 48 Town Permits
Benenson/CVS: 40 Town Permits
Donnelly: 15 Town Permits

Motion approved 4 – 0.

This information will be conveyed to Laurie Fernandez by Ms. Wilmot.

- c) Proposed welcome/information letter for new owners/tenants. To head off potential conflicts with other building owners & tenants, Ms. Burns suggested that the PA contact the new owner of the Ridgefield Press building, to advise them of the parking rules and the limitations they will face for their employees and patrons. She will draft a proposed letter for the next meeting.
- d) The next scheduled meeting is December 13. However, Ms. Lussier cannot attend due to a conflict. Since the holidays will be busy for all, it was proposed that the December 13 meeting be canceled, and a Special Meeting be scheduled on December 6 instead. Ms. Wilmot will prepare the required notices. Ms. Burns moved, & Mr. Murphy seconded, a motion as follows:

To cancel the Parking Authority December 13 regular meeting, and schedule a Special Meeting on December 6, 7 p.m.

Motion approved 4 – 0

Adjournment. **R. Murphy moved, and S. Lussier seconded a motion to adjourn at 9:14 pm.**
Motion passed 4 – 0.

Respectfully submitted,

Ellen Burns