

Town of Ridgefield  
Parking Authority Regular Meeting  
Thursday, May 9, 2019 – 7:00 p.m.  
Town Hall Upper Level Conference Room, 400 Main Street, Ridgefield, CT  
MEETING MINUTES – APPROVED

**Members present:**

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

Chairman Wilmot called the meeting to order at 7:15 p.m.

1. Approval of April 11, 2019 minutes. Mr. Ippoliti moved and Ms. Lussier seconded a motion to approve the minutes as submitted. Motion passed 5 – 0.
2. Continuation with License Agreements. Ms. Burns reported that she had sent the proposed Donnelly Agreement to Attorney Rex Gustafson for his review on behalf of Gavin Donnelly/Donnelly Trust. He indicated that he had just two issues with the Agreement regarding insurance coverage and ADA compliance. He will check with their insurance carrier to make sure that the limits are in agreement with their policies, and asked if the town building inspector could do a review of the lot to ensure it is ADA compliant. Ms. Wilmot will make that request to Rudy Marconi. He also indicated that Mr. Donnelly was fine with the number of Landlord permits he currently has. It was agreed that the number would be 44, consistent with the percentage given to the Benenson owners for the CVS lot, and 28 Town Permits. Once these issues are finalized, the License Agreement can be forwarded to Mr. Marconi and Mr. Donnelly for signatures.

Other lots: Ms. Burns presented a draft agreement for the Love Management lot (378 Main Street). The attachments will indicate that the entire lot (24 spaces + 1 handicapped) is 2-hour limit. Based on the size of the lot, the Agreement will propose 8 Landlord permits be issued, and no Town permits. The Agreement will also designate 3 or 4 spaces closest to the building to be signed as “Tenant only” parking after 4 pm for the benefit of the residential tenants.

Willett Properties (440 Main Street) map was also reviewed. An updated map will be needed to identify property lines and exact number of spaces in the lot where the town patrols. 53 in total was the number presented, which would indicate 16 Landlord permits and 11 town permits. Ms. Burns will prepare the Agreement for the June meeting.

The map of Urstadt Biddle properties (Main Street/Bailey Avenue) and 426 Main Street was also reviewed to determine the property boundaries and which spaces were on UBP property (part of the lot is owned by the town, and part by Steve Zemo). More work will need to be done on this map. Ms. Lussier will check with the Tax Assessor’s office for copies of the field cards.

3. Other business: Ms. Wilmot, Ms. Burns and Mr. Murphy reported about the discussion at the P&Z meeting on April 23 regarding the CBD parking regulations. It was felt that they listened and were looking for a specific proposal to consider. Ms. Burns suggested that the PA work with Assistant Planner Daniel Robinson in the coming months on this project.

Status of Governor Street lot expansion: Ms. Wilmot had requested an update from Mr. Marconi regarding the status of the Applications, which must be approved by the P&Z/IWB before construction can begin. He indicated that he was expecting the final plans on 5/10, after which they

would be submitted to P&Z/IWB. Timing is critical, since the P&Z does not meet in the month of August. Ms. Wilmot will get further information from Mr. Marconi on Monday, 5/13.

The upcoming CHIRP concert season was briefly discussed, and it was noted that Human Resources had been advertising for a parking agent. Ms. Wilmot will follow up with L. Fernandez regarding the status of the staff and the needs for evening work during the CHIRP concert season for enforcement in the CVS lot.

**Adjournment. Mr. Ippoliti moved, and Ms. Lussier seconded a motion to adjourn at 9:25 p.m.**  
**Motion passed 5 – 0.**

Respectfully submitted,

Ellen Burns