

Town of Ridgefield
Parking Authority Special Meeting
Tuesday, May 1, 2018 – 7:00 p.m.
Town Hall Small Conference Room
400 Main Street, Ridgefield, Connecticut
APPROVED MINUTES

Members present:

J. Wilmot, R. Murphy, E. Burns

Others present:

S. Lussier

Chairman Wilmot called the meeting to order at 7:00 pm.

1. Discussion and possible vote on event parking procedures in Ballard Park starting this Spring/Summer season. Ms. Wilmot presented a schematic of a proposed plan for the CVS lot during events held in Ballard Park. The plan would allow event parking in the large area closest to the park and towards Main Street. It would preserve the parking closest to the businesses (from CVS to The Ancient Mariner) for those businesses' patrons, and no event parking would be allowed there. This plan is different than what was used in 2017 when no Ballard Park event parking was allowed in the CVS lot. The new plan would be enforced using existing signage, the two PA agents plus one security guard, and we would avoid having to hire members of the RPD (which will reduce costs substantially). Ms. Wilmot estimated that the cost would be \$200 per event. Benenson Funding manager, Kem Becovic, has provided Ms. Wilmot his preliminary approval, pending review and approval by owner Lisa Quattrocci before we move forward on it. In accordance with the PA vote on March 15 to request that the costs of parking management during Ballard Park events be paid by Parks & Recreation, Ms. Wilmot is meeting with Selectman Barbara Manners and the new Director of Parks & Recreation (Dennis DiPinto) on Tuesday, 5/8 at 2:30 pm to discuss with them. She is hoping to obtain Ms. Quattrocci's approval before the meeting. In anticipation of that meeting, the following motion was made by Ms. Burns and voted upon:

MOTION: To approve, subject to agreement by Ms. Quattrocci, a new Ballard Park events parking plan presented by Ms. Wilmot for the CVS lot. R. Murphy seconded; Motion carried 3 to 0.

2. Development of revised permit/hang tag program for all lots under PA jurisdiction. A general discussion of how the number of sticker permits should be determined, and the policies regarding hang tags (which are managed through Laurie Fernandez in HR). Ms. Wilmot reported that Benenson Funding had agreed to allow 18 Fairfield County Insurance Services employees to park in specified areas of the CVS lot through the remainder of the permit period. Due to

the dispute on this subject, the permits were revoked and fees were refunded prior to this agreement. It was determined that there was no point in trying to re-collect the refunds at this late date. Ms. Wilmot has also been surveying the businesses in the CVS center to determine the number of employees present on most days. CVS has about 18 at any one time. Hunan Noodle uses a van to transport most of their staff, so their needs are minimal. Ms. Burns has contacted RVNA to inquire about their use of the Governor Street lot but has not heard back yet. She will follow up. S. Lussier offered to contact Val Cooke to determine the parking usage by the Thrift Shop volunteers. Ms. Burns will contact Ms. Fernandez to get a better understanding of how these tags are distributed, to whom and why. A discussion of the lots owned by Urstadt Biddle Properties, including through their majority ownership of Yankee Ridge, then took place. The possible removal of the “Morganti blocks” would help facilitate movement of cars on the east side of Main Street. Ms. Burns will invite UBP CEO Wing Biddle to our next meeting to discuss possibilities with him. A general discussion of the status of gaining additional parking for employees on the west side of Main Street (the now empty lot next to the Post Office), and on town land behind CVS (which is owned by the Housing Authority) took place. The concept of “color coding” for specific lots was deemed important to proper enforcement. The question of the protocol for permits and enforcement at the Branchville train station was discussed. Ms. Burns will follow up with L. Fernandez to get additional information.

A discussion of whether or not we would be able to complete the new parking plan in time for the new 6-month parking permit season (which begins July 1) then ensued. It was decided that, even with additional meetings, the timeline was too short. E. Burns suggested that perhaps the permits for July could be for 3 months (\$30) rather than for 6 months, to give the PA through July to work out the details. E. Burns will discuss with L. Fernandez when they meet.

There followed a brief discussion of the FY 2018-19 budget for the Parking Authority. Ms. Burns noted that the members of the PA are a bit in the dark in terms of their (very small) part of the town’s operating budget, so she inquired to Ms. Fernandez what our proposed budget for FY 2018-2019 was. Ms. Fernandez responded in an email and Ms. Burns printed out copies of the proposed 2018-2019 town budget for review by the members of the PA. The management of the budget and approval of all expenses is handled by Ms. Fernandez. Ms. Burns committed to meeting with Ms. Fernandez to discuss the process for the upcoming budget year and to request additional communications with the PA on the budget going forward.

3. Discussion of possible new times/dates for regular meetings to accommodate new Parking Authority members. S. Lussier will be interviewed by the Board of Selectmen for one of the vacancies on the Parking Authority on Wednesday, May 9, and the current members of the PA would like for her to join. She has a conflict on Thursday mornings during the school year. E. Burns suggested that we should consider changing our regular meeting times to ensure that Ms. Lussier

is able to join the PA and that the other vacancy can also be filled. Due to the extensive work to be done on developing a new parking plan, it was determined that one meeting per month was not adequate. After much discussion, a new schedule of meetings for the remainder of 2018 was decided upon. The existing schedule for May will remain, but the rest of the year's regular meetings will be changed. Mr. Murphy moved, and Ms. Burns seconded the following motion:

MOTION: To amend the Regular meeting schedule of the Parking Authority for the months of June through December, 2018, inclusive, as follows:

Meetings to be held at Town Hall Lower Level Small Conference Room:

Thursday, June 7, 8:00 AM

Tuesday, June 19, 7:00 PM

Thursday, July 5, 8:00 AM

Tuesday, July 17, 7:00 PM

Thursday, August 2, 8:00 AM

Tuesday, August 14, 7:00 PM

Meetings to be held at Town Hall Upper Level Small Conference Room:

Thursday, Sept 6, 7 PM

Thursday, October 11, 7 PM

Thursday, November 8, 7 PM

Thursday, December 13, 7 PM

Motion carried 3 - 0

4. Discussion of upcoming budget referendum vote re: Governor Street lot expansion. Ms. Burns brought up the upcoming referendum vote on the proposed capital budget including \$570,000 for the expansion of the Governor Street lot. All members of the PA agreed that this expansion is critical to the improvement of the downtown parking situation and the implementation of a new plan for employee "perimeter" parking. A discussion of how to communicate the importance of this capital budget item prior to and during the Town Budget Meeting and townwide referendum then followed.

5. Approval of minutes from April 13, 2018 meeting.

R. Murphy moved, and E. Burns seconded approval of the April 13, 2018 minutes.

6. Adjournment.

R. Murphy moved, and E. Burns seconded a motion to adjourn at 9:03 p.m.

Respectfully submitted,

Ellen Burns