

**Regular Meeting of the Parking Authority of Fairfield**  
**Thursday, March 25 2021, @ 7:30pm**  
Via Teleconference  
Fairfield CT

**Call to Order at 7:30pm by Chairperson, Rich Fitzgerald**

**Roll Call of Officers:**

Rich Fitzgerald	Present
Greg Alprin	Present
Dan Ford	Present
David Bothwell	Present

Present: E. Flora, Auditors from PKF O'Connor Davies: Mike Ganino and Daisy Acervida

**Act on Minutes- February 25, 2021**

Greg Alprin made a motion, seconded by Rich Fitzgerald to approve the February 25, 2021 regular Meeting Minutes as presented Motion passed 4-0.

**1. Chairs Report:** Nothing new to report.

- Audit

Mike Ganino and Daisy Acervida of PKF O'Connor Davies went over the key financials in the FY 20 Audit package that the board had received. Hope to do FY 21 Audit presentation around October 2021.

**2. PAF Office Report**

- Stats – total report for permits sold for Fairfield and Southport to date is 1993, which means no waitlist. Getting good feedback from commuters using the Mobile App and Kiosk and the convenience in paying for multiple days. Few issues with LPR, however, vendor for LPR very responsive, and great to work with. Eileen noted 7% utilization of the Fairfield and Southport lots for March.

Eileen brought up the Fairfield New York westbound rental space. Tenant very happy with location, and would like to amend his lease so that it reflects the added rental space. The tenant would like to talk to PA about the mural: maybe a paint over or covering to have a different look in office.

DPW in the process of getting estimates for additional rental space renovation, mainly electrical. Eileen would like final plan and numbers to present to State in the next couple of weeks.

Tenant would like also a parking space if possible. Eileen said she could get a tenant space done for him without losing any permit spots.

- Policy Confirmation - Eileen discussed with the board a Maternity leave policy. After discussion, Chair Rich made a motion to set the Parking Authority Maternity Leave policy at 8 weeks. Seconded by Dan Ford. Motion passed 4- 0

### **3. Executive Session**

- **Contracts**

Rich Fitzgerald motioned to go into Executive Session at 8:12 pm seconded by Dan Ford @8.22 pm to discuss Rent and Contracts. Motion carried 4-0

Public session resumed at 8:32 pm. No motions were made and no votes taken in Executive Session.

- ### **3. Adjournment-**
- Rich Fitzgerald made a motion to adjourn the meeting at 8:33pm, seconded by Dan Ford. Motion carried 4-0.

Respectfully Submitted,  
Jude Fitzgerald  
Recording Secretary