

MINUTES OF THE MEETING OF THE DANBURY PARKING AUTHORITY
PARKING AUTHORITY OFFICE 8:15 AM September 27, 2012

In compliance with Connecticut General Statute § 1-225, these minutes are being provided for informational purposes and are subject to approval of the Parking Authority Board of Directors at its next regular meeting.

PRESENT: A Peter Damia, Jeff Carrine, Robert Steinberg, Mark Chory, Debbie Pacific and Tricia Falls

ABSENT: Frank Cappiello

The meeting was called at 8:24AM.

- 1) Minutes of the previous meeting: A motion was made by Robert Steinberg and seconded by Jeff Carrine to accept the August minutes as presented. The motion passed unanimously.
- 2) Financial Statement: A motion was made by Jeff Carrine and seconded by Robert Steinberg to accept the August financial statement as presented. The motion passed unanimously.
- 3) Chairman's report:
 - a. DaSilva's Lot: Peter and Debbie met with Les Pinter, Attorney Steve Olivo and Dave Monte to discuss the Keeler Street parking lot. Per Peter's request, Les stated in writing, that the Parking Authority has the ability to enforce meters in the DaSilva's lot on Keeler Street because the lot is open to the public. Attorney Olivo will draft a lease agreement.
- 4) Director's report:
 - a. Recovery manual: Debbie reported that the staff is enthusiastic about helping to create a recovery manual. The process will more than likely take a month or two.
 - b. New Employee's: A new part time employee has been hired, bringing our work force back up to 14.
 - c. Paul Mitchell: A Grand Opening celebration is scheduled for October 14th. One thousand guests are expected. All are invited to attend.
 - d. Year-end Audit: Mark and Debbie will be meeting with Glenn Nanavaty on October 2nd to review the audit.
 - e. Meters: Abdul Mohammed, Traffic Engineer, suggested parking meters for the north side of Boughton Street. After discussion a motion was made by Robert Steinberg and seconded by Jeff Carrine to purchase meters, when appropriate, for installation on Boughton Street. The motion passed unanimously.
- 5) New Business:
 - a. Employee Handbook: A motion was made by Robert Steinberg and seconded by Jeff Carrine to accept the revised employee handbook. The motion passed unanimously. Debbie will purchase binders and will hand them out to employees at staff meetings within the coming week.
- 6) Old Business: None
- 7) Adjournment: A motion was made by Jeff Carrine and seconded by Robert Steinberg to adjourn the meeting at 9:25AM. The motion passed unanimously.

Respectfully Submitted,

Tricia Falls, Recording Secretary

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