

Town of Ridgefield
Parking Authority Meeting
April 17, 2025 – 8:00 a.m.
Town Hall Lower Level Small Conference Room, 400 Main Street, Ridgefield, CT
MEETING MINUTES –APPROVED

Members present: J. Wilmot, E. Burns, M. Recck

Members absent: None

Also Present: L. Yarrish, Parking Enforcement Officer

Chairman Recck called the meeting to order at 8:03 a.m.

1. Approval of minutes from March 20, 2025. Mr. Recck moved, and Ms. Wilmot seconded, approval of minutes for March 20, 2025. Motion passed 3 – 0.
2. Parking Enforcement Officer report.
 - a. Mr. Yarrish reported that the town is trying to hire people to help with enforcement during the CHIRP concerts this summer. He also noted that K. Knoche will be out for several weeks. He's working more hours but is limited to 30 per week.
 - b. He reported that the landscape contractor for the CVS/Benenson lot has parked a large truck in the lot for months, taking up 4 spaces. Mr. Recck will send an email to the property owner's local manager to have them instruct the contractor to remove the truck from the lot.
 - c. The handicap space in Donnelly is being moved (due to its location within the speed bump in that lot) and the town will then restripe and install signage.
 - d. The Depot Road bridge to the Branchville Train Station (closed since 2019 due to structural issues) will be replaced this year and will take 6 to 9 months. During construction, a part of the train station lot for daily parking will be closed but those spaces will be moved to permit spaces that are underutilized, so there shouldn't be any impact on users of the lot.
 - e. The Whistlestop Bakery & Café at the Branchville station has not been operating at the station (they are selling their goods elsewhere but not at the Station) in violation of their lease, which is up in September. The Selectmen will discuss the renewal and the consensus of the PA was that the town should not renew the lease if they are not providing coffee and baked goods at the Station, and should solicit another tenant.
 - f. The Branchville Station parking fees were discussed (both for permits and daily parking) compared to the costs of maintaining the lot and building. The PA has not been presented with the operating costs or asked to meet any particular revenue level, so no increases are recommended absent any data.
 - g. Mr. Yarrish suggested some of the \$15 fines in the CBD be increased to \$20. There was no consensus on this proposed increase, so it will be discussed at a future meeting when more data is available.
3. CVS/USPS lot discussion
 - a. USPS follow up with Senator Blumenthal. No update.

4. Review draft agreements

- a. Regency Centers, 404-424, 424R & 426 Main Street. Mr. Recck and Ms. Burns met with Brianna Soro from Regency on April 3, walked the parking areas and discussed the issues. Mr. Recck emphasized the need to accommodate the residential tenants close to the buildings where they live, and proposed reserved spaces for them. He explained that those with landlord permits cannot park in the town-owned Bailey Avenue lot. The number of landlord permits issued is not known, although Ms. Burns reported that the previous owner had emailed tenants to ask them to report how many permits they had and the tag numbers. She will check her lease but thinks they offered landlord permits if available. Other leases may be different. Mr. Recck suggested that Regency move their landlord permit area to behind 470 Main Street (Yankee Ridge) rather than have the commercial tenants park in the small lots behind 404-426 Main Street. It was agreed that the PA would make a written narrative proposal to Regency for their consideration before preparing a license agreement. There are 39 spaces on Regency's property + 1 handicap space. We'll propose 8 residential only spaces and 10 landlord permit spaces. The Yankee Ridge lot is not under an agreement with the town and is not monitored. Incorporating the Yankee Ridge lot in a license agreement might appeal to the owners (Regency is 51% owner) when the apartments at the "Rail and Granary" on Bailey Avenue are completed and occupied.
- b. Fairfield County Bank Insurance Services, 401 Main Street. Mr. Recck heard back from Mike McNamara (property manager for Fairfield County Bank) that FCBIS has been sold, but the building is still owned by FCB. Mr. Recck will revise the agreement with name and signatory changes and send it to Mr. McNamara.

5. Parking data review.

There were 98 violations issued in March compared to 108 in February. Daily parking fees in the Branchville Train station were up – 128 in March compared to 94 in February. There were just 3 violations for parking in an EV space without charging. Violations are down due to limited staffing.

Adjournment. Ms. Burns moved, and Mr. Recck seconded a motion to adjourn at 9:29 a.m. Motion approved 3 – 0.

Respectfully submitted,
Ellen Burns