Town of Ridgefield
Parking Authority Meeting
October 15, 2026 – 8:00 a.m.
Town Hall 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 8:00 a.m.

1. Approval of minutes from September 21, 2026. Mr. Recck moved, and Ms. Wilmot seconded, approval of minutes for 9/21/26. Motion passed 3 – 0.

2. Parking Enforcement Officer report. Mr. Yarrish reported that the town is waiting for the line painting contractor to paint over the spaces in the Donnelly lot which currently indicate (incorrectly) that they're reserved for 23 Governor Street (formerly Bissells). They will be re-signed as 2-hr public parking and not limited to the tenants at 23 Governor Street. However, the Fairfield County Bank spaces in that lot will remain as assigned to them per Gavin Donnelly, although those spaces are not enforced by the town. The CVS lot is getting new landlord permits (a different color) and all old (blue) permits will be voided. Mr. Yarrish also showed a photo of signs installed by Regency behind 426 Main Street which will be removed once the new license agreement is signed.

3. Recency Centers, 404-424, 424R and 426 Main Street. Mr. Recck reported that the Regency attorneys submitted their red-line version of the agreement and he submitted to the town attorneys. Unfortunately, the town attorney had a conflict so it was re-submitted to Collins Hannafin who had no objections to their changes. It will be re-submitted to Regency and then to the First Selectperson for signature.

4. ParkMobile Discussion. An implementation manager was assigned, and the signs were delivered on Friday. Mr. Recck confirmed their system will work with Passport (the town's ticketing system). ParkMobile needs a W-9 from the Town which will be provided by the Town Treasurer. Once the system is operational, there will be a 2-week grace period before tickets are issued in the Bailey Avenue lot.

5. Parking data review & correspondence. Overtime violations were down slightly, all others remained relatively unchanged. The re-construction of the Depot Road bridge was completed this month and re-opened, significantly improving access to the BTS. The Portland Avenue bridge will also be replaced but the timing is not known.

6. Other business:

    a. BTS: Mr. Yarrish reported that the tenant (Whistlestop Bakery) has vacated the property. Ms. Burns suggested that it would be helpful to have another business lease the space to offer coffee and snacks for morning commuters to encourage its use.
    b. Re-appointment: Ms. Burns reported that both she and Ms. Wilmot are up for re-appointment. We had a request to interview with the Board of Selectmen in October but the date didn't work for both. There was a general discussion of the fact that we are functioning with only 3 members of a 5-member board, and that both Ms.

Wilmot and Ms. Burns would be willing to continue serving if communications from town government improved. They feel that decisions are made impacting the responsibilities of the Parking Authority without any consultation with the PA, and without any communication of decisions made. Ms. Burns will contact the First Selectperson's office to schedule a time for the re-appointment interview and will raise these issues at that time.

Adjournment. Ms. Burns moved, and Mr. Recck seconded a motion to adjourn at 8:45 a.m. Motion approved 3 – 0.

Respectfully submitted,

Ellen Burns