

**TOWN OF DARIEN
PARKING AUTHORITY
SPECIAL MEETING
MAY 16, 2016**

ATTENDANCE: First Selectman Jayme Stevenson; Robert Richard, Susan Marks, Marc Thorne, Charles Koons

STAFF: Kate Clarke Buch, Town Administrator

CALL TO ORDER

First Selectman Stevenson called the meeting to order at 7:55 p.m.

Public Comment – None

New Business

Discuss and Take Action on:

- a) Discuss and Take Action to allow online permit renewal and waiting list application.
- b) Discuss policy to allow permit holders to exchange parking permits.

**** MR. RICHARDS MOVED TO APPROVE THE REQUEST.**

**** MR. THORNE SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

Ms. Buch explained that in order to allow online renewal of permits, they had hit a stumbling block of registration. They are working on allowing online renewal if all license plates on the permit have remained the same from the previous year. If a new plate is being added, then the permit holder would have to present the registration for the new plate.

Ms. Marks advised she had visited many other town websites and cited that the town of Greenwich allows for a waiting list and renewal through online; Stamford and New Canaan only have the ability to pay tickets. Every town has a different system that they follow and when speaking to other officials, each had positives and negatives to report regarding their system.

The Committee then spoke specifically about the waiting list. Ms. Buch is hoping to gain the ability for residents to be able to look online to see where they are on the waiting list. Mr. Thorne

commented that perhaps they could be able to remove themselves from it as well. First Selectman Stevenson suggested the addition of an alert for when action needs to be taken.

First Selectman Stevenson then asked about cost for this online registration. Ms. Buch advised that the software needs to be completed, but this would come out of the parking fund. In order to supply online renewals perhaps there could be a bump in rate or the payment of a convenience fee. First Selectman Stevenson agreed this would be well taken by the residents, paying a fee rather than having to come down physically to Town Hall.

The issue of swapping permits between Noroton Heights and Darien was discussed. If someone holds a permit in either Darien or Noroton Heights, there is currently the capability to swap, as long as it is mutually agreed. Ms. Buch advised they keep notes in the system if residents note they want to swap and can wait for a “match”. First Selectman Stevenson concluded with perhaps this can be noted on the website so more residents are aware of this convenience.

APPROVAL OF MINUTES

1. Special Meeting of March 21, 2016.

**** MR. THORNE MOVED TO APPROVE THE MINUTES.
** MR. KOONS SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY.**

Adjournment

**** MR. THORNE MOVED TO ADJOURN THE MEETING.
** MS. MARKS SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,
Leah Mink
Telesco Secretarial Services