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Approved Minutes
Thursday, July 21, 2016 - 5:00 p.m.
Regular Meeting of the Board -Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

William R. Breetz, Chairman
Mathew P. Jasinski, Commissioner
Rex B. Fowler, Commissioner
Christian Sager, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration
Ted Sheiber Facilities Manager
Kenya Smith, Associate Director/Director of Operations
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Tom Hudson
Dan Nash
Kyle Plaskiewicz

1. **Call to Order** – Mr. Breetz called the July 21, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 p.m.
2. **Roll Call of Commissioners** –Mr. DesRoches on behalf of Madame Secretary conducted roll call and announced there was a quorum present.
3. **Chair’s Comments** –Deferred his comments to welcome and allow the CEO of MPS to give a brief presentation of the MPS product/meters.
4. **Election of Personnel Committee Members**- Mr. Jasinski has made a motion to make Mr. Jackson a member of the personnel committee.
VOTED: accept Mr. Jackson as a member.
(Ayes – Breetz, Jasinski, Fowler, Sager)
5. **Election of Bylaws Committee Members**- Mr. Jasinski has made a motion to make Mr. Jackson as the Chair of the Bylaws Committee. Mr. Jasinski will remain a member of the committee.
VOTED: To accept Mr. Jackson as the Chair.
(Ayes – Breetz, Jasinski, Fowler, Sager)
6. **Approval of Minutes of the Special Meeting of June 16, 2016** -Mr. Breetz polled Commissioners for corrections to the minutes. There were no corrections.

VOTED: Approved June 16, 2016 Regular Board Meeting Minutes as amended.
(Ayes – Breetz, Jasinski, Fowler, Sager)

PUBLIC COMMENT – Presentation made on MPS meter by Mr. Tom Hudson

EXECUTIVE SESSION – Mr. Breetz called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, passing unanimously to –

VOTED: Enter into Executive Session at 5:42 p.m.
(Ayes – Breetz, Jasinski, Fowler, Sager)

Mr. Boone participated in Executive Session to discuss contract negotiations.

Return to Regular Session 6:45 pm

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – Mr. Jasinski -None.
2. **Finance Committee** – Mr. Fowler.

There was a discussion of credit card convenience fees. The city entered into a banking agreement with Webster Bank resulting in HPA experiencing an unexpected \$50 -\$75k increase in credit and debit card fees. HPA would like to adopt a policy of charging a convenience fee of \$2.50 per transaction for all credit and debit card transactions related to citations, valet/reservations permits and MAT garage monthly parking permits.

VOTED: To approve the Credit Card Convenience Fees Resolution.
(Ayes –Breetz, Jasinski, Fowler, Sager)

Monthly Report – Mr. DesRoches gave the monthly reports for June 2016, reviewing the summary balance sheet and operating statement along with HPA’s financial condition.

VOTED: to accept the June 2016 Financial reports.
Ayes – Breetz, Jasinski, Fowler, Sager)

3. **Property Management Committee** – *Please see the Property Management Report and Memorandum for details.*

The meter vendors were compared and debated at length. Ultimately it was concluded that the MPS system is functionally superior, however, the system is only fully optimized in a retail/light-commercial environment. Hartford’s ratio of retail/light commercial to office space within its metered zone is not commensurate to the minimum needed for the MPS meter system to provide a sufficient benefit the City, HPA, or MPS to justify the additional expense and risk associated with the system. Therefore, the Board desires to pursue the utilization of Parkeon Stelio upgrade kits with an integration of Genetec LPR enforcement and T2 citation database.

Based on the Board’s decision and after a brief discussion with counsel, Mr. Boone asked the Board for authorization to terminate the test bed agreement with MPS.

A motion was made by Mr. Fowler not to proceed with MPS and to conclude the test bed relationship.

VOTED: To Authorize the CEO to terminate the MPS Test Bed Agreement
(Ayes – Breetz, Jasinski, Fowler, Sager)

A motion was made by Mr. Jasinski to approve the recommendations detailed in Property Management Committee’s memorandum regarding the replacement of the parking meter fleet and enforcement strategy.

VOTED: To Authorize the CEO to enter into the necessary agreements required to implement the Parkeon meter and enforcement solution as detailed in the Property Management Committee’s memorandum to the Board dated July 12, 2016.
(Ayes – Unanimous vote: Breetz, Jasinski, Fowler, Sager)

4. **Bylaws and Revisions Committee**- None

5. **Marketing Committee** – None

6. **CEO Update**- Activity Report-Matters discussed were:

- Collections from Republic is up considerably due to DMV/skip tracing.
- Ordinance modification packages have been in a deadlock on the 3 remaining ordinances.
- Surface lots will be kept by HPA until further notice due to the issues related to the stadium.
- Issues remain with Centerplan and repairing the 1212 Main Street Lot.
- Placard status with the Marshall’s is still in court and there is a court date set for July 26th.
- Residential Parking permit program will be modified by a new verbiage of “Standing” to alleviate and minimize the residents not being able to park due to, cars/owners sitting in their vehicles. This in turn has caused “Standing” vehicles which are parked illegally to block parking. These vehicles do not move until they see a parking ambassadors within site.

ADJOURNMENT

Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion to adjourn, a motion was made by Mr. Jasinski, seconded by Mr. Sager, passing unanimously to –

VOTED: Adjourn the July 21, 2016 Regular Board Meeting at 7:15 p.m.
(Ayes - Jasinski, Breetz, Sager)

Respectfully submitted,

Kenya Smith

Kenya Smith, CCMC
Madam Secretary to the Board

