

**Unapproved Minutes**  
**Thursday, December 15, 2016 - 5:00 p.m.**  
**Regular Meeting of the Board- Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

To be Approved at the  
January 19, 2017  
Regular Board  
Meeting

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**Commissioners Present**

William Breetz, Chairman  
Mitchell Jackson, Commissioner  
Mathew Jasinski, Commissioner  
Christian Sager, Commissioner

**Also Present for HPA:**

Eric M. Boone, CEO/Executive Director  
Michael DesRoches, Director of Finance and Administration  
Kenya Smith, Associate Director/Director of Operations  
Cynthia Lature, Assistant Corporation Counsel, City of Hartford

**Guests:**

Jennifer Cassidy-Public  
Dan Nash-Republic Parking  
Kyle Plaskiewicz-Republic Parking  
Jack Skelton-Republic Parking

1. **Call to Order** – Mr. Breetz called the December 15, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07 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. **Commissioner’s Comments** – Mr. Breetz extended a warm thanks for all of those in attendance, he also extended a warm welcome the public and offered a sincere welcome and opened the invitation for Ms. Cassidy (the public) to speak.
4. **Approval to the Minutes of the Regular Meeting on October 20, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of November 17, 2016 meeting minutes.  
(Ayes – Breetz, Jackson, Jasinski and Sager)

**PUBLIC COMMENT**– Ms. Kassidy spoke on her usage with the new meter’s and the interface/design of the meter(s). She also expressed concerns in regards to Pratt Street and parking in regards to the newly open street.

## **REPORTS AND ACTION ITEMS**

### **1. Personnel Committee-Mr. Jasinski**

Mr. Jasinski stated on behalf of the Personnel Committee he extends a request for the Board determination of the level of contribution to the staff's 401(a) plan. Mr. Jasinski mentioned and reiterated that every year the 401(a) plan contribution is tied to the staff's total compensation. During the review of compensation, Mr. Jasinski noted the 2015 plan contribution of 8%. The attention was brought to the fact that during the past calendar year, HPA staff built-out and relocated their offices, conducted an in-depth replacement meter analysis, pursued several ordinance modifications, and surpassed the previous year's revenues by several hundred thousand dollars; all while operating with a reduced staff for almost half the year. The Personnel Committee believes that the staff's extraordinary efforts and success that HPA has experienced over the past year deserves a symbolic recognition while being sensitive to the City's current fiscal state. In recognition of the staff's efforts, the Personnel Committee recommends a 9% contribution to the staff's 401(a) plan for 2016.

**VOTED:** Acceptance of the 9% contribution to the staffs 401(a) plan for 2016.  
(Ayes –Bretz, Jackson, Jasinski and Sager)

### **2. Finance Committee- Mr. DesRoches**

Mr. DesRoches discussed the HPA's meter revenues are 7% ahead of budget. Citation collections are 3% behind budget. The citation revenue budget deficit slightly reduced in November largely due to collections pertaining to the amnesty program (ended November 14, 2016), and from the reduced booting threshold from five to three citations. One continued reason for the overall deficit is a recent decline in the DMV's ability to match plates with registrant information, thereby impeding HPA's ability to mail notices. HPA staff continues to explore alternatives to the DMV as a sole source of customer address information. (*See Finance Management Memo and Reports*).

**VOTED:** Acceptance of the Monthly Finance Report through November 30, 2016.  
(Ayes –Bretz, Jackson, Jasinski and Sager)

### **3. Property Management Committee- Mr. Sager (*See Property Management Report for details*)**

Mr. Sager discussed an overview of the property management report. There were no questions based on Mr. Sager's overview from the board members.

Mr. Boone spoke on the Hartford's parking patterns. He spoke of how he has broken down the city into four parking broad zones: short-term, standard, long-term, and underutilized. He also discussed the on-street meter project status in regards to parts delivery and meeting schedule deadlines timely.

Based on a discussion Mr. Boone had prior in the November board meeting pertaining to time regulations and pricing the board suggested a constituent/business oriented focus group with a primary discussion on HPA's proposed parking times by zone along with pricing modifications. Mr. Boone agreed and will come back at a later date with the focus groups findings.

Mr. Boone concluded the property management report with the status of and in coordination with the City, the behavioral scientist study group "the Nudge Unit". Which appears to going well and in apposite direction, currently the group has received data from HPA and the data is under review.

4. **Bylaws and Revisions Committee** – None
5. **Marketing Committee**-None
6. **CEO Update**- Mr. Boone

Mr. Boone gave a brief overview of a meter relocation progress, along with the status and the positive results of the new vehicles/SUV's in conjunction with the LPR camera's and the transition from T2 to VATS (*See CEO Activity Report for details*).

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

VOTED: Enter into Executive Session at 7:04 p.m.  
(Ayes - Breetz, Jasinski, Jackson and Sager)

Mr. Boone discussed the ruling in the favor of HPA in regards to the Marshal hearing that was decided upon by the judge as of December 9, 2016.

**EXECUTIVE SESSION (7:04 P.M.)**

**RETURN TO REGULAR SESSION (7:38 P.M.)**

**ADJOURNMENT**- Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Jackson, passing unanimously to -

VOTED: Adjourn the December 15, 2016 Special Board Meeting at 7:39 P.M.  
(Ayes – Breetz, Jackson, Jasinski and Sager)



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Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Madam Secretary to the Board