

Approved Minutes
Thursday, March 17th, 2016 - 5:00 p.m.
Regular Meeting of the Hartford Parking Authority Board
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

Bill Breetz, Chair
Paddi LeShane, Commissioner
Ken Lerman, Vice Chair

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration
Cynthia Lauture, Assistant Corporation Counsel, City of Hartford

Guests:

Kyle Plaskiewicz

1. **Call to Order** – Mr. DesRoches called the March 17, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:02 p.m.
2. **Roll Call of Commissioners** – On behalf of Mr. Breetz, Mr. DesRoches conducted roll call and announced there was a quorum present. Mr. Breetz participated by teleconference. Mr. Lerman conducted the meeting as Vice Chair.
3. **Chair’s Comments** – Mr. Breetz made brief opening comments relative to his favorable environmental surroundings which made it conducive for him to be able to contribute to the meeting from a remote location.
4. **Approval of Minutes of the Regular Board Meeting of February 18, 2016** – Mr. Lerman polled Commissioners for corrections to the minutes. Ms. LeShane requested a corrective term, “parkers with disabilities” Mr. Lerman then called for a motion, subject to such grammatical correction, a motion was made by Mr. Breetz, seconded by Ms. LeShane –

VOTED: Approved the February 18, 2016 Regular Board Meeting Minutes as amended.
(Ayes – Breetz, Lerman, LeShane).

PUBLIC COMMENT – There were no public comments

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – Mr. Lerman – No Report
2. **Property Management Committee** – *Please see the Property Management Report for details*
 - a) Budget improvements recommendations were discussed within the context of the FY17 operating budget approval.

- b) The Yard Goats Parking Agreement has unresolved terms pending, and as such Ms. LeShane made a motion to table the approval of the Parking Agreement Resolution, which was seconded by Mr. Breetz.

VOTED: Table the approval of City – Yard Goat Parking Resolution

(Ayes – Breetz, Lerman, LeShane).

- c) Collection rates were discussed at length, including the metrics and formulas used in determining those rates.
- d) Budget modifications to incorporate improvements are in discussion with the City's administration.
- e) MPS meter testing is ongoing, and an independent research firm was been engaged to obtain public comments.
- f) Other matters from the Property Management Committee are discussed within the report.

MANAGEMENT REPORT BY INDEPENDENT AUDITOR

Ed Jason formally presented the Whittlesey & Hadley management letter to the board, discussing certain matters relative to the MAT garage which may result in additional external analysis, and commented on the need for an updated Employee Handbook. Mr. Jason also spoke to the merits of obtaining a report of procedural assurance, called an SSAE 16, from significant vendors. All other aspects of the management letter spoke favorably on the staff, and operations and systems of HPA.

MOTION TO AMEND AGENDA TO ADD EXECUTIVE SESSION

Mr. Breetz made a motion to amend the Agenda to add Executive Session, which was seconded by Ms. LeShane, passing unanimously to -

VOTED: Amend the Agenda to add Executive Session
(Ayes – Breetz, Lerman, and LeShane).

Mr. Lerman called for a motion, a motion was made by Mr. Breetz, seconded by Ms. LeShane, passing unanimously to –

VOTED: Enter into Executive Session at 5:52 p.m.
(Ayes - Breetz, Lerman and LeShane)

Attorney Varano and Mr. Boone participated in Executive Session to discuss personnel and contract matters.

EXECUTIVE SESSION (5:52 P.M.)

RETURN TO REGULAR SESSION (5:59 P.M.)

3. Finance Committee – See the Financial Report for details.

Monthly Report – Due to time constraints, discussion of the Finance Committees report for February activity will be conducted at the April board meeting.

In-depth discussion of the components of HPA’s Operating and Capital budgets ensued to conclusion.

After motion by Mr. Breetz, and seconded by Ms. LeShane, by unanimous vote,

VOTED: Approve the Fiscal year 2016-2017 Operating Budget in the amount of \$1,956,090.

(Ayes – Breetz, Lerman, Ms. LeShane)

After motion by Ms. LeShane, and seconded by Mr. Breetz, by unanimous vote,

VOTED: Approve the Fiscal year 2016-2017 Capital Budget in the amount of \$3,075,000.

(Ayes – Breetz, Lerman, Ms. LeShane)

ADJOURNMENT

At 6:34 PM, Mr. Breetz was excused from the meeting as previously scheduled, thus formally creating an adjournment via loss of quorum.

POST-ADJOURNMENT FOOTNOTES:

Marketing Committee – Staff continues to research the merits and feasibility of special rate pricing.

Executive Director’s Update

- a) Fiscal 2015-2016 Operational Improvements – These improvements continue to gain the interest of the Mayor’s office and are under close consideration.
- b) Associate Director Position – Currently accepting resumes towards filling this position.
- c) Fiscal 2016-2017 Initiatives – Being considered by the City’s administration.
- d) HPA Board Appointments – Currently in process with two appointments completed.

Ms. LeShane, commented that whereas this is her last meeting as a Commissioner, she wished to put into the record that, on behalf of the Commissioners, they wish to thank Mr. Lerman for all of his efforts and thoughtful council.

Mr. Lerman expressed his humble appreciation for the opportunity to serve the HPA, its commissioners, and work with its staff.

Respectfully submitted,

A handwritten signature in cursive script that reads "Michael R. DesRoches".

Michael R. DesRoches, CPA
Acting Secretary to the Board