

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

Commissioners Present:

Bill Breetz, Chair
Rex Fowler, Treasurer
Mat Jasinsky, Commissioner

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:

Jack Skelton
Kyle Plaskiewicz
Sean Crawford
Kenya Smith

1. **Call to Order** – Mr. DesRoches called the April 21, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06 p.m.
2. **Roll Call of Commissioners** – On behalf of Mr. Breetz, Mr. DesRoches conducted roll call and announced there was a quorum present.

MPS METERS DISCUSSION AND INPUT FROM REPUBLIC PARKING SYSTEMS PERSONNEL –

Mr. Breetz polled HPA staff and Republic Staff for questions, comments and any concerns with respect to the possibility of utilizing MPS parking meters going forward, as well as MPS commissioning a SSAE 16 report. Mr. Boone also reported on the findings of the independent survey.

Key components of consideration include, but are not limited to: support services, supply chain strength and financial backing. HPA staff to address the need for independent review of procedural processes.

3. **Chair’s Comments** – Mr. Breetz related that developments with the State Marshals have resulted in a pending story by certain media.
4. **Approval of Minutes of the Regular Board Meeting of March 17, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. Hearing none, Mr. Breetz then called for a motion, subject to such grammatical correction, a motion was made by Mr. Jasinsky, seconded by Mr. Fowler–

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

PUBLIC COMMENT – There were no public comments

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – Mr. Jasinsky welcomed Ms. Kenya Smith who will be joining HPA as its new Director of Operations / Associate Director in May.
2. **Finance Committee** – *See the Financial Report for details.*

On behalf of Mr. Fowler, Mr. Boone discussed the City administration’s requests for expenses including HPA’s labor cost details, and also for financial benchmarks comparisons to other parking authorities, which showed the comparative profitability of HPA. The administration also requested cost saving measures that HPA has introduced in recent years, which total over \$900,000. Mr. Boone further discussed supplemental budget data.

Monthly Report – Mr. DesRoches gave the monthly reports for February and March 2016, reviewing the summary balance sheet and operating statement financial condition, including a transfer to the City of \$1,000,000 as a portion of HPA’s obligation to the City for the present fiscal year.

After motion by Mr. Jasinsky, and seconded by Mr. Fowler, by unanimous vote,

VOTED: Accept the March 2016 and April 2016 Financial reports.
(Ayes – Breetz, Fowler, Jasinsky)

Approval of 3-year Independent Auditor Agreement – The Board discussed the merits of a three year agreement with Whittlesey and Hadley, P.C., for a total sum not to exceed \$61,200, which shall be formalized annually through the use of a binding engagement letter.

After motion by Mr. Jasinsky, seconded by Mr. Fowler, by unanimous vote,

VOTED: Resolved to approve the Resolution of the Hartford Parking Authority Authorizing the Reappointment of Independent Audit Firm –
(Ayes – Breetz, Fowler, Jasinsky)

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

- a) The Yard Goats Parking Agreement was discussed to satisfactory conclusion, and after a motion by Mr. Jasinsky, seconded by Mr. Fowler, by unanimous vote,

VOTED: to approve the Resolution of the Hartford Parking Authority Approving Revised Parking Agreements for the Downtown North Project, as revised to reflect the HPA’s current address -

(Ayes – Breetz, Fowler, Jasinsky)

- b) Discussion regarding Citation Modification Policy – Mr. Boone will coordinate review comments from Mr. Jasinsky and Mr. Breetz, for a follow-up meeting of the ad-hoc committee.
- c) Property Management Committee Report – See report for details. Matters discussed were:
 - Citation collection rates and measurement metrics
 - Corrections to the DMV / T2 interface and collections letter campaign
 - The Mayor’s recommended budget incorporated six ordinance recommendations
 - After hours elevator security to be enhanced through keycard-only access
- d) Other matters from the Property Management Committee are discussed within the report.

4. Marketing Committee –

- e) The board discussed the merits of establishing a special event rate policy for times when organizations and/or City Departments hold certain special events that require additional circumstantial consideration by HPA. The matter was discussed to satisfactory conclusion, and after a motion by Mr. Jasinsky, seconded by Mr. Fowler, by unanimous vote,

VOTED: to approve the Resolution of the Hartford Parking Authority Establishing a Special Event Rate Policy -

(Ayes – Breetz, Fowler, Jasinsky)

5. Executive session –

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

VOTED: Enter into Executive Session at 7:51 p.m.
(Ayes - Breetz, Fowler and Jasinsky)

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

EXECUTIVE SESSION (7:51 P.M.)

RETURN TO REGULAR SESSION (8:10 P.M.)

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. Jasinsky, seconded by Mr. Fowler, passing unanimously to –

VOTED: Adjourn the February 18^h, 2016 Special Board Meeting at 8:12 p.m.
(Ayes - Fowler, Jasinsky and Breetz)

Respectfully submitted,

Michael R. DesRoches

Michael R. DesRoches, CPA
Secretary to the Board