

**Approved Minutes**  
**Thursday, October 20, 2016 - 5:00 p.m.**  
**Regular Meeting of the Board- Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

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**Commissioners Present:**

Mitchell Jackson, Commissioner  
Mathew P. Jasinski, Commissioner  
Christian Sager, Commissioner

**Also Present for HPA:**

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

**Guests:**

Sara Bronin- Chair of Planning and Zoning  
Kyle Plaskiewicz-Republic Parking  
Michael Stotts- Executive Director Hartford Stage

1. **Call to Order** – Mr. Jasinski called the October 20, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05 p.m.
2. **Roll Call of Commissioners** –Ms. Kenya Smith, Madame Secretary conducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments** – Mr. Jasinski extended a warm welcome to Mrs. Bronin and Mr. Stotts. Mr. Jasinski offered the two the opportunity to speak.
4. **Approval to the Minutes of the Regular Meeting on September 15, 2016** – Mr. Jasinski polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of September 15, 2016 meeting minutes.  
(Ayes - Jasinski, Jackson and Sager)

**PUBLIC COMMENT**–

1. Presentation by Planning and Zoning – Sara Bronin, Chair
2. Presentation by Hartford Stage – Michael Stotts, Executive Director

## **REPORTS AND ACTION ITEMS**

1. **Personnel Committee**- None
2. **Finance Committee**- Mr. Boone

Mr. Boone presented to the board a year to date executive summary. He explained the significant variances in the following: MAT garage, parking enforcement, the library lot, Sheldon street lot, DONO lots, administrative expenses, renewal replacement and the aging receivables.

**VOTED:** Acceptance of September Monthly Report  
(Ayes –Jasinski, Jackson and Sager)

Mr. Boone discussed the HPA's operating budget that was adopted by City Council, as well as an updated operating budget to address changes in individual line items discussed above. Mr. Boone presented the board with a recommendation, in accordance with HPA board policy to update FY17 line-item revenue and expense budgets to better reflect current operations (*See Finance Management Report FY17-Updated Budget document*).

**VOTED:** Approval the administrative updated to HPA's FY 17 Operating Budget that is consistent with the net revenues currently approved by City Council.  
(Ayes –Jasinski, Jackson and Sager)

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

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

Mr. Boone spoke on 1212 Main street lot progression in regards to its insurance claim against Centerplan for the removal of the unauthorized contaminated fill found on the property. Mr. Boone also talked of new on-street enforcement program and advanced technology being installed in the new enforcement vehicles. Also mentioned was the pilot program for the new street signs on Pratt Street.

As to the topic of maintenance at the MAT and library garage/deck, HPA contracts annually with a local vendor to pressure wash the deck surfaces and exterior vertical surfaces. The pressure washing is done annually as a part of the maintenance of the garages at a cost of \$18,500 per year. The requested three year contract would violate procurement rules with respect to RFP threshold value and therefore was not acted on by the board.

Also discussed was the Hartford Stage pricing based on Mr. Stotts presentation made earlier at the meeting. Mr. Sager mentioned his concerns and feelings on behalf of the property management committee and opened the topic to discussion/comments to the rest of the board. After evaluation, comments and discussion, the board agreed to waive the current on-street reservation pricing policy until July 2017 and to reduce the number of reserved spaces for school busing from 18 spaces to 6 spaces with staged parking available. After discussion, it was agreed that due to the height restriction of the Stage's van its utilization of a reserved space was a matter of necessity and should only be charge the standard monthly parking rate. It was also agreed that the reserved space for the executive director was a matter of convenience and should be charged the full monthly reserved rate.

**VOTED:** Approval Hartford Stage pricing modification as stipulated above.  
(Ayes – Jasinski, Jackson and Sager)

Mr. Boone discussed the citation modification policy. The policy describes the only circumstances in which modifying a citation is acceptable. After discussion, the board desired to add a signature block for Corporation Counsel to acknowledge and agree with the policy:

**VOTED:** Approval of HPA citation modification policy subject to the addition of a signature block for Corporation Counsel for acknowledgement and agreement.  
(Ayes – Jasinski, Jackson and Sager)

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

5. **Marketing Committee**-None

6. **CEO Update**- Mr. Boone

Mr. Boone gave a brief overview of credit card fee structure analysis and the servicing end of HPA credit card process search. He mentioned that a new provider is soon to be chosen based analysis with Finance Director and Commissioner Jackson. The activity report was reviewed and discussed in regards to current projects and the projects planned throughout the course of the upcoming months (*See CEO Activity Report for details*).

**EXECUTIVE SESSION**- None

**ADJOURNMENT**- Mr. Jasinski 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 -



11 Asylum Street, 2<sup>nd</sup> Floor, Hartford, CT 06103

T: (860) 527-7275

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**VOTED:** Adjourn the October 20, 2016 Regular Board Meeting at 7:18 P.M.  
(Ayes - Jasinski, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC  
Madam Secretary to the Board