**To be Approved at the May 18, 2017 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, April 20, 2017** - **5:00 p.m.**

**Regular Meeting of the Board- Hartford Parking Authority**

**11 Asylum Street, Hartford, CT 06103**

**Commissioners Present**

William Breetz, Chairman

Rex Fowler, Commissioner

Mitchell Jackson, Commissioner

Mathew Jasinski, Commissioner

Christian Sager, Commissioner

**Present for HPA:**

Eric M. Boone, CEO/Executive Director

Michael DesRoches, Director of Finance and Administration

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Kyle Plaskiewicz-Republic Parking

1. **Call to Order –** Mr. Breetz called the April 20, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:12 p.m.
2. **Roll Call of Commissioners –**Mr. DesRoches on behalf of Madame Secretaryconducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Breetz extended greetings and thanks for all of those in attendance.
4. **Approval to the Minutes of the Special Meeting on March 15, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of March 15, 2017 meeting minutes.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

1. **Approval to the Minutes of the Special Meeting on March 23, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of March 23, 2017 meeting minutes.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

**PUBLIC COMMENT**– None

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter into executive session to consider strategy and negotiations with respect to a pending claim, a motion was made by Mr. Jackson, seconded by Mr. Sager, passing unanimously to –

VOTED: Enter into Executive Session at 5:15 P.M.

(Ayes –Breetz, Fowler, Jackson, Jasinski and Sager)

**Executive Session (5:15 p.m.)**

**RETURN TO REGULAR SESSION (5:35 p.m.)**

**REPORTS AND ACTION ITEMS**

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

Mr. Jasinski stated that the Board of Commissioners desires to authorize the Authority’s Chief Executive Officer to contract with legal counsel at the direction of the Board of Commissioners, upon and subject to the terms and conditions the Chief Executive Officer and the Corporation Counsel shall deem appropriate and in the best interest of the Authority and the City.

**VOTED:** Approval to contract outside counsel for professional services on an as needed basis.

(Ayes –Breetz, Fowler, Jackson, Jasinski and Sager)

Mr. Jasinski also mentioned the retirement of Mrs. Marta Hill as the Office Manager and Fiscal Assistant, bidding her good luck, fortune and to enjoy her soon to be retirement.

1. **Finance Committee**- Mr. Fowler

Mr. Boone discussed the HPA’s meter revenues are 5% ahead of budget. Citation collections are 1% ahead of budget. *(See Finance Management Memo and Reports)*.

**VOTED:** Acceptance of the Monthly Finance Report through March 31, 2017.

(Ayes –Breetz, Fowler, Jackson, Jasinski and Sager)

1. **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 discussed HPA’s has signed the contract of a mobile payment app and it is expected to be rolled out in 60-90 days. He also mentioned the striping truck renovations have been completed. A prototype of a parklet has been built and is on display in the HPA office, regulations are in development.

Mr. Boone concluded the property management report stating that HPA will be rolling out the new handicap placard abuse policy upon completion of the parking app.

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee**-None
3. **CEO Update**- Mr. Boone

Mr. Boone gave a brief overview of the new mobile payment app along with the logo design and the concept of the app. He also mentioned that Accurint has failed to correspond with HPA and that HPA will no longer seek to do business with Accurint in regards to skip tracing *(See CEO Activity Report for details).*

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

**VOTED:** Adjourn the April 20, 2017 Special Board Meeting at 6:10 P.M.

(Ayes –Breetz, Fowler, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board