**To be Approved at the July 20, 2017 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, June 15, 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

**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

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the June 15, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 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. Mr. Breetz also acknowledged that he was pleased with the new stripping vehicle.
4. **Approval to the Minutes of the Special Meeting on April 20, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of April 20, 2017 meeting minutes.

(Ayes – Breetz, Fowler, Jackson)

**PUBLIC COMMENT**– None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee**-Mr. Jackson

Mr. Jackson stated that he would be giving input on behalf of Mr. Jasinski in the executive session in regards to the annual compensation review of all HPA personnel.

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

Mr. Boone discussed that HPA’s meter revenues are ahead of budget. Although ahead of budget, the positive budget variance decreased for a few reasons. The budget months of April through June anticipate a revenue spike from increased line striping and disability parking initiatives.

*(See Finance Management Memo and Reports)*.

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

 (Ayes –Breetz, Fowler, Jackson)

Mr. Boone noted citation collections remain ahead of budget. Expenses are higher than budgeted principally due to unbudgeted credit card fees. HPA converted to a lower-cost credit card processing company in late January 2017, which has resulted in continued monthly savings.

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

 (Ayes –Breetz, Fowler, Jackson)

1. **Property Management Committee**- Mr. Boone *(See Property Management Report for details)*

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

Mr. Boone discussed how HPA finished surface repairs to 1212 Main Street with grass plantings and meter pads. The lot signage along with meter signage is planned for July and will complete all lot improvements. A prototype of the Parklet has been built and is on display in HPA’s back office. There has been some tepid interest by prospective businesses. The PM Committee directs the CEO to work with prospects to arrange an agreement that will get a parklet on the streets by July.

Mr. Boone concluded the property management report stating that HPA will be rolling out the mobile app for soft rollout on July 5th.

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

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter into executive session to recommend annual salaries for HPA personnel, a motion was made by Mr. Jackson, seconded by Mr. Fowler, passing unanimously –

**VOTED**: To enter into Executive Session at 7:05 P.M.

 (Ayes –Breetz, Fowler, Jackson)

**Executive Session (7:05 p.m.)**

**RETURN TO REGULAR SESSION (7:42 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. Jackson, seconded by Mr. Fowler, passing unanimously to -

**VOTED:** Adjourn the June 15, 2017 Regular Board Meeting at 7:43 P.M.

 (Ayes –Breetz, Fowler, Jackson)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board