

Approved Minutes
Thursday, September 15, 2016 - 5:00 p.m.
Special Meeting of the Board- Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

William R. Breetz, Chairman
Rex B. Fowler, Commissioner
Mitchell Jackson, Commissioner
Mathew P. Jasinski, Commissioner
Christian Sager, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Kenya Smith, Associate Director/Director of Operations
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Kyle Plaskiewicz-Republic

1. **Call to Order** – Mr. Breetz called the September 15, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:13 p.m.
2. **Roll Call of Commissioners** –Ms. Kenya Smith, Madame Secretary conducted roll call and announced there was a quorum present.
3. **Chair’s Comments** – Mr. Breetz made a statement about the status and court proceedings with HPA and the State Marshal case. He also spoke briefly about the passing of the ordinances earlier in the beginning of the week and the recent update of future staffing at HPA.
4. **Approval to the Minutes of the Regular Meeting on July 21, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

VOTED: Approval of July 21, 2016 meeting minutes

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

5. **Approval of the Minutes of the Special Meeting on August 1, 2016**- Mr. Breetz polled Commissioners for corrections to the minutes. Commissioner Jasinski asked for a correction on his name it should be an “I” rather than a “Y”. Commissioner Jackson asked for correction

of his first name to be replaced with his last name in the votes. Lastly, counsel asked for word changes within the minutes.

VOTED: Approval of August 1, 2016 meeting minutes.

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

PUBLIC COMMENTS –None

EXECUTIVE SESSION

Executive Session- Mr. Breetz called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, passing unanimously to –

VOTED: Enter into Executive Session at 5:19 p.m.

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

Highlighted discussion within the executive session were the following: Mr. Boone’s review, MAT garage/credit cards and the Republic contract.

EXECUTIVE SESSION ENDED AT 6:30 PM

Return to Regular Session 6:35 pm

REPORTS AND ACTION ITEMS

1. **Personnel Committee-** None

2. **Finance Committee-** Mr. Fowler

- A. Mr. Fowler along with Mr. Boone went over the Budget revision sheet (*See board package for details*) in regards to making changes in the budget due to unforeseen expenditures/variances, parking enforcement matters and collections in regards to DMV matters.
- B. Mr. Fowler went over the monthly report for HPA, as he went over the budget other members of the board made a suggestion, to offer to the city a detailed report in regards to income and revenue. All agreed it would be a good faith gesture to the City. (*See monthly report for details*).

Mr. Fowler made a motion to vote on acceptance of the August monthly report, seconded by Mr. Jasinski-

VOTED: Acceptance of August Monthly Report
(Ayes – Breetz, Jasinski, Fowler, Jackson and Sager)

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

Mr. Sager did an overview of the collection rates, budget improvement modifications and surface lots. Mr. Sager and Mr. Boone discussed the future transition of HPA operations in regard to on-street meters, placard status, parking citation modifications, the resident permit program, signage and handicap parking. There were no questions on Mr. Sager's overview from the board members.

Also discussed was the idea of parklets. Mr. Boone mentioned he had gone to the city of New Haven with a representative of the Council and the BID to talk with New Haven on the pros and cons of the parklets in New Haven. Further information will be shared and discussed once available.

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

5. **Marketing Committee**-None

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

Mr. Boone gave a brief overview of the property management and administrative side to HPA. In regards to property management Mr. Boone spoke of MAT equipment RFP's and the efforts of working with CRDA.

From the administrative side, Mr. Boone talked of new prospective staffing positions for HPA to advance the administration and the on-street operations. His main focus in regards to technology dealt with the direction HPA will be taking with Parkeon. With the new meter contract anticipated to be in place soon, Mr. Boone touched on meters and the meter(s) location, vehicle enforcement and technology, and the importance of signage and striping.

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 adjourn -

VOTED: Adjourn the September 16, 2016 Special Board Meeting at 7:56 P.M.
(Ayes - Breetz, Fowler, Jasinski, Jackson and Sager)



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Respectfully submitted,

Kenya Smith

Ms. Kenya Smith

Madam Secretary to the Board