



Approved Minutes
Thursday, July 17th, 2014 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Ken Lerman, Vice Chair
Rex Fowler, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey E. Redd, Associate Director
Michael DesRoches, Director of Finance and Administration
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Adam Cloud, Treasurer, City of Hartford
Darrell Hill, Chief Operating Officer, City of Hartford
Dan Nash, Regional Manager, Republic Parking
Kyle Nichols, General Manager, Republic Parking

1. **Call to Order** – Ms. LeShane called the July 17th, 2014 Regular Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum.
3. **Approval of the Regular Board Meeting Minutes for June 19th, 2014**
Ms. LeShane polled the Commissioners for amendments and corrections to the minutes and hearing none called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Fowler that -

VOTED: The June 17th, 2014 Regular Board Meeting Minutes were approved as submitted. (Ayes: LeShane, Lerman) (Abstain: Mr. Fowler)
4. **Approval of the Public Hearing Minutes for June 18th, 2014**
Ms. LeShane noted that the Authority held its first Public Hearing on Wednesday, June 18th, 2014 to receive public comment on the proposed 141 and 166 Sheldon Street Lots Parking Rate for hourly and monthly patrons and Public Hearing minutes will be approved at the next scheduled Regular Board Meeting.

Ms. LeShane polled the Commissioners for amendments and corrections to the minutes and hearing none called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Fowler that -

VOTED: The July 18th, 2014 Public Hearing minutes were approved as submitted. (Ayes: LeShane, Lerman, Mr. Fowler)
5. **Chair’s Comments** – Ms. LeShane requested commissioners agree to alter its Agenda to go into Executive Session as its first agenda item to discuss the pending sale and potential contract related to the Church Street garage.
6. **EXCUTIVE SESSION**

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously to –

VOTED: Enter into Executive Session to discuss matters related to the sale of the Church Street Garage. (Ayes – LeShane, Lerman, Fowler)

Mr. Cloud, Mr. Hill, Attorney Varano, Mr. Boone and Mr. DesRoches attended the Executive Session.

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously to –

VOTED: Adjourn the Executive Session at 6:30P.M.
(Ayes – LeShane, Lerman, Fowler)

No action was taken related to the executive session discussion. Mr. Cloud and Mr. Hill departed after the Executive Session.

Mr. Lerman continued to participate in the Board Meeting via telephone.

REPORTS AND ACTION ITEMS

Ms. LeShane with the Commissioners' concurrence announced that due to time allocated for the Executive Session and Mr. Fowler's commitment to attend another meeting, the Agenda would be shorten to four actions items:

- Approval of the MAT Garage Repair Contract
- Approval of Residential Parking Permit Regulations
- Approval of 1212 Main Street and 58 Chapel Street Surface Lots Parking Rate
- Approval of Foreign Consulate On-Street Parking Policy

1. **Property Management Committee** - *Please see the Property Management Report for details.*

Ms. LeShane asked Mr. Boone to present the action items because Mr. Breetz, the Property Management Chairman, was not present.

a. Approval of the MAT Garage Repair Contract

Mr. Boone stated that with the Board's previous approval, the HPA issued a MAT Garage Repair Request for Response and received three proposals. Mr. Boone stated that the Selection Committee reviewed the proposals with the Property Management Committee's agreement recommend the contract be award to Frank Cappaso and Sons not to exceed \$1.3 million include contingency. Mr. Boone noted Cappaso has provided services under contract with the Authority in the past.

Ms. LeShane stated that she attended the Property Management Committee meeting, complimented the HPA staff for their work and the contract was worthy of approval.

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously to -

VOTED: To award MAT Garage Repair Contract to Frank Cappaso and Sons.
(Ayes – LeShane, Lerman, Fowler)

b. Approval of Residential Parking Permit Regulations

Mr. Boone stated that the Authority held a Public Hearing on Monday, July 14th, 2014 to receive public comment of the residential parking permit regulations. Mr. Boone reported that the public provided meaningful feedback in support of the permit regulations. Mr. Boone noted that a citizen stated that the regulation should state that the applicant's vehicle should be registered in the City of Hartford, Connecticut (City). Mr. Boone stated that, after discussions with Attorney Varano, it was agreed the regulation would not include the suggestion. Mr. Boone noted the staff would research the suggestion further and report its findings to the Board to amend the regulation if necessary.

Attorney Varano stated in response to the suggestion to restrict permits to applicants with vehicles registered in the City of Hartford was unduly restrictive because there may be out of state students and or tenants residing in the parking permit zones on a temporary basis that would not qualify. In response to Mr. Fowler's comment, Attorney Varano stated that the applicant must prove residency to qualify for a permit.

Ms. LeShane stated that another issue which arose from the Public Hearing that may return to the Board to amend the regulations was multi-family dwellings. Ms. LeShane stated that it was suggested that the Authority verify that multi-family dwellings are permitted in accordance with City ordinances. Ms. LeShane directed the staff to research the subject matter and report back to the Board its findings and recommendation in the future.

Ms. LeShane stated that the Public Hearing attendance was larger than expected, numerous Neighborhoods Revitalization Zones were represented and there is significant support of the initiative.

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously for -

VOTED: Approval of the Residential Parking Permit Regulations.
(Ayes – LeShane, Lerman, Fowler)

c. Approval of 1212 Main Street and 58 Chapel Street Surface Lots Parking Rate

Mr. Boone reported that the Authority held a Public Hearing to receive public comment on the 1212 Main Street and 58 Chapel Street Surface Lots Parking Rate which was attended by one citizen who had no concerns related to the rate table.

Mr. Boone stated that the Property Management Committee recommends approval of the 1212 Main Street and 58 Chapel Street Surface Lots Parking Rate as presented.

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously for -

VOTED: Approval of the 1212 Main Street and 58 Chapel Street Parking Rate.
(Ayes – LeShane, Lerman, Fowler)

In response to Attorney Varano's query, Mr. Boone with the Commissioners' concurrence stated that the 141 and 166 Sheldon Street Surface Lots Parking Rate was approved at the June 2014 Regular Board Meeting.

d. Approval of Foreign Consulate On-Street Parking Policy

Mr. Boone stated that through Mayor's office the Brazilian Consulate requested five on-street parking spaces and five on-street parking spaces for the Peruvian Consulate on Kinsley Street. Mr. Boone reported that the staff reviewed the request noting there

was limited on-street parking available on Kinsley Street and to obligate the spaces would result in undue hardship to the small businesses located there.

Mr. Boone stated that Mr. Redd suggested Columbus Boulevard as an alternative to Kinsley Street where there was ample on-street parking inventory. Mr. Boone stated that the staff of the Brazilian consulate currently parks in the Constitution Plaza Garage which has a market rate of \$12,720. Mr. Boone noted he did not have any information on whether they receive a preferred rate. Mr. Boone stated that the market value of five non-progressive rate on-street spaces is \$13,000 per annum.

Mr. Boone stated that HPA's results were presented to the Mayor's representative who communicated to him the Consulates received free parking in New York City, New York. Mr. Boone stated that Mr. Redd contacted the City of New York and the contact stated Diplomats' vehicles have to pay for on-street parking through indirect means what does this mean?? . Mr. Boone stated that he conveyed these findings to the Mayor's representative who responded that the protocol to follow is that of the embassies in Washington D.C.

Mr. Boone stated that the staff contacted Washington D.C.'s Department of Public Works (Transportation division) at which time he was told on-street parking was not free and the Diplomats' vehicles are expected to park on their off-street property. Mr. Boone reported his findings to the Mayor's representative and was asked to follow up with them once the Board votes on the request.

Mr. Boone stated that the Property Management Committee recommends the Authority enter into a narrowly defined on-street lease with both Consulates in its approval of Foreign Consulate On-Street Parking Policy. Mr. Boone noted that the definition would be outside any previous requests for long term or preferred on-street parking in the City.

To clarify, Mr. Lerman with the concurrence of Ms. LeShane stated that the recommendation was to lease on-street parking spaces for the sole purpose of a Foreign Consulate use. Mr. Lerman stated that he would not make the motion.

Ms. LeShane asked Attorney Varano whether she could second a motion to bring the matter to the table. Ms. LeShane added that she was uncomfortable in bringing the recommendation to lease on-street parking because the recommendation may set a precedence for on-street reserved parking a subject that that has come up in the past and not been fully vetted by the Commissioners or staff.

Ms. LeShane stated that the Commission was in support of Mayor's Office objectives however, they should be made aware of the Commission concerns and her suggestion would be to table the recommendation rather than reject it. Ms. LeShane stated that the Commission should direct Mr. Boone to discuss the Commissioners' concerns with the Mayor's Office and report back to the Board which the Commissioners present agreed.

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously to -

VOTED: Table the Approval of the 1212 Main Street and 58 Chapel Street Parking Rate. (Ayes – LeShane, Lerman, Fowler)

In response to Mr. Fowler query on the impact of the Rock Cats Baseball Stadium (Stadium) lease proposal on the 1212 Main Street and 58 Chapel Street Surface Lots and any potential negative impact on the Authority's finances, Mr. Boone stated that the Authority is engage to the extent it can be on the proposal and in fact the

proposed lease as written was financially unfavorable to the Authority. Mr. Boone added he provided Tom Deller, Executive Director, City of Hartford's Department of Development Services input on the lease proposal and copied Attorney Varano. Mr. Boone stated he was notified that the document was forwarded to the outside counsel hired for the sale of the Stadium for discussion/review. Mr. Boone stated he would actively monitor and engage on this topic on behalf of the HPA and keep commissioners updated and aware of the situation.

Mr. Fowler stated that his understanding was the Stadium lease proposal was going to the City Council (Council) in August 2014 and he wanted to ensure the Commission had an opportunity to present its concerns directly to the Council if Development Services was not considering them.

In response to Ms. LeShane comments, Mr. Boone reported that his input to Mr. Deller was verbal however, his comments have been communicated to the lawyers preparing the lease.

Ms. LeShane inquired of Mr. Fowler if a written document which could be shared would address his concerns. Mr. Fowler stated that the Authority has an obligation to the public to convey its concerns to the City Council and documenting those concerns would assist the Authority in meeting those obligations. Ms. LeShane with agreement from the Commissioners directed Mr. Boone to document the Commission's concerns on the Stadium lease proposal and forward it to Mr. Deller.

2. **Finance Committee** - *Please see the Financial Report for details*

Ms. LeShane stated that the last order of business was the acceptance of the Financial Report. Mr. Fowler inquired if the Repair and Replacement Account Funding R&R was going to be presented for action. Ms. LeShane stated that Attorney Varano suggested the Authority hold off on any discussions on the R&R therefore, the Agenda item will not be reported on.

- a. Monthly Report – Mr. Boone stated that continuing operations declined this month as the cumulative operating loss variance decreased from \$106,199 in May to \$304,694 in June. Mr. Boone noted the decline was attributed to a spreadsheet error and poor performance at the MAT Garage. Mr. Boone stated that the staff is developing a new spreadsheet to avoid any errors that may occurred in the future.

Mr. Boone stated that the net operating income had a favorable variance of \$251,292; for Fiscal Year 2013-2014.

In response to Mr. Fowler's comments, Mr. Boone explained that the new financial report showed trending from month to month.

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously to -

VOTED: Accept the Accept the June 2014 Financial Report.
(Ayes – LeShane, Lerman, Fowler)

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane opened the floor to additional public comment and there was none.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously that the July 17th, 2014 Regular Board Meeting ended at 6:50 P.M. (Ayes – LeShane, Lerman, Fowler)

Respectfully submitted,

Carey E. Redd, II, CAPP

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Secretary to the Board