



Approved Minutes
Thursday, May 21st, 2015 - 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present

Ken Lerman, Vice Chair
Rex Fowler, Treasurer (Joined Meeting at 5:30 P.M.)
Mat Jasinski, Commissioner
Bill Breetz, Commissioner

Also Present for HPA:

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

Guests:

Kyle Nichols, General Manager, Republic Parking
Larry Levere, SIOR, Director, Office Brokerage, Sentry
John Kennelly, Esq., Kennelly & Associates/Trumbull Tower Management, LLC

1. **Call to Order** - Mr. Lerman called the May 21st, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:08P.M.
2. **Roll Call of Commissioners** - Mr. Redd conducted roll call and announced there was a quorum present.
3. **Approval of Minutes of the Regular Board Meeting of March 19th, 2015** - Mr. Lerman polled Commissioners for corrections to the minutes and hearing none called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski that -

VOTED: Approved the March 19th, 2015 Regular Board Meeting Minutes as submitted.
(Ayes - Breetz, Jasinski, and Lerman)

4. **Approval of Minutes of the Special Board Meeting of April 9th, 2015** - Mr. Lerman polled Commissioners for corrections to the minutes and hearing none called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski that -

VOTED: Approved the April 9th, 2015 Special Board Meeting Minutes as submitted.
(Ayes - Breetz, Jasinski, and Lerman)

5. **Approval of Minutes of the Special Board Meeting of April 30^h, 2015** - Mr. Lerman polled Commissioners for corrections to the minutes and hearing none called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski that -

VOTED: Approved the April 30th, 2015 Special Board Meeting Minutes as submitted.
(Ayes - Breetz, Jasinski, and Lerman)

6. **Chair's Comments:** Mr. Lerman stated Paddi LeShane, Chair, HPA could not attend the meeting, there was no Personnel Committee Report then asked Mr. Jasinski to present the Bylaws Committee Report.

REPORTS AND ACTION ITEMS

1. **Bylaws Committee** - Mr. Jasinski stated a draft of the Bylaws revisions was distributed to Commissioners for their review then asked Mr. Redd to proceed with the report. Mr. Redd stated a red-lined version of the Bylaw revisions were distributed so Commissioners could review them prior to adoption by the Board.

Attorney Varano stated before voting on the Bylaws revisions for adoption she needed Commissioners' input on a few remaining revisions. She asked the Commissioners if in ARTICLE V - MEETING, Section 8, Executive Sessions the words "a majority" should replace "at least two-thirds (2/3)." The Commissioners agreed "a majority" should replace "at least two-thirds (2/3)." In addition the Commissioners agreed the phrase "and voting" should be deleted.

Attorney Varano as agreed with Commissioners stated the same revisions were to be made in ARTICLE V - MEETING, Section 1 (b) Regular Meetings so that items not included on the meeting agenda and or come up during a meeting can be considered and acted upon by the Board.

Attorney Varano stated that Robert's Rules of Order allows the Chair or other presiding officer to vote when the number of Commissioners or Directors of a Board is less than twelve (12) therefore the fifth sentence in ARTICLE V - MEETING, Section 3, Presiding at Meetings (a) was added as follows, "The Chairperson has the same rights and privileges as all other Commissioners have, including the right to make motions, to speak in debate and to vote on all questions." Attorney Varano stated the Authority relies on Robert's Rules of Order as specified in ARTICLE V - MEETING, Section 3 (b) in response to Mr. Breetz's inquiry.

Attorney Varano asked Commissioners to review the proposed revision to ARTICLE IV - COMMITTEES, Section 1, Standing Committees concerning a quorum. Commissioners agreed that a quorum of two was sufficient for Standing Committees, but that a quorum should include at least one Commissioner. Commissioners discussed, and agreed, that a Hartford resident may serve on a Standing Committee. Attorney Varano confirmed that the section will be revised as follows: 1st Sentence: "(1) be comprised of at least one (1) Commissioner but not more than two (2) Commissioners, and may include employees of the Authority and residents of Hartford;"

- Last Sentence: "A quorum rule of two (2) Committee members, one of whom must be a Commissioner, is applied to all Standing Committees."

Commissioners and Attorney Varano agreed the same revisions are appropriate in ARTICLE IV - COMMITTEES, Section 2, Ad Hoc Committees.

Commissioners agreed all other proposed Bylaw revisions were acceptable. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski for -

VOTED: Adoption of Bylaws revisions as amended. (Ayes - Breetz, Jasinski, and Lerman)

Commissioners complimented Attorney Varano and Mr. Redd for their work on the revisions.

Mr. Lerman called for a motion to amend the agenda to receive the Property Management (PM) Committee Report, a motion was made by Mr. Breetz, seconded by Mr. Jasinski. Mr. Lerman polled Commissioners for comments/questions.

Mr. Breetz suggests prior to the PM Committee Report the Board should receive Public Comments. Mr. Lerman called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski to -

VOTED: Amend the agenda to receive Public Comments followed by the Property Management Committee Report. (Ayes - Breetz, Jasinski, and Lerman)

OPEN SESSION – PUBLIC COMMENT

Mr. Lerman stated generally Public Comment is limited to 2 minutes per speaker however each speaker will be given 10 minutes for the purpose of this meeting.

Mr. Kennelly introduced himself and apologized for speaking to Commissioners so late in the lease procurement process. He added his client, Trumbull Tower Management, LLC (TTM) only recently acquire knowledge of HPA's plans to relocate its administrative offices and thanked the Commission for allowing him an opportunity to speak. He stated that he obtained a copy of the May 21st, 2015 Agenda including the PM Committee's recommendation to relocate HPA's administrative offices from the City of Hartford's (City) Town Clerk and his comments will be limited to agenda item 2.b which the Commissioners acknowledged without comment.

Mr. Kennelly stated TTM's 99 Pratt Street office building offered HPA a unique opportunity to relocate its offices. He stated TTM's broker provided Mr. Boone and HPA's broker with an offer which he had copies of at 2:57P.M., May 21st, 2015 and his goal was not to have the Board take action on the offer at this meeting but to have the Board table agenda item 2.b.

Attorney Varano stated copies of the offer have to be submitted and received by the Board Secretary and thereafter the copies may be distributed to Commissioners in response to Mr. Boone's inquiry. Mr. Redd, Board Secretary, HPA received copies of the offer and distributed them to the Commissioners.

Mr. Kennelly with Mr. Boone's concurrence stated the 99 Street office building was located near the corner of Pratt Street and Trumbull Street near The Russell restaurant and barber shop. He added the office space offered was above The Russell in response to Mr. Fowler's comments/inquiries.

Mr. Kennelly stated the proposed office space was on the building's 2nd floor and retail space was available on the ground floor. He presented photographs of the office space and then proceeded to describe the office space using 2 layouts that he prepared. The photographs were received and distributed by Mr. Redd.

Mr. Kennelly stated the Memorandum "Recommendation Requiring Action, Approval of HPA Office Relocation (Revision 1)" dated May 13th 2015 stated the office/retail space had to:

- Comply with American Disability Act (ADA) requirements which the proposed office and retail space located at 99 Pratt Street did.

- Be motorists' convenient which 99 Pratt Street was. Mr. Kennelly stated the location had available parking comparable to 11 Asylum Street and easy access to off street parking.
- Have cash office and cash moving security. Mr. Kennelly stated the office building offered an important element to the HPA security for the cash office and cash moving. Staff could move cash from the 1st floor retail space by way of a back stairwell directly into the 2nd floor office, collections would enter through a door at the rear of the building and an elevator not accessible from the common lobby was available for additional cash moving security. In response to Mr. Boone's inquiry, Mr. Kennelly stated the coins can be taken to the 2nd floor office or left on the 1st floor, whatever was HPA's preference?
- Provide Hearing Office access. Mr. Kennelly stated the City's Hearing Offices can be configured in numerous ways, modified as needed and the build out will be \$25/sq. ft.

He noted the building was prime real estate beautifully adorned windows 12' to 15' high.

Mr. Kennelly stated there were minor concerns expressed by some Pratt Street tenants due to the limited available on-street parking and anticipated increased volume of the motorists during daytime business hours. He stated the concerns will be mitigated because the office/retail space was on the corner of Pratt Street, motorists could park on Trumbull Street and walk the short distance to the building's front door. He added 11 Asylum Street does not provide any more or less parking than 99 Pratt Street and both streets only allow motorists to park on one (1) side.

Mr. Kennelly stated a major advantage of 99 Pratt Street was that it is less expensive than 11 Asylum Street. In response to Mr. Boone's comments/inquiries, Mr. Kennelly stated the offer letter was misstated, TTM's office/retail space lease proposal was a gross offer for not double net for the record.

Mr. Kennelly apologies, again, and repeated his request that agenda item # 2.b Memorandum "Recommendation Requiring Action, Approval of HPA Office Relocation (Revision 1)" be tabled until HPA's next Regular Meeting. He stated the HPA did not need to make an immediate decision but had ample time to consider an alternative to the recommendation and his understanding was the HPA could extend the lease for its current lease with the approval of the State of Connecticut (State of CT) Department of Administrative Services until August 2015. He added the 99 Pratt Street offer was the best offer and he was available for questions.

In response to Mr. Fowler's inquiry, Mr. Kennelly stated there was no direct connection between the retail space and 2nd floor offices. He stated if one exits the retail space rear door the rear stairwell in that area will allow access to the 2nd floor.

After Mr. Kennelly closed his public comments he presented two (2) layouts of office space discussed to Mr. Redd, who received them for record keeping purposes.

Mr. Lerman polled for further comments, and hearing none, closed Public Comments.

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

Mr. Breetz stated PM Committee met Wednesday, May 13th 2015 and his comments would follow the Report distributed to Commissioners.

- a. MAT Repairs and Preventive Maintenance Project - Mr. Breetz stated MAT Garage project was completed under budget. He stated roughly \$10k of the remaining funds will be used for miscellaneous repairs in support of the Hartford Stage improvements to their street level entrance from the MAT Garage, no parking spaces will be off line during the construction period and the exiting stairwell will not be affected.
- b. Republic Update - Mr. Breetz stated Republic's collection results by category were consistent or better than the past month and booting was in line with budget projections.
- c. Sheldon Street Lot Lighting Projects - Mr. Breetz stated 141 Sheldon Street Lot project work was completed and lighting improvements to 166 Sheldon Street Lot delayed by inclement weather started May 4th, 2015 and completion is expected by May 22, 2015. Mr. Boone stated the City's Department of License and Inspection has to perform inspections therefore it is possible the completion date may be extended but not the completion date will not go beyond May 29, 2015.

Mr. Breetz stated after many challenges the 141 Sheldon Street Lot's gate system problems had been resolved. He noted the:

- Gate system was functioning properly.
 - Level of complaints has diminished significantly.
 - State of the art replacement cameras recently installed were in the final 2 weeks of testing.
- d. HPA/CRDA Management Agreement - Mr. Breetz stated the agreement would be discussed in Executive Session.
 - e. HPA Citation Sale/Deposition - Mr. Breetz stated HPA did not receive any responses to the Citation Sale Request for Quotation (RFQ) and rejected the only proposal that was received. He stated the proposal was for taking over the collection process at a considerable higher rate than what HPA is paying its current vendor, staff has prepared a draft resolution for City Council to write off debt that counsel is reviewing and HPA will be able to still collect the debts after they are written off.
 - f. HPA Office Move - Mr. Breetz stated the move will be discussed in Executive Session.
 - g. On-Street Meters/Test Bed - Mr. Breetz stated the subject will be discussed in Executive Session.

EXECUTIVE SESSION - # 1

- a) Contract Negotiations
 - Real Estate/Leasing
 - HPA/CRDA Management Agreement
 - On-Street Meters/Test Bed

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

VOTED: Enter into Executive Session at 5.55P.M.
(Ayes - Breetz, Fowler, Jasinski, Lerman)

In response to Mr. Kennelly inquiry, Mr. Lerman stated the Regular Meeting will reconvene after Executive Session.

Mr. Boone, Attorney Varano and Mr. Levere participated in Executive Session.

Mr. Levere exited Executive Session at 6:12P.M.

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

VOTED: End Executive Session at 6:35P.M. (Ayes - Breetz, Fowler, Jasinski, and Lerman)

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

VOTED: Reconvene the Regular Meeting at 6:36P.M.
(Ayes - Breetz, Fowler, Jasinski, and Lerman)

- a. On-Street Meters/Test Bed - Mr. Breetz stated the PM Committee recommend approval of the three (3) recommendations as detailed in the May 13, 2015 Memorandum, MPS Meter Test Bed, distributed to Commissioners for the May 21st, 2015 Regular Meeting described below:
1. Authorize sole source justification to procure MPS on-street meters for a pilot project.
 2. Install three (3) MPS meter test locations in the central Business District.
 3. Authorize the HPA CEO/Executive Director to negotiate citywide implementation agreement terms, subject to final outcome of MPS meter test, PM Committee Review, and Board approval thereafter.

In response to Mr. Boone's inquiry, Mr. Lerman instructed the staff to incorporate a break up limit and installation expense in the terms negotiated with MPS. Mr. Breetz proposed Mr. Lerman represent the Board in MPS negotiations which Mr. Lerman acknowledged in agreement. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, called for a motion, made by Mr. Breetz, seconded by Mr. Jasinski, that -

VOTED: Approved the Property Management Committee's recommendation for sole source justification to procure MPS on-street meters. The installation of three (3) MPS meter testing locations in accordance with the terms detailed within the recommendation. Authorized the HPA CEO/Executive Director to negotiate citywide implementation agreement terms, subject to the final outcome of the MPS meter testing, a Property Management Committee Review, and final Board approval detailed in the May 13, 2015 Memorandum, MPS Meter Test Bed. (Ayes - Breetz, Fowler, Jasinski, and Lerman)

- b. Real Estate/Leasing - Mr. Breetz stated PM Committee recommend the Board authorize the HPA CEO/Executive Director to lease office space at 11 Asylum Street in accordance with the provisions in Option 1 as detailed in May 13th, 2015 Memorandum, Recommendation Regarding HPA Offices Relocation (Revision 1), distributed to Commissioners for the May 21st, 2015 Regular Meeting.

Mr. Breetz made a motion, seconded by Mr. Jasinski to authorize HPA CEO/Executive Director lease office space at 11 Asylum Street. Mr. Lerman polled Commissioners for comments/questions.

Mr. Breetz stated the Commissioners' primary past concern was whether retail space was important or not. He stated he would not speak on the subject due to a conflict of interest. He stated he had disclosed to Commissioners and staff the conflict of interest was Central Row, who submitted a proposal to the HPA. He added he instructed staff to evaluate the importance of retail space on its merit and staff's conclusion was retail space was not. He noted his own sense was retail space was an attractive incentive for motorists needing to pay their parking citation fines.

For the record, Mr. Lerman disclosed he was a personal friend of Mr. Kennelly. Mr. Kennelly stated he thought Mr. Breetz to be a personal friend, also.

Mr. Jasinski stated that he was not concerned about retail and or store front space.

Mr. Lerman stated he was not overly concerned either and motorists will be able to find the administrative offices with adequate signage.

Mr. Breetz stated HPA could explore occupying retail space at 11 Asylum Street in the future, if needed. He stated Commissioners had an open/frank discussion about 99 Pratt Street offer in Executive Session and the economics of the offer did not outweigh the advantages of 11 Asylum Street, Option 1. He stated the future retail space expansion potential, available on-street parking on Asylum Street, and the timing to move in coordination with the State of CT need to occupy the current HPA administrative offices located in the Morgan Street Garage provide the Authority with the most flexibility. In response to Mr. Lerman inquiry, Mr. Breetz stated the retail space was not included in Option 1 but was available in the future if needed and the office space in Option 1 was on the 3rd floor.

Mr. Boone stated 11 Asylum Street, Option 2 provided office space on the 2nd floor that is considered retail which commands a higher price per square foot. He stated the square footage in Option 2 was about what HPA administrative offices, Republic's Office of Parking Management and City's Citation Hearing Office utilizes the currently in response to Mr. Fowler's inquiry. Mr. Boone stated the HPA could explore a lease for retail space at 11 Asylum Street if a demand for such arises in the future.

Mr. Boone stated the 892 Main Street office building is near Panera Bread and left of State House Square in response to Mr. Lerman's inquiry. He stated the office space was closest to what HPA needs were and required little fit out; however, the tradeoff of a saving on the capital improvements for paying a much higher lease rate per square foot. He stated the 892 Main Street broker was not open to negotiating gross and or double net arrangements to lessen the HPA's expenses.

Mr. Boone stated 100 Allyn Street lease negotiation did not reach execution, terms halting negotiations were discussed with the brokers engaged in the secondary selection process. He stated the 11 Asylum Street broker accept the terms that brought 100 Allyn Street negotiations to a halt in response to the Commissioner's comments/inquiries. Mr. Boone

stated the 100 Allyn Street negotiations just ended but has not been recorded in the minutes in response to Commissioners' comments/inquiries. After the Commissioners brief discussion, Mr. Breetz withdrew his motion, seconded by Mr. Jasinski to approve the PM Committee's recommendation to authorize the HPA's CEO/Executive Director to lease on the 3rd floor at 11 Asylum Street for the administrative offices. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, called for a vote, that -

VOTED: Approved Mr. Breetz's withdrawal of the motion for the Commissioners' approval to authorize the HPA's CEO/Executive Director to negotiate a lease office space at 11 Asylum Street.
(Ayes - Breetz, Fowler, Jasinski, and Lerman)

Mr. Breetz made a motion, seconded by Mr. Jasinski to notify 100 Allyn Street broker in writing that the HPA was withdrawing its offer to lease office space. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, called for a vote, that -

VOTED: Directs HPA's CEO/Executive Director to notify the 100 Allyn Street broker in writing the HPA withdraws its offer to lease office space.
(Ayes - Breetz, Fowler, Jasinski, and Lerman)

Mr. Fowler as Commissioners agreed suggest the words "3rd floor" be included in the motion to lease 11 Asylum Street, Option 1. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, called for a motion, made by Mr. Breetz, seconded by Mr. Jasinski, that -

VOTED: Authorize HPA's CEO/Executive Director to negotiate an office space lease for the 3rd floor at 11 Asylum Street, Option 1 as detailed in the May 13, 2015 Memorandum, Recommendation Regarding HPA Offices Relocation (Revision 1). (Ayes - Breetz, Fowler, Jasinski, and Lerman)

Mr. Jasinski and Mr. Kennelly exited Regular Meeting at 6:50P.M.

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

Mr. Fowler stated prior to the Finance Committee's presentation of the monthly report Mr. Boone would to update Commissioners on proposed FY2015-2016 (FY15-16) Budget.

- a. **FY2015-2016 Budget** - Mr. Boone stated the HPA's proposed FY15-16 Budget along with ordinance changes and recommendations was presented to City Council the previous week. He stated City Council is scheduled to vote on City's FY15-16 Budget that includes HPA's Budget the week of May 25th, 2015 and the HPA will be notified of City Council's approval or rejection of its budget thereafter. He stated he was not aware of any issues with the proposed budget, ordinance changes and or recommendations. He stated when City Council accept HPA's Budget it is possible the ordinance changes and or recommendations will be affirmed though the ordinance changes will have to be submitted separately for approval by City Council in accordance with the City's process. He added drafts of the ordinance changes have been forwarded to Attorney Varano for review.

Mr. Boone stated the recommendation to use license plate recognition to identify vehicles with outstanding property taxes caused the most feedback from City Council during the

Budget presentation. He stated the HPA does not realize any revenue that is generated from this effort therefore it will be submitted separate from the ordinance changes and or other recommendations, if at all.

- b. Monthly Finance Report - Mr. Fowler stated there was a marginal reduction in the negative variance in FY2014-2015 (FY14-15) Budget through the first 10 months of the fiscal year ending April, 2015. He stated there was nothing of concern to report.

Mr. Boone stated about \$20k of April surface lot revenue is outstanding and it is expected to be received May. He stated that all of the move expenses have not been incurred to-date. He added there should be little or no concern about the move expenses because they will be post in June and encumbered in FY15-16. He stated the City's Finance Department has worked with staff to ensure the move funds will not be lost and made available in FY15-16 though the expense will be occurred in FY14-15. He stated HPA has incurred about \$150k in expenses that include around \$124k for the move and roughly \$20k in professional services expenses; i.e., legal fees, construction, drawings, etc. in response to Mr. Fowler's inquiry

Mr. Boone stated a few months ago he reported HPA's FY14-15 Budget was \$3.1M that was originally adjusted by the City downward to \$800k, the City adjusted HPA's Budget a 2nd time upward to \$2.9M and HPA is ahead of the 2nd adjustment.

Mr. Fowler stated the operating revenue is all revenue from all sources before expenses and net revenue is after expenses in response to Mr. Breetz inquiry.

Mr. Boone stated a major client is in the arrears in response to Attorney Varano inquiry. He stated staff, Republic and the client are working together to determine why the arrearage occurred. He added Republic believes the arrearage was due to their personnel issues which led to clients not being billed correctly. After the Commissioners had a brief discussion, they in concurrence with HPA and Republic's staffs determined Republic's personnel issues were to be discussed in Executive Session.

EXECUTIVE SESSION - # 2

- b) Personnel Matters

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

VOTED: Enter into Executive Session at 6.58P.M.
(Ayes - Breetz, Fowler, Jasinski, and Lerman)

Mr. Boone, Mr. Redd and Attorney Varano participated in Executive Session.

VOTED: End Executive Session at 7:07P.M. (Ayes - Breetz, Fowler, Jasinski, and Lerman)

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

VOTED: Reconvene the Regular Meeting at 7:08P.M.
(Ayes - Breetz, Fowler, Jasinski, and Lerman)

Mr. Fowler stated HPA's revenue continues to improve and staff has controlled expenses. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Breetz, that –

VOTED: Accepted the April 2015 Monthly Financial Report.
(Ayes - Breetz, Fowler and Lerman)

Mr. Boone stated his field trip to Palisades Park, NJ the night before allowed him to speak with residents and shopkeepers about the MPS on-street parking meters in response to Mr. Lerman comments/inquiries. He stated the biggest complaint by individuals interviewed was “the new parking system made them follow the parking rules.” He stated the Palisades Park community has embraced the MPS on-street meters that were installed to replace the antiquated P.O.M. parking meters. He stated the P.O.M. parking meters had been heavily abused. He stated individuals he interviewed did not experience any problems with the MPS parking meters' functionality and stated the MPS parking meters were easy to use. He added the MPS parking meters had bilingual display screen that were programmed in English and Korean. He added the first generation Koreans did not have a problem operating the parking meters.

Mr. Boone stated he and Mr. Redd met with Palisades Park's Borough Administrator (BA) who has multiple responsibilities including but limited to on-street parking operations. He stated they asked several questions during the meeting and the BA made two key points that were to:

1. Avoid the pitfalls the Palisades Park Project Team experienced the HPA should get the utilities on board before proceeding with the installation.
2. Monitor City's License and Inspection Department(L&I) because their L&I staff was very overzealous which caused additional tension with the utilities amplifying the original tension that resulted from political issues the utilities had with Palisade Park, NJ and tensions manifested throughout the installation and afterwards.

Mr. Boon stated the BA validated the assertions of MPS about their on-street parking meters.

4. Executive Director's Report Update - *Please see the Executive Director's Activity Report for details*

Mr. Boone stated there were no new projects, his goal was to reduce the list of open projects further over the next several months, many of the projects on the list in July 2014 have been closed out including but not limited to the:

- HPA's Tiger Grant involvement. The net change will be 2 parking spaces (spaces) lost when the project is completed in November, 2015. The loss will be offset by 8 additional spaces due to the transit realignment resulting in a net gain of 6 spaces.
- Citation Sale/Deposition RFQ was discussed earlier in the meeting. In response to Mr. Lerman's inquiries, Mr. Boone stated there was no minimum amount specified in the RFQ and he notified City Council of the results at the budget presentation.
- MAT Garage restoration project was complete as discussed earlier.
- Trumbull Street relocation move was under way. The street will remain closed during the Stadium construction contrary to statements made by the City and Centerplan.
- Facilities and Project Manager, Ted Sheiber, has been hired. Mr. Boone stated Mr. Sheiber brings a wealth of knowledge to the position along with an understanding of

the City. He stated Mr. Sheiber previously worked as Facilities Manager for ten years at the Hartford Public Library and its branches.

- Church Street Garage (CSG) pipe rupture has been completed at an expense of \$26k.
- Bylaws revisions were approved and adopted earlier in the meeting.

In response to Mr. Breetz's comments/inquiries, Mr. Boone stated his overall relationship with City Hall has improved. He stated the working relationship with the:

- City's Chief Operating Officer (COO) was more collaborative.
 - Relationship with City Council has not been an area that he has had to concentrate on.
- He stated the improvements in his working relationship with the City Council and COO was bolstered by the alternative option he presented to the City's Administration for the sale of the CSG and exemplified during the budget presentation in his opinion.

In response to Mr. Lerman's comments/inquiries, Mr. Breetz stated Mr. Lerman was complimented by his colleague for Mr. Lerman's forthright statements at the Zoning Board of Appeals (ZBA) meeting Mr. Breetz's colleague and Mr. Lerman attended.

Mr. Lerman stated a request to add 10 additional parking spaces on Albany Avenue came before the ZBA along with a separate request for additional on-street parking on Bedford Street and Brooks Street. He asked if the HPA had been consulted on either project to which the City Planner (CP) response was, "No." Mr. Lerman stated he offered the CP HPA's assistance which was rejected. He stated the City's Planner stated "they knew what they were doing and did not need the assistance of the parking authority" and Corporation Counsel stated "unless there is an on-street revenue collection, the parking authority is not involved." Though these comments were made, Mr. Lerman stated he still recommended the CP contact the parking authority to take advantage of the expertise within the Authority which is readily available. Mr. Lerman stated while communications and working relationship has progress with City Hall the same improvements are needed with City's Departments. Mr. Boone stated there were some precedents established in the past and he is making every effort to address them by reaching out to the City's Department of Public Works and Planning and Zoning Department to formalize their working relationships and establish better communications.

Mr. Boone stated the issues presented by the Stadium construction were being addressed in a positive manner in response to Mr. Breetz inquiry. He stated the Stadium's General Manager and he tried to schedule a meeting but it did not materialize. They agreed to meet after budget cycle to try and establish a mutually beneficial business plan after the construction is completed including a usage plan for the surface lots prior to future development on the properties. They agreed to bring Centerplan into the discussion to create a long term strategic relationship once development starts.

In response to Mr. Fowler's inquiry, the Commissioners' agreed to take up the two (2) remaining action items on the agenda. Mr. Boone stated his recommendation is to approve the FY12-13 and FY13-14 Annual Reports. Mr. Fowler stated there were a few errors in the FY13-14 Annual Report but they were not substantial. Mr. Boone stated he spoke to Paddi LeShane, Chair, HPA about typographical errors. Commissioners and staff agreed Dornenburg would proofread both Annual Reports prior to their publication/distribution.

Mr. Breetz as Commissioners' agreed suggest the reports be approved subject to proofreading, receipt of Commissioners' comments and submission of comments shall be within the next four (4) days. He stated it was not necessary to extend the time for proofing the reports and receipt

of Commissioners' comments to the end of May and publication of the reports by the end of May at the latest would be in line with the Chair's goal to have them completed for subsequent publication/distribution to the City's Administration in response to Mr. Lerman's comments/inquiries. Mr. Lerman polled Commissioners for further comments/questions, and hearing none, the called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Fowler, that -

VOTED: Approved the FY12-13 Annual Report and FY13-14 Annual Report as amend.
(Ayes - Breetz, Fowler and Lerman)

Mr. Lerman polled Commissioners for further comments/questions, and hearing none, the called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Fowler, to -

VOTED: Adjourn the May 21, 2015 Regular Board Meeting at 7:24P.M.
(Ayes - Breetz, Fowler and Lerman)

Respectfully submitted,

Carey E. Redd, II, CAPP

Carey E. Redd, II, CAPP
Secretary to the Board