



Approved Minutes
Thursday, October 17th, 2013 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Approved at the November 21st, 2013 Regular Board Meeting

Commissioners Present:

Paddi LeShane, Chair¹
Ken Lerman, Vice Chair
Rex Fowler, Treasurer

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Dan Nash, Regional Manager, Republic Parking System

¹Ms. LeShane attended via teleconference

1. **Call to Order** – Mr. Lerman and with Ms. LeShane concurrence chaired the meeting and welcomed Mr. Boone to the staff. Sentiments that were echoed by all present.

Mr. Lerman stated that when there was a quorum, there being none, the Hartford Parking Authority's ("Authority" or "HPA") Regular Board Meeting would convene.

Noting that the Board Secretary was on medical leave, Ms. LeShane appointed Mr. Redd to the position for the duration of the secretary's absence which did not require Board action.

Attorney Varano with the Commissioner's endorsement recommended that the Board review the background information on the proposed ordinance until the call to order was made; then, proceeded to provide a comprehensive update on the initiative for the discussion.

Mr. Lerman called the meeting to order at 5:55 P.M., upon Mr. Fowler's arrival.

2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum present.

3. **Approval of the Minutes of the Regular Board Meeting of September 19, 2013** - Mr. Lerman polled the Commissioners for amendments to the minutes, and hearing none, called for a motion and a motion was made by Ms. LeShane, seconded by Mr. Fowler passing unanimously.

VOTED: The October 17, 2013 Regular Board Meeting Minutes were approved as submitted. By Roll Call Vote: Ayes – LeShane, Fowler, Lerman.

4. **Chair's Comments** - Ms. LeShane stated that over the next several days and weeks Mr. Boone will meet with city officials, business owners, and stakeholders collaborating or in partnership with the HPA; Gregg Seay, News-Editor, Hartford Business Journal for the new CEO's interview; and Attorney Varano and the staff to review the parking system's contract administration, facilities, operations, and procurement policies.

In closing, Ms. LeShane stated that the Personnel Committee will meet with Mr. Boone to develop goals and performance measurements for the ensuing year and forthwith.

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – Mr. Lerman reported that 1 of the staff was on medical leave and the Committee members would discuss the employee’s assignments with Mr. Boone to ensure there is adequate coverage of the tasks.

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

Monthly Report – Mr. Fowler stated that the Authority’s financial performance for the first quarter exceeded budget. He said that first quarter Operating Income was ahead of budget by \$160,000, a result of a several factors including higher revenue from the garages and lower overall expenses.

Mr. Michalik stated that the debt service coverage ratio for debt on the books of the HPA is 3.40. The debt service coverage ratio for all parking system debt is 1.50. Both ratios reflect the defeasance of Morgan Street Garage bonds and the resulting lower debt service.

Mr. Redd stated that Republic would mail Delinquent Notices to the 1,000 motorists whose bad addresses were identified and report the findings at the November 21st, 2013 Regular Board Meeting.

Mr. Lerman polled the Commissioners for comment, and hearing none, called for a motion and a motion was made by Ms. LeShane, seconded by Mr. Fowler passing unanimously.

VOTED: The October 2013 Finance Committee Report was approved as submitted.
By Roll Call Vote: Ayes – Fowler, LeShane, Lerman.

3. **Marketing Committee** – Ms. LeShane reported that the Committee held an internal meeting to review the status of the current marketing efforts. She said the projects were all on track and the full Committee would not meet until the 1st quarter of next year.

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

Monthly Report - Mr. Redd stated that the Commissioner’s feedback from the last meeting on the proposed ordinance was incorporated in the draft currently presented to the Commissioners for their final review and comment. Mr. Redd stated that Attorney Varano would lead the discussion on the proposed change to Chapter 10 of the Municipal Code with the addition of a new Article III entitled “Resident Parking Permits”. If approved by the Commissioners, the proposed ordinance would be delivered to the Mayor for consideration and submission to the Council for approval.

The Commissioners reviewed the text of the ordinance and made the following recommendations: a) revise the conditions under which a resident may apply for a new parking permit; b) correct typographical errors; and c) make stylistic and formatting changes. The Commissioners discussed the amount of the renewal fee. Mr. Fowler suggested that the renewal fee be an amount “not to exceed” \$25.00. All Commissioners agreed to the cap of \$25.00 for a renewal fee and to the other revisions. Attorney Varano agreed to make all of the requested changes before delivery of the final proposed ordinance to the Mayor.

Mr. Lerman polled the Commissioners for comment, and hearing none, called for a motion and a motion was made by Mr. Fowler, seconded by Ms. LeShane passing unanimously.

VOTED: The October 2013 Property Management Committee Report was approved as submitted. By Roll Call Vote: Ayes – Fowler, LeShane, Lerman.

Mr. Lerman polled the Commissioners for comment, and hearing none, called for a motion and a motion was made by Ms. LeShane, seconded by Mr. Fowler passing unanimously.

- 5. Bylaws Committee** – Mr. Redd stated that the By-Laws Committee met October 8th, 2013 to finalize the draft Disposition of Public Records Policy created and the need for such a policy. The Committee heard from Attorney Varano on this matter. Attorney Varano stated that the State of Connecticut has a comprehensive policy and regulations that govern the disposition of public records for all Connecticut towns, municipalities and Boards of Education. As such, Attorney Varano stated that there was no need for the Authority to create a separate policy and regulations.

The Connecticut State Library oversees the disposition of public records for the State and all Connecticut towns, municipalities and Boards of Education. Attorney Varano recommended that the Authority should follow the State Library's regulations and retention schedules for the various types of records included in the State Library's schedules.

The By-Laws Committee with Attorney Varano's concurrence recommends that the Authority adopt the Authority's Disposition of Public Records Policy (attached) which references the State's policy but adds the requirement that the Authority review each year those records which become eligible for disposal or transfer and make a recommendation to the CEO for disposal of such.

Mr. Lerman polled the Commissioners for comment, and hearing none, called for a motion and a motion was made by Ms. LeShane, seconded by Mr. Fowler passing unanimously.

VOTED: The October 2013 By-Laws Committee Report was approved as submitted.
By Roll Call Vote: Ayes – Fowler, LeShane, Lerman.

- 6. Executive Director's Report Update** – Mr. Redd stated that the Parking Study Selection Committee was distributed copies of the responses to the City of Hartford and HPA's Parking Study Request for Proposal and the members who include Mr. Boone would meet to prepare recommendation.

Mr. Redd concluded stating that he would entertain any questions on the Executive Director's Report. There were none.

OPEN SESSION – PUBLIC COMMENT

No comment

EXECUTIVE SESSION - Personnel Matters and Litigation

Executive Session was not held.

ADJOURNMENT

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

VOTED: The October 17 2013 Regular Board Meeting ended at 6:55 P.M.
By Roll Call Vote: Ayes – Fowler, LeShane, Lerman.

Respectfully submitted,

Acting Secretary to the Board

Carey E. Redd, II, *CAPP*