

**Approved Minutes**  
**Thursday, January 19, 2017 - 5:00 p.m.**  
**Regular Meeting of the Board- Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

To be Approved at the  
February 16, 2017  
Regular Board  
Meeting

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**Commissioners Present**

William Breetz, Chairman  
Rex Fowler, Commissioner  
Mitchell Jackson, Commissioner  
Mathew Jasinski, Commissioner  
Christian Sager, Commissioner

**Also Present for HPA:**

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

**Guests:**

Kyle Plaskiewicz-Republic Parking  
Ed Jason-Partner of Whittlesey and Hadley, P.C.

1. **Call to Order** – Mr. Breetz called the January 19, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07 p.m.
2. **Roll Call of Commissioners** –Mr. DesRoches on behalf of Madame Secretary conducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments** – Mr. Breetz extended a warm thanks for all of those in attendance, he also extended a warm welcome to all and offered a sincere welcome to Mr. Ed Jason. He also mentioned a future meeting with the Marshal’s that was thought to be today(Thursday), but both Mr. Breetz and Mr. Boone were told the date in error and the real meeting is to be held next Thursday.
4. **Election of Board Chair for 2017** – Mr. Breetz stated that officers were to be elected. He turned the meeting over to Mr. Fowler to conduct the nomination/election of the HPA’s Chair for the year 2017. Mr. Fowler opened the floor to nominations. Mr. Fowler nominated Mr. Breetz, seconded by Mr. Jasinski. Mr. Fowler polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Mr. Breetz as Chair of the Hartford Parking Authority for the year 2017.  
(Ayes – Fowler, Jackson, Jasinski, Sager)

5. **Election of Board Vice Chair for 2017** – Mr. Breetz opened the floor to nominations for the Vice Chair of the HPA. Mr. Breetz nominated Mr. Jasinski, seconded by Ms. Fowler. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Mr. Jasinski as Vice Chair of the Hartford Parking Authority for the year 2017.

(Ayes – Breetz, Fowler, Jackson, Sager)

6. **Election of Board Treasurer for 2017** – Mr. Breetz opened the floor to nominations for the Treasurer of the HPA. Mr. Breetz nominated Mr. Fowler, seconded by Mr. Jasinski. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Mr. Fowler as Treasurer of the Hartford Parking Authority for the year 2017.

(Ayes – Breetz, Jackson, Jasinski, Sager)

7. **Election of Property Management Committee Chair for 2017** – Mr. Breetz opened the floor to nominations for the Property Management (PM) Committee Chair of the HPA. Mr. Breetz nominated Mr. Sager, seconded by Mr. Jasinski. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Mr. Sager as Property Management Committee Chair of the Hartford Parking Authority for the year 2017.

(Ayes – Breetz, Fowler, Jackson and Jasinski)

8. **Election of Marketing Committee Chair for 2017** – None

9. **Election of Bylaws and Revisions Committee Chair for 2017** – Mr. Breetz opened the floor to nominations for the Bylaws and Revisions Committee Chair of HPA. Mr. Breetz nominated Mr. Jackson, seconded by Mr. Sager. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Mr. Jackson as Bylaws and Revisions Committee Chair of the HPA for the year 2017.

(Ayes – Breetz, Fowler, Jasinski and Sager)

10. **Approval of the 2017 Schedule of Regular Board meetings of the HPA Commissioner Board** – Mr. Breetz presented the 2017 Regular Board meeting schedule; called for a motion; a motion was made by Mr. Breetz, seconded by Mr. Fowler, then called for a vote, which passed unanimous that –

**VOTED:** Approved the HPA Board’s Regular meeting schedule for the year 2017.  
(Ayes – Breetz, Fowler, Jackson, Jasinski, Sager)

11. **Newly Elected Chair’s Comments** – Mr. Breetz stated that he is eager to kick off a new year and expressed his great appreciation and vote of confidence to best serve the Hartford Parking Authority.

12. **Approval to the Minutes of the Regular Meeting on December 15, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none. Mr. Fowler abstained as he was not present at the meeting.

**VOTED:** Approval of December 15, 2016 meeting minutes.  
(Ayes – Breetz, Jackson, Jasinski and Sager)

**PUBLIC COMMENT**– NONE

## **REPORTS AND ACTION ITEMS**

1. **Personnel Committee**-NONE

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

Mr. Fowler went over the monthly report, highlighting the operating income, revenue and expenses total good through December 31, 2016. Mr. Fowler discussed and reviewed the significant variances of the MAT garage, Parking Enforcement, Library Lot, Sheldon Street Lots and why they all exceed the current budget. *(See Finance Monthly Report for details)*

**VOTED:** Approval of December 2016 Monthly Report.  
(Ayes – Breetz, Jackson, Jasinski and Sager)

Mr. Fowler invited Mr. Ed Jason to speak on the logic and idea behind the findings of the HPA Annual Audit. *(See Finance Report for Annual Audit report details)*

**VOTED:** Acceptance of the Annual Audit Report.  
(Ayes –Breetz, Jackson, Jasinski and Sager)

Mr. Fowler asked Mr. Boone to discuss the audit review of the MAT garage. Mr. Boone discussed the findings of what the audit results were and the findings.

Mr. Boone along with Mr. DesRoches let the Board know that Heartland is now the new credit card processor. The choice was made after long deliberation, review and analysis on what works best for HPA as a whole.

Mr. Fowler invited Mr. Boone to discuss in detail the proposed budget. He also stated that because there were so many suggested questions in regards to the budget presented, he created a graph to match and show what the budgets maybe- an unknown verse a known. There are many variables including: the transfer in systems, new meter's and demographics'. All in which we will begin to capture data in a new format, with a broader range of how we create, generate and produce expenses. The Board suggested that all take a moment to process the information received and that a decision would be made next month in regards to the proposed budget. *(See Budget Report for details)*

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

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

Mr. Sager spoke on how HPA will continue to maintain the status quo with respect to DoNo lots despite the halt in stadium construction. HPA has filed an insurance claim with Centerplan with respect to their unauthorized and continual use of 1212 Main to store construction fill. HPA has contracted to remove the fill, as well as continue with restoration efforts.

Mr. Sager also spoke about on street meters discussing the following: new software will be installed during the week of 1/16. All other forms of metering have been bagged/removed. In total a 199 kiosks are currently on the street and have received the upgrade kits. All enforcement equipment has been installed and integration will be complete 1/13. The complete system integration will be operationally tested during the week of 1/16 and go live on 1/23. A total of 57 meters are in storage and ready for deployment in expansion zones. The App contract is expected to be signed by the end of the month.

Mr. Boone concluded the property management report with the status of and in coordination with the City, the behavioral scientist study group "the Nudge Unit". All appears to going well and in

a positive direction. The scientists have agreed to support HPA in two key areas: sign reading and citation collections. They are currently analyzing HPA data to design the behavioral experiments.

Mr. Boone gave status on the On-Street Parking Placard. Mr. Boone noted HPA has met with the Marshal Advisory Board and provided a proposal. HPA to attend the Marshal Commission meeting. Along with HPA having a follow-up meeting with OPA. They are in the process of drafting a letter provide a factual basis for HPA's assertions. Mr. Boone along with Mr. Breetz mentioned a special circumstance had a request of a placard from a former elected official that had a placard prior and requested a new placard for this year.

Mr. Breetz offered an adoption of a new policy to add to the HPA policy guide called and a policy of "Extraordinary Circumstances." This would be on a case by case basis and brought to the board, when necessary. Mr. Breetz proposed in the future to draft and adopt a policy of "Extraordinary Circumstances."

**VOTED:** Approval of an "Extraordinary Circumstances" placard issued as an exception to the rule, pursuant to the policy we plan to adopt.  
(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

Mr. Sager along with Mr. Boone gave an overview of the Weekday Parking Time Regulations and Pricing. In general, the Mr. Sager and Mr. Boone discussed how over the past year, HPA staff have analyzed meter trends throughout the City with the prospect of implementing progressive parking policies that better serve the needs of parkers. As experienced in other cities, different sections of downtown have different parking needs resulting a wide spectrum of utilization patterns. Multiple cities have benefited from modifying on-street parking regulations to better fit those patterns and then adapting pricing to further incentivize additional parkers to mimic those dominate patterns.

Hartford's parking patterns will be broken into four broad zones: short-term, standard, long-term, and underutilized. These zones can be seen within the attached proposed time regulation map. For completeness, this map also includes proposed expansion areas downtown and within neighborhood commercial zones. (*See Property Memorandum for details*)

**VOTED:** Approval of Weekday Parking Time Regulations and Pricing Model  
(Ayes – Breetz, Jackson, Jasinski and Sager)

4. **Bylaws and Revisions Committee** – None
5. **Marketing Committee**-None
6. **CEO Update**- Mr. Boone

Mr. Boone gave a brief overview of the Heartland and how HPA made the choice in regards to credit card processor's. He reiterated the meeting with the Marshal's to meet in the future. Mr. Boone spoke of the new employee's that have and will join the HPA staff in the upcoming months.



**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter into executive to consider contract negotiations, the discussion of the audit and the remedies of findings from the consequences of the audit. Mr. Breetz also asked Mr. Jason to stay during the executive session. A motion was made by Mr. Fowler, seconded by Mr. Jasinski, passing unanimously to –

VOTED: Enter into Executive Session at 7:20 p.m.  
(Ayes - Breetz, Fowler, Jasinski, Jackson and Sager)

**EXECUTIVE SESSION (7:20 P.M.)**

**RETURN TO REGULAR SESSION (7:39 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. Sager, seconded by Mr. Jackson, passing unanimously to -

VOTED: Adjourn the January 19, 2017 Special Board Meeting at 7:39 P.M.  
(Ayes - Breetz, Fowler, Jasinski, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Madam Secretary to the Board