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**To be Approved at the November 16, 2017 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, October 19, 2017** - **5:00 p.m.**

**Regular Meeting of the Board- Hartford Parking Authority**

**11 Asylum Street, Hartford, CT 06103**

**Commissioners Present**

William Breetz, Chairman

Rex Fowler, Commissioner

Mitchell Jackson, Commissioner

Mat Jasinski, Commissioner

Christian Sager, Commissioner

**Present for HPA:**

Eric M. Boone, CEO/Executive Director

Michael DesRoches, Director of Finance and Administration

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Kyle Plaskiewicz-Republic Parking

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the October 19, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:14 p.m.
2. **Roll Call of Commissioners –**Mr. DesRoches on behalf of Madame Secretaryconducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Breetz extended warm greetings to all.
4. **Approval to the Minutes of the Regular Meeting on September 21,2017**-Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of September 21, 2017 meeting minutes.

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

(Abstain- Fowler)

1. **Approval to the Minutes of the Special Meeting on September 29, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of September 29, 2017 meeting minutes.

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

(Abstain- Jackson)

**PUBLIC COMMENT**– None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee**-Mr. Jasinski

* Approval of Personnel Policy - **Tabled**

1. **Finance Committee**- Mr. DesRoches

Mr. DesRoches spoke on the MAT Garage and the garage’s accounts receivable from monthly parkers and validations accounts that have increased. This large increase has reduced the cash basis income as presented. The variance for July and August along with the September increase has caused for a re-alignment of the budget versus the actual amounts for the three months ending on September 30, 2017. *(See Finance Management Memo and Reports)*.

**VOTED:** Acceptance of the Monthly Finance Report for September.

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

• Approval of Amendment to Operating Budget - Tabled

1. **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. Boone spoke of the revisions made to the Hartford Parking Authority Procurement Policy *(see HPA Procurement Policy).* Mr. Breetz suggested the document title be amended to be called Hartford Parking Authority Rules and Regulations RE: Procurement Policy and Procedures.

Mr. Jasinski made a motion that certain language on Section 3.2.3 of page 11 of the Hartford Parking Authority Rules and Regulations RE: Procurement Policy and Procedures be removed. Counsel stated for the record (*Please see HPA Rules and Regulations Procurement Policy and Procedures exhibit)* the pending motion is against the advice of Corporation Counsel on the grounds of The Hartford Parking Authority Rules and Regulations Procurement Policy and Procedures is in violation of the City Ordinance (2-571).

**VOTED:** Approval of the revised Hartford Parking Authority Rules and Regulations

Procurement Policy and Procedures.

(Ayes – Breetz, Jasinski, and Sager)

(Abstain- Fowler and Jackson)

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee**-None
3. **CEO Update**- Mr. Boone

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter executive session for the purpose of discussing the strategy and negotiations with respect to pending claims pursuant to Connecticut General Statues Section 1-200(6)(B), a motion was made by Mr. Jasinski, seconded by Mr. Sager, passing unanimously –

**VOTED**: To enter Executive Session at 7:01 P.M.

(Ayes – Breetz, Jackson, Jasinski and Sager)

**Executive Session (7:01 p.m.)**

**Present: all COmmissioners and MR. boone.**

**RETURN TO REGULAR SESSION (8:25 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. Jackson, seconded by Mr. Fowler, passing unanimously to -

**VOTED:** Adjourn the October 19, 2017 Regular Board Meeting at 8:25 P.M.

(Ayes – Breetz, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board