**To be Approved at the December 21, 2017 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, November 16, 2017** - **5:00 p.m.**

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

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

**Commissioners Present**

Mitchell Jackson, Commissioner

Mat Jasinski, Commissioner

Christian Sager, Commissioner

**Present for HPA:**

Michael DesRoches, Interim CEO and Director of Finance and Administration

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Dan Nash-Republic Parking

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Jasinski called the November 16, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:11 p.m.
2. **Roll Call of Commissioners –**Mr. DesRoches on behalf of the Secretaryconducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Jasinski thanked all for coming. He also expressed that this is the first meeting without Eric Boone present and he is positive that those at HPA in the interim will be fine and best of luck.
4. **Approval to the Minutes of the Regular Meeting on October 19, 2017**-Mr. Jasinski polled Commissioners for corrections to the minutes. There were none.

**VOTED:** To approve the October 19, 2017 meeting minutes.

(Ayes – Jackson, Jasinski, and Sager)

**NOTICE: HPA WILL PROMPTLY PROVIDE A COMPLETE COPY OF ANY REPORT OR OTHER DOCUMENT IDENTIFIED IN THESE MINUTES TO ANY PERSON WHO WISHES TO REVIEW THE FULL TEXT OF THE DOCUMENTATION.**

1. **Approval to the Minutes of the Special Meeting on November 2, 2017** – Mr. Jasinski polled Commissioners for corrections to the minutes. There were none.

**VOTED:** To approve the November 2, 2017 meeting minutes.

(Ayes – Jackson, Jasinski, and Sager)

**PUBLIC COMMENT**– None

**REPORTS AND ACTION ITEMS**

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

Mr. Jasinski discussed the transition between Eric Boones departure and the boards desire to have a temporarily appointment of an Interim CEO -Michael DesRoches.

**VOTED:** To accept Michael DesRoches as temporary Interim CEO.

(Ayes – Jackson, Jasinski and Sager)

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

Mr. DesRoches spoke of the MAT garage’s accounts receivable and how the accounts receivables will be appearing to be behind budget, until such balances are reduced to their normal levels. In addition, meter revenues have partially recovered as compared to budget, due to October’s collections, which were 15% higher than the last three months. *(See Finance Management Memo and Reports)*.

**VOTED:** To accept the Monthly Finance Report for October.

(Ayes –Jackson, Jasinski and Sager)

1. **Property Management Committee**- Ms. Smith *(See Property Management Report for details)*

Ms. Smith on the behalf of Mr. Sager discussed an overview of the property management report highlighted were the following:

* The City will be removing and remediating the 3000-gal underground tank located at 40 Chapel St. The City has received a three-month extension and has begun the process, equipment is on site/location work has yet to begun.
* All repair work other than lighting and pothole repair has been placed on hold.
* 1212 DONO lot for the month of November will have a GPR survey done by the City Environmentalist and Freeman & Co. The surveying started on Nov 9th and will follow-up with ground samples with anticipated end date the last week in November.

There were no questions based on Ms. Smith’s overview from the board members.

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

Mr. DesRoches spoke of the MAT PARCS and how HPA has engaged and selected the vendor and the Desman Design Management. HPA is in current review of the PARCS design process, engineering and logistics.

Mr. DesRoches spoke of personnel changes for HPA. He spoke on the replacement of Eric Boone and a Search firm has been selected along with a potential HPA search committee is being formed to fill the position of CEO. Included in the discussion was the talk of revising the HPA Employee Handbook.

Lastly, Mr. DesRoches discussed the authorization and the idea of possibly raising rates for on-street parking and MAT garages rates.

**EXECUTIVE SESSION-** Mr. Jasinski made a motion to amend the agenda, to add an item to executive session. The addition for purpose of the discussion of the appointment, employment, performance, evaluation, health or dismissal of an employee pursuant to Connecticut General Statues Section 1-200(6)(A). Along with calling 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. Jackson, seconded by Mr. Sager, passing unanimously –

**VOTED:** To accept the amended and add an item to Agenda for the November 16, 2017 meeting.

(Ayes –Jackson, Jasinski and Sager)

**Present in attendance: All Commissioners listed and HPA staff- Michael DesRoches, Kenya Smith, Counsel-Gina Varano**

**VOTED**: To enter Executive Session at 5:59 P.M.

(Ayes –Jackson, Jasinski and Sager)

The commissioners voted to adjourn the Executive session at 6:11 P.M.

Return to Regular Session at 6:12 P.M.

**ADJOURNMENT**- Mr. Jasinski polled Commissioners for further comments/questions, and hearing none, then called for a motion. A motion was made by Mr. Jackson, seconded by Mr. Sager, passing unanimously to -

**VOTED:** To adjourn the November 16, 2017 Regular Board Meeting at 6:12 P.M.

(Ayes –, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Secretary to the Board