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**Approved 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 the 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:** To approve the September 21, 2017 meeting minutes.

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

 (Abstain- Fowler)

**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 September 29, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** To approve the 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 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:** To accept 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 and be

called Hartford Parking Authority Rules and Regulations RE: Procurement Policy and Procedures.

Mr. Jasinski made a motion that certain language on Section 3.2.1(A-E) of the proposed Hartford Parking Authority Rules and Regulations RE: Procurement Policy and Procedures be removed and other language be substituted.

Counsel stated for the record (*Please see HPA Rules and Regulations Procurement Policy and Procedures exhibit)* that the adoption of the The Hartford Parking Authority Rules and Regulations Procurement Policy (the “Policy”) is against the advice of counsel because: Section 3.2 of the Policy regarding the definition of a Responsible Candidate is not a rule or a regulation and it contradicts the definition of Responsible Candidate in Section 2-571 of the Municipal Code.

Various commissioners spoke regarding counsel’s advice. Commissioners Breetz and Jasinski observed that there were City ordinances requiring HPA to adopt specific provisions of other ordinances, including affirmative action plans and a living wage, but that ordinance does not require HPA to adopt City ordinance (2-571). Further, City ordinances specifically authorize HPA to adopt rules and regulations governing procurement policies; HPA’s approval process for this procurement policy is identical to the process HPA has customarily used to adopt all its other rules and regulations, which counsel has customarily approved.

Following an extended debate, the commissioners decided:

**VOTED:** To approve the revised Hartford Parking Authority Rules and

Regulations RE: 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**- None

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter executive session for discussing the strategy and negotiations with respect to pending claims pursuant to Connecticut

General Statues Section 1-200(6)(B). In addition, the board will discuss the appointment, employment, performance, evaluation, health or dismissal of an employee pursuant to Connecticut General Statues Section 1-200(6)(A). A motion was made by Mr. Jasinski, seconded by Mr. Sager, passing unanimously –

**Present in attendance: All Commissioners listed and Mr. Boone**

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

 (Ayes – Breetz, Jackson, Jasinski and Sager)

The commissioners voted to adjourn the Executive session at 7:01 pm.

Return to Regular Session at 8:25 pm.

**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:** To 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

Secretary to the Board