**Approved Minutes**

**Wednesday, December 20, 2017** - **5:00 p.m.**

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

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

**Commissioners Present**

William Breetz, Chairman

Rex Fowler, Commissioner (via telephone -ended phone call at 6pm)

Mitchell Jackson, Commissioner

Mathew Jasinski, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Michael DesRoches, Interim CEO and Director of Finance and Administration

Kendra Castillo, Administrative Assistant

Kenya Smith, Associate Director/Director of Operations

Ted Sheiber, Facilities and Project Manager

**Guests:**

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the December 20, 2017 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06 p.m.
2. **Roll Call of Commissioners –**Mr. DesRoches on behalf of Secretaryconducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Breetz extended warm thanks for all of those in attendance, extended a warm welcome to all and offered a sincere welcome to all that are in attendance.

**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. **Election of Board Chair for 2018** – 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 calendar year 2018. 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 calendar year 2018.

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

1. **Election of Board Vice Chair for 2018** –Mr. Breetz opened the floor to nominations for the Vice Chair of the HPA. Mr. Breetz nominated Mr. Jasinski, 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. Jasinski as Vice Chair of the Hartford Parking Authority for calendar year 2018.

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

1. **Election of Board Treasurer for 2018** – 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 calendar year 2018.

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

1. **Election of Property Management Committee Chair for 2018 –** Mr. Breetz opened the floor to nominations for the Property Management (PM) Committee Chair. 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 calendar year 2018.

(Ayes – Breetz, Jackson, Jasinski and Sager)

1. **Election of Marketing Committee Chair for 2018 –** Mr. Breetz opened the floor to nominations for the Marketing Committee Chair. Mr. Breetz nominated Mr. Jackson, 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. Jackson as Marketing Committee Chair of the Hartford Parking Authority for calendar year 2018.

(Ayes – Breetz, Jackson, Jasinski and Sager)

1. **Election of Bylaws and Revisions Committee Chair for 2018 –** 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 calendar year 2018.

(Ayes – Breetz, Jackson, Jasinski and Sager)

1. **Approval of the 2018 Schedule of Regular Board meetings of the HPA Commissioner Board –** Mr. Breetz presented the 2018 Regular Board meeting schedule; called for a motion; a motion was made by Mr. Breetz, seconded by Mr. Jasinski, then called for a vote, which passed unanimous that –

**VOTED:** Approved the HPA Board’s Regular meeting schedule for calendar year 2018.

 (Ayes – Breetz, Jackson, Jasinski and Sager)

1. **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.
2. **Approval to the Minutes of the Special Meeting on November 16, 2017** – 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 November 16, 2017 meeting minutes.

(Ayes – Breetz, Jackson, Jasinski and Sager)

**PUBLIC COMMENT** – NONE

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – Mr. Jasinski

Mr. Jasinski expressed that on an annual basis the 401 (a) plan defined contribution is expressed as a percentage of the staff’s eligible compensation, up to 10%. In light of particularly significant achievements in year 2016, the committee increased its recommendation to 9%. In sum, the staff’s extraordinary effort in 2016 carried over to 2017. HPA surpassed its budget and prior-year results by several hundred thousand dollars, all while operating with a reduced staff for the full year. As a result, this committee believes that the staff’s continued effort and success experienced over the past year again supports a 401(a) contribution of 9% for calendar 2017.

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

Mr. DesRoches discussed the monthly report, highlighting meters revenues continue to recover as compared to budget, due to November’s collections, which were 15% higher than November’s budget. Citations also continue to recover as compared to budget due to November’s collections, which were 5% higher than November’s budget. One significant reason is the successful efforts of the collections agency on past‐due citations. *(See Finance Monthly Report for details)*

**VOTED:** Acceptance of November 2017 Monthly Finance Report.

 (Ayes – Breetz, Jackson, Jasinski and Sager)

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. Sager also spoke of: 58 Chapel Street and the asphalt repairs for winter preparation, 40 Chapel and the underground tank removal, completion of the GPR study and the beginning of the PARCS contract with Amano for 141 Sheldon Street gate system.

Mr. Sager in closing then commended Ms. Smith on her efforts and initiative on the 4hr and 10hr zones meter phase(s) along with the TOM TOM installation and ambassador initiative. All of which are going successful.

Mr. Sager spoke of certain modifications to the surface lots contract being discussed by and between HPA and Republic, noting the anticipation of a fourth amendment to be discussed at the December Property management meeting, to be approved at the December Board meeting

Mr. Sager then made a Motion to approve a maintenance and support contract with Amano McGann, Inc. for a three-year term and in an amount not to exceed $19,700 per year and on such other terms and conditions as the Interim Chief Executive Officer and Corporation Counsel deem in the best interests of the HPA.

**VOTED:** To Approve a maintenance and support contract with Amano McGann, Inc. for a three-year term and in an amount not to exceed $19,000 per year

 (Ayes – Breetz, Jackson, Jasinski and Sager)

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

Mr. DesRoches presented an overview of HPA’s team efforts on projects in process. In Addition, Ms. Smith provided the board with highlights in regards to HPA having a successful snow ban, making head way within the community with sign change, pilot initiatives on Capital Ave. and taking a different approach to educating the community with media coverage, campaigns and marketing from HPA.

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to change the order of the agenda as seen fit by the chair, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, passing unanimously to –

**VOTED**: To change the order of the Agenda for purposes of time.

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

Once Mr. Breetz made a motion to amend the agenda and change the order as seen fit by the chair, to go into executive session first. A motion was made by Mr. Jackson, seconded by Mr. Sager, passing unanimously. The Board then entered into executive session for the 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) and 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).

**Present in attendance: All Commissioners listed and for part of the session HPA staff- Michael DesRoches and Kenya Smith.**

**VOTED**: To enter Executive Session at 5:09 P.M.

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

The commissioners voted to adjourn the Executive session at 5:42 P.M.

Return to Regular Session at 5:42 P.M.

**RETURN TO REGULAR SESSION (5:42 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 December 20, 2017 Special Board Meeting at 6:39 P.M.

 (Ayes – Breetz, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Secretary to the Board