**To be Approved at the March 15, 2018 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, February 15, 2018** - **5:00 p.m.**

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

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

**Commissioners Present**

William Breetz, Chairman

Mitchell Jackson, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Michael DesRoches, Director of Finance and Administration

Armindo Gomes, Chief Executive Officer

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the February 15, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06 p.m.
2. **Roll Call of Commissioners –**The SecretaryMs. Smith conducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Breetz extended warm thanks for all of those in attendance.
4. **Approval to the Minutes of the Special Meeting on January 18, 2018** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of January 18, 2018 meeting minutes.

(Ayes – Breetz, Jackson 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.**

**PUBLIC COMMENT** – None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – None
2. **Finance Committee** - Mr. DesRoches

Mr. DesRoches discussed the monthly report. The MAT Garage’s accounts receivable from monthly parkers and validations accounts remain at an increase from the December balances. Until such balances are reduced to their normal levels, MAT’s gross income will appear to be behind budget. Expenses are ahead of budget, partly due to the timing of budgeted garage improvements scheduled for later months. Meters revenues continue to remain ahead of budget.

The Commissioners questioned Mr. DesRoches in detail about the Finance Report. The commissioners requested from Mr. DesRoches to give all commissioners a complete actuals report of 7 months prior and 5 months projected of actuals in regards to the budget in the current finance report.

Mr. DesRoches made a motion to accept the January 2018 finance report, seconded by Mr. Jackson passing unanimously to –

**VOTED:** Acceptance of January 2018 Monthly Finance Report.

(Ayes – Breetz, Jackson and Sager)

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

Mr. Sager discussed an overview of the property management report. Touching points on: 58 Chapel Street and the asphalt repairs for winter preparation, 40 Chapel and the underground tank removal and propose a new approach to MAT garage gate upgrade with the PARCS project contract with Amano for 141 Sheldon Street gate system. Mr. Sager discussed the 1212 Main Street revaluating year-round usage. There also was a discussion to propose a $0.50 hourly increase to all on street parking, excluding 10-Hour Zone parking spaces located on the outskirts of Downtown. There is a $250K estimated increase for fiscal year 2018/19, $500K estimated annual increase thereafter. In addition, a proposed increasing on monthly rates by $20 per month with an estimated annual increased $228K *(See Property Management Report for details)*

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee**-Mr. Jackson

Mr. Jackson spoke of expanding HPA’s marketing department. The marketing committee, has future plans to develop and implement an HPA brand. Mr. Jackson supports the current initiative projects included but not limited to; new 4-hour and 10-hour zones, revamping kiosks with more information in regards to hours of free parking and what holidays parking is free. Public media coverage including the Welcome to Greater Hartford Winter 2018 Magazine and other social media and online outlets.

1. **CEO Update**- None

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

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

**VOTED**: To enter Executive Session at 6:10 P.M.

(Ayes – Breetz, Jackson and Sager)

The commissioners voted to adjourn the Executive session at 6:33 P.M.

Return to Regular Session at 6:33 P.M.

**RETURN TO REGULAR SESSION (6:33 p.m.)**

Upon return to the Regular Session Mr. Sager made a motion and/or action to ratify a settlement of the cases entitled John Doe v. Hartford Parking Authority and John Doe v. Republic Parking System, Inc. filed with the State of Connecticut Commission on Human Rights and Opportunities (“CHRO”) and the Equal Employment Opportunity Commission

(“EEOC”) in the amount of $17,500, only a portion of such settlement amount to be funded by the Hartford Parking Authority.

**VOTED:** Approve the action to ratify the settlement of the John Doe Vs Hartford Parking Authority

(Ayes – Breetz, Jackson and Sager)

**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 February 15, 2018 Regular Board Meeting at 6:34 P.M.

(Ayes – Breetz, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the