**To be Approved at the April 19, 2018 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, March 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

Cynthia Lature-Counsel

1. **Call to Order –** Mr. Breetz called the March 15, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05 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 Regular Meeting on February 15, 2018** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of February 15, 2018 meeting minutes.

(Ayes – Breetz, Jackson and Sager)

1. **Approval to the Minutes of the Special Meeting on February 27, 2018** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of February 27, 2018 meeting minutes.

(Ayes – Breetz and Sager)

(Abstain-Jackson)

**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 *(See Finance Report for details)*

Mr. DesRoches discussed the monthly report. Mr. DesRoches in detail talked about the finance report. Mr. DesRoches gave all commissioners completed actuals reports from 7 months prior and 5 months projected of actuals in reference to the budget in the current finance report. Those of which included the MAT Garage’s accounts receivables from monthly parkers and validations.

Mr. DesRoches suggested to reapprove January as restated including all variances and to approve February which reflects the changes. Expenses are ahead of budget, partly due to the timing of budgeted garage improvements scheduled for later months.

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

**VOTED:** Acceptance of restated January 2018 and February Monthly Finance Report.

(Ayes – Breetz, Jackson and Sager)

Mr. DesRoches and Mr. Gomes both stated that they feel comfortable with projected numbers for FY 2019 based on the information of the actuals and will change HPA’s needs month to month to meet or exceed the total revenue. Mr. Breetz questioned the R & R and would like for it to be used in accordance to it’s true title and resources. Mr. Breetz suggested on next month’s meeting to vote on an amended budget for FY2018.

**VOTED:** Acceptance of FY 2019 Budget Review

(Ayes – Breetz, Jackson and Sager)

*(See Finance Report for details)*

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

Mr. Sager provided an overview of the property management report, and touching on: 40/58 Chapel focusing on the underground tank removal and it’s next phase of grading and striping which is

scheduled within the next upcoming months. Once grading and stripping is completed there will be an add additional 100 parking spots to this lot.

Mr. Sager discussed HPA’s new overall approach to MAT garages design. Once required public meetings are held and completed, HPA is purposing to increase monthly rates by $10 per month starting in October.

HPA has revaluated year-round usage of the 1212 Main Street opening with daily $5 parking beginning in April. This lot will be roughly 300-parking spots.

To meet the needs of area downtown business on Main St. HPA has added parking spots and signage to Main Street (City Steam Area – Bank of America) with anticipated stripping and meters installed weather permitting.

*(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 activities through the “Welcome to Greater Hartford Winter 2018 Magazine” and other social media and online outlets. Mr. Jackson spoke of adding additional signage/stickers to the kiosk to inform the public of free nights, free weekends and a included listing of all free holidays.

1. **CEO Update**- Mr. Gomes

Mr. Gomes spoke of progress and advancement on the Pratt St. Patio Project to reoccur annually and indefinitely. Pratt St will be shut down in 2018 from 11 am -2 pm Monday through Thursday and Friday closed form 11am to 8pm. Currently Pratt St’s current meter revenue is roughly $15K as of mid-March.

The Parklets have prospective businesses looking to have a parklet(s) at restaurants in the near future. Mr. Gomes wants to continue to have conversations with the area businesses and come up with a plan in reference to payment, setup and parking.

**EXECUTIVE SESSION-** Mr. Breetz made a motion to enter executive session for the purpose of “Executive sessions” means a meeting of a public agency at which the public is excluded for one or more of the following purposes:…….. discussing of strategy and negotiations with respect to pending litigation to which the public agency or a member thereof, because of the member's

conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled 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 Cynthia Lature.**

**VOTED**: To enter Executive Session at 6:32 P.M.

(Ayes – Breetz, Jackson and Sager)

The commissioners voted to adjourn the Executive session at 6:42 P.M.

Return to Regular Session at 6:42 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 confirm the engagement of Blum, Shapiro & Company, P.C. to provide consulting services to the Hartford Parking Authority.

**VOTED:** Approve the motion and/or action to engage Blum, Shapiro & Company, P.C. to provide consulting services to the 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 March 15, 2018 Regular Board Meeting at 6:44 P.M.

(Ayes – Breetz, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board