**To be Approved at the June 21, 2018 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, May 17, 2018** - **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

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:**

John Michalik-Temporary Interim Director of Finance

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the May 17, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:09 p.m.
2. **Roll Call of Commissioners –**The Secretary,Ms. Smith, conducted roll call, and announced that a quorum was 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 April 19, 2018** – Mr. Breetz polled

 Commissioners for corrections to the minutes. There were none.

 **VOTED:** Approval of April 19, 2018 meeting minutes.

 (Ayes – Breetz, Jackson 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.**

**PUBLIC COMMENT** – None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – Mr. Gomes

Mr. Gomes announced the resignation of Mr. DesRoches. In the interim John Michalik will be working as a temporary Director of Finance, until Mr. Gomes finalizes the current interview process for a new Director of Finance. Mr. Gomes questioned the need of a marketing position which will require some review from an administration perspective. Mr. Gomes also mentioned in close he is looking into the possibility of hiring the temporary administrative assistant.

1. **Finance Committee** - Mr. DesRoches *(See Finance Report for details)*

Mr. DesRoches distributed and discussed the monthly financial report, which included the MAT garage, parking enforcement, Sheldon and DoNo lots.

MAT Garage’s accounts receivable from monthly parkers and validations accounts has dropped $69K

compared to the previous month’s balance of $116K, contributing to the favorable cash‐basis

revenue variance swing. Receivables from customers remain high, and HPA staff is presently

working with CPS and their customers to reduce these current balances. The accrual‐based revenues

through April 30, 2018 are $20K ahead of budget. Expenses are ahead of budget principally due to

$269K in the (amended) budgeted gate replacement expenditures which will be accounted for in Fund

6054 in the renewal and replacement reserve.

Meters revenues continue to remain ahead of budget. Citations collections did not meet budget for

the month of April 2018, but remain ahead of the year to date budget by $44K, this is due to efforts by the collections agency. The agency collections are outperforming budget, whereas on‐time (within 90 days) collections are behind budget.

Sheldon Lots’ expenses show an unfavorable variance due to the payment of unbudgeted utilization

bonus, excess snow removal, and for necessary crack chasing at the lot.

DoNo Lots’ revenues are ahead of budget due to the extended duration of HPA’s management of

those lots not anticipated at the time of budget adoption, with respect to the tenuous nature

relative to the stadium‐related development. Expenses exceed budget due to unbudgeted

utilization bonus, and for necessary safety‐related repairs and maintenance relative to lighting,

sidewalks and lot grading, as well as excess snow removal. *(See Finance Report for details)*

Mr. Fowler asked with respect to the financial reports that the time be extended back a month, to allow time to complete a full month end for review of numbers and financial report analysis. Mr. Fowler also requested that his name be removed from the Financial Memo’s going forward.

Mr. Jackson made a motion to accept the April 2018 monthly finance report, seconded by Mr. Sager passing unanimously to –

**VOTED:** Acceptance of the April 2018 Monthly Finance Report.

 (Ayes – Breetz, Fowler, Jackson and Sager)

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

Mr. Sager provided an overview of the property management report, and mentioned that 40/58 Chapel grading, paving and striping has been completed.

Currently at 1212 Main there is work done on the perimeter of the lot where the gravel has shifted due to heavy rain.

Mr. Sager discussed Church Street being revamped: stripping, signage, easement removal at some locations and the additions of spots up to High Street.

HPA is still under revaluation on how to deal with delinquent/past due citations. Mr. Gomes is exploring options with the appeals department/hearing officers, Department of Motor Vehicles and Corporation Counsel.

Mr. Sager affirmed to Mr. Gomes that necessary repair work to maintain the MAT garage should be reviewed and proposed at the next property management meeting.

*(See Property Management Report for details).*

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

Mr. Gomes updated the board on the scheduled MAT garage gate implementation project start date, which currently scheduled for first week in June. Mr. Gomes also reported MAT garage will be undergoing immediate and necessary repair needs in conjunction with the gate install.

Mingo has also solidified an interested parklet owner on Pratt St. The business is the Tobacco Shop. MIngo anticipates to have the one parklets deployed this summer.

**EXECUTIVE SESSION- Mr. Breetz**

Mr. Breetz made a motion to enter executive session for the purpose of discussing litigation of 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 HPA staff- Michael DesRoches, Armindo Gomes and Kenya Smith. Along with Counsel Gina Varano and Erum Randhawa-Blum Shapiro**

A motion was made by Mr. Sager, seconded by Mr. Jackson, passing unanimously to –

 **VOTED:** To enter Executive Session at 6:18 P.M.

 (Ayes – Breetz, Fowler, Jackson and Sager)

The commissioners voted to adjourn the Executive session at 6:45 P.M.

Return to Regular Session at 6:46 P.M.

**RETURN TO REGULAR SESSION (6:46 p.m.)**

**ADJOURNMENT**- Mr. Breetz polled Commissioners for further comments/questions, hearing none called for a motion to adjourn. Motion was made by Mr. Sager, seconded by Mr. Jackson, which passed unanimously to –

 **VOTED**: Adjourn the May 17, 2018 Regular Board Meeting at 6:50 P.M.

 (Ayes – Breetz, Fowler, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board