**Approved Minutes**

**Wednesday, December 20, 2018** - **5:00 p.m.**

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

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

**Commissioners Present**

Mathew Jasinski, Vice Chairman

Rex Fowler, Commissioner

Mitchell Jackson, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Armindo Gomes, CEO

Kenya Smith, Associate Director/Director of Operations

Tina Tanguay, Manager of Finance and Administration

**Guests:**

Matt Truhlar-Republic Parking

James Del Visco-Counsel

1. **Call to Order –** Mr. Jasinski called the December 20, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 p.m.
2. **Roll Call of Commissioners –**Ms. Smith conducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Jasinski thanked all of those in attendance, stating there was no commissioner comments at this time.

**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 2019**– Mr. Gomes 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 2019. Mr. Fowler opened the floor to nominations. Mr. Fowler nominated Mr. Sager, 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. Sager as Chair of the Hartford Parking Authority for calendar year 2019.

(Ayes –Fowler, Jackson, Jasinski, Sager)

1. **Election of Board Vice Chair for 2019** –Mr. Sager opened the floor to nominations for the Vice Chair of the HPA. Mr. Sager nominated Mr. Jasinski, seconded by Mr. Fowler.

Mr. Sager 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 2019.

(Ayes – Fowler, Jackson, Jasinski, Sager)

1. **Election of Board Treasurer for 2019** – Mr. Sager opened the floor to nominations for the Treasurer of the HPA. Mr. Fowler nominated Mr. Jackson, seconded by Mr. Jasinski. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Mr. Jackson as Treasurer of the Hartford Parking Authority for calendar year 2018.

(Ayes –Fowler, Jackson, Jasinski and Sager)

1. **Election of Secretary for 2019 –** Mr. Sager opened the floor to nominate Ms. Smith as HPA’s Board Secretary, seconded by Mr. Fowler, Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Elected Ms. Smith as Board Secretary of the Hartford Parking Authority for calendar year 2019.

(Ayes – Fowler, Jackson, Jasinski and Sager)

1. **Election of Property Management Committee Chair for 2019 –** Mr. Jasinski opened the floor to nominations for the Property Management Committee Chair. Mr. Jasinski nominated Mr. Sager, seconded by Mr. Fowler. Mr. Sager 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 2019.

(Ayes – Fowler, Jackson, Jasinski and Sager)

1. **Election of Marketing Committee Chair for 2019 –** Mr. Sager opened the floor to nominations for the Marketing Committee Chair. Mr. Sager nominated Mr. Jackson, seconded by Mr. Jasinski. Mr. Sager 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 2019.

(Ayes – Fowler, Jackson, Jasinski and Sager)

1. **Election of Bylaws and Revisions Committee Chair for 2019 –** Mr. Sager opened the floor to nominations for the Bylaws and Revisions Committee Chair of HPA. Mr. Sager nominated Mr. Jackson, seconded by Mr. Jasinski. Mr. Sager 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 2019.

(Ayes – Fowler, Jackson, Jasinski and Sager)

1. **Approval to the Minutes of the Special Meeting on November 15, 2018** – Mr. Sager polled Commissioners for corrections to the minutes. There were none. Mr. Fowler chose to abstain as he was not present at the meeting.

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

(Ayes –Jackson, Jasinski and Sager)

(Abstain-Fowler)

**PUBLIC COMMENT** – NONE

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – NONE
2. **Finance Committee** - Mr. Fowler

Mr. Fowler discussed the monthly report, having concerns and questions with meters revenue and collections. Mr. Fowler along with the other commissioners expressed concern in the area of MAT garage and monthly revenue. Mr. Fowler asked that Mrs. Tanguay remove the wording “cash basis” off of the monthly summary report because the report does not reflect as indicated.

Mrs. Tanguay commented that she has reviewed the revenue and it’s analytics. She noticed in 2017 there was revenue reflected from 2016. This created an overstated amount for the anticipated 2018-2019 budget. Mr. Gomes stated that he and Mrs. Tanguay will be meeting to review the budget in detail. *(See Finance Monthly Report for details)*

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

(Ayes – Fowler, 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. Mr. Sager expressed similar concerns as mentioned earlier by the Finance Committee. He had concerns with the metrics month to month: issuance of tickets, collection rate and number of parkers paying at the kiosk/app.

Mr. Gomes noted that he is currently working on making changes with HPA’s current technology. He would be able to capture data once he creates a uniform platform having all the systems in coordination with one another.

Mr. Sager spoke of upcoming projects with MAT garage and repairs. He also spoke of Amano replacing 2 loops at the Chapel St. location at no cost.

Mr. Sager in closing, stated that once the technology has been configured to optimize data and metrics, a detailed discussion will be held. The discussions in upcoming meetings will be based on how to determine HPA’s next steps to parking in the City of Hartford and what the changes proposed may look like.

1. **Bylaws and Revisions Committee** – Mr. Jackson

Mr. Jackson spoke of the revision/change on page four of the Hartford Parking Authority Bylaws under Article V Section 1(a). The revision now reads the “fourth Tuesday” pertaining to the Regular Monthly meetings. This revision/change will be in effect as of 2019.

Mr. Del Visco advised Mr. Gomes to add a new date of revision to the Bylaws Preamble on the first initial page. Mr. Gomes stated he would add the new date to the Bylaws document as advised.

1. **Marketing Committee**-None
2. **CEO Update**- Mr. Gomes

Mr. Gomes began with HPA attempting a stringent collection process for rental companies. He also mentioned there will be many proposed changes with “older” outstanding collections. Some of the areas he anticipates researching and focusing on with the advisement of Counsel is: CT DMV, CT courts and changing how we pursue scofflaws.

**ADJOURNMENT**- Mr. Sager polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Jackson, passing unanimously to -

**VOTED:** Adjourn the December 20, 2018 Regular Board Meeting at 6:14 P.M.

(Ayes – Fowler, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Secretary to the Board