



Approved Minutes
Tuesday, March 26, 2019 - 5:00 p.m.
Regular Meeting of the Board- Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present

Mat Jasinski, Commissioner
Mitch Jackson, Commissioner
Christian Sager, Chairman
Cal Torres, Commissioner

Also Present for HPA:

Armando Gomes, Chief Executive Officer
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. Sager called the March 26, 2019 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:10 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. Sager respectfully commented on how he appreciated the diligent service of both Mr. Jasinski and Mr. Jackson. He stated that it has been quite informative, pleasant and happy run of service with both commissioners. In the same breath, Mr. Sager stated, he was happy to serve with his fellow board members and he wished them the best in their future endeavors as they leave the HPA board formally as of this month/meeting.
4. **Approval to the Minutes of the Regular Meeting on February 26, 2019**– Mr. Sager polled the Commissioners for corrections to the minutes. There were none.

VOTED: Approval of February 26, 2019 meeting minutes.
(Ayes –Jackson, Jasinski and Sager)
(Abstain-Torres)

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. Jackson spoke briefly and notified the Chairman of both Mr. Jasinski and Mr. Jackson resignation from the board. He asked Mr. Gomes to speak briefly of replacement selections. Mr. Gomes stated the Cal Torres was formally appointed via City Council and another candidate was “in the works” via City Council appointment.

Mr. Sager stated that counsel should formally look into the bylaws and selection of committees. Both counsel and Mr. Gomes agreed. A discussion will follow next meeting.

2. Finance Committee – Mr. Jackson (*See Finance Report for details*)

Mr. Jackson spoke on how the monthly anticipated revenues were trending accordingly for the month of February. The accounts receivable balance continues to be high due to uncollected validation parking revenue. These revenues are not realized until the payment is received.

Upon completion of some revenue analytics, it was noticed there was 2016 revenue recognized in 2017 of approximately \$91K thus affecting the 2017-2018 revenue realized. This overstated revenue amount was included as part of the anticipated budget process for 2018-2019 budget year and thus overstating the anticipated revenues for 2018-2019.

The revenues are trending overall according to the anticipated budget. (*See Finance Report for details*)

Mr. Jackson made a motion to accept the January 2019 monthly finance report, seconded by Mr. Jasinski passing unanimously to –

VOTED: Acceptance of the February 2019 Monthly Finance Report
(Ayes –Jackson, Jasinski, Sager and Torres)

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

Mr. Sager provided an overview of the property management report, discussing that there were little changes, if none were made to the surface lots. There were 28 additional boots were ordered and received. There will be a manufacturer training/ambassador installation certification planned for first week in April.

The rate proposal was approved by the Chief of Staff to the Mayor. Mr. Torres stated he had concerns on the mission of HPA and it's intentions. Mr. Torres also voiced concerns, on how was HPA going to get the information out to the public of the rate changes.

Mr. Sager discussed adding Martin Luther King Holiday and additional city holidays to list of holidays where on-street parking is free. Mr. Torres stated he would like to see the city allow free parking on those days discussed and said it would be inviting to transients from out of town to come and enjoy Hartford during an observed holiday.

Mr. Sager informed the board of Mr. Gomes introducing a possible pilot (information only) from MPS. A no parking enforcement platform in No Parking/No Standing areas for one month. Mr. Gomes stated it would be resourceful to obtain data gathering to help determine if system warrants discussion. Mr. Sager (along with most of the commissioner's) stated he did not wish to entertain such a "pilot". He did offer for a more viable pilot that would benefit HPA and it's current technology.

Mr. Sager mentioned discussions with DPW on identifying a couple streets HPA can pilot marking (3') either side of driveways to enforce violation code #26 (within 5 feet of driveway) which is currently an ongoing NRZ topic. Mr. Sager would like to address the matter and see if there are any solutions and review options throughout the next couple of months.

In close, Mr. Sager touched briefly on: R&R concrete repairs which are anticipated to end late March. Along with, Painting with a Twist, a Pratt Street merchant to the nightly (Friday/Sat/Sun) validation process (Estimating year-round usage of 20 to 30 parkers nightly @ the nightly parking rate of \$6.50) and lastly, reviewing snow ban school lots around the city.

(See Property Management Report for details).

4. Bylaws and Revisions Committee – NONE

5. Marketing Committee- None



6. CEO Update- Mr. Gomes

Mr. Gomes reiterated the above discussion in brief.

EXECUTIVE SESSION- None

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

VOTED: Adjourn the March 26, 2019 Regular Board Meeting at 6:33 P.M.
(Ayes –Jackson, Jasinski, Sager and Torres)

Respectfully submitted,

Kenya Smith

Ms. Kenya Smith, CCMC
Secretary to the Board