



Unapproved Minutes
Tuesday, June 4, 2019 - 12:00 p.m.
Special Meeting of the Board- Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

To be Approved at the
June 2019 Board
Meeting

Commissioners Present

Adam Bercowetz, 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 June 4, 2019 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 12:18 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 was happy to see the new commissioners join HPA’s board and thanked them for their time.
4. **Approval to the Minutes of the Regular Meeting on March 26, 2019**– Mr. Sager polled the Commissioners for corrections to the minutes. There were none.

VOTED: Approval of March 26, 2019 meeting minutes.

(Ayes –Sager and Torres)

(Abstain- Bercowetz)

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.

5. **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. Torres, seconded by Mr. Bercowetz. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Torres as Vice Chair of the Hartford Parking Authority for calendar year 2019.

(Ayes – Bercowetz and Sager)

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

VOTED: Elected Mr. Bercowetz as Treasurer of the Hartford Parking Authority for calendar year 2019.

(Ayes –Sager and Torres)

PUBLIC COMMENT – None

NOTE: HPA has submitted a PUBLIC NOTICE on the AGENDA

REPORTS AND ACTION ITEMS

1. **Personnel Committee** –Mr. Gomes

Mr. Gomes informed the commissioners he would give all HPA employees an annual merit raises of 3%. He also mentioned he will be giving Mrs. Tanguay a promotional raise and title change to Director.

2. **Finance Committee** – Mrs. Tanguay (*See Finance Report for details*)

Mrs. Tanguay spoke on how the monthly anticipated revenues were trending accordingly. Collections against the accounts receivable balance were significant and reflects an increase in revenues for the current month.

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. Sager made a motion to accept the March and April 2019 monthly finance report, seconded by Mr. Bercowetz passing unanimously to –

VOTED: Acceptance of the March and April 2019 Monthly Finance Report
(Ayes –Bercowetz, 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. Since the manufacturer training/ambassador installation HPA has only lost one boot.

Mr. Gomes met with SAMA regarding future metering of Park Street. He agreed on conducting surveys (length of time cars park/merchant feedback) leading to pilot within two block area. Mr. Gomes spoke on the pilot to also mark three-foot driveway mark on two adjacent streets. Dillion Stadium is anticipated to open July 13th prep work continues with the City.

Mr. Sager discussed R&R concrete repairs continuing with additional repairs to upper deck walkway which is allowing water to flow into 20 Church. Mr. Gomes requested approval on next round of R&R work needed (drainage and concrete) with \$100K for drain pipe flushing and cleaning coming from revenues and \$100K additional concrete repairs from R&R.

Mr. Sager informed the board that the City created maps highlighting public schools/City, state and privately-owned lots. The City conducting city-wide drone fly over which should allow aerial viewing of all schools and lots. Mr. Sager also stressed the review of snow ban lots within the City. He has given Mr. Gomes the task of reviewing with HPD call outs with DPW (clearing lots and side-walks, prepping buses).

In close, Mr. Sager talked to the board about the proposed rate increase of \$5.00 per parker per month at Hartford Parking Authority parking facilities, which rate increase is related solely to monthly parking and is to be effective July 1, 2019. (*See Property Management Report for details*).

VOTED: Approval of the \$100K for drain pipe flushing and cleaning at the MAT
Garage from the 2019 Budget
(Ayes –Bercowetz, Sager and Torres)

VOTED: Approval of the \$100K for additional concrete repairs at the MAT Garage
(Ayes –Bercowetz, Sager and Torres)



VOTED: Approval of a \$5 increase for monthly parkers only at the Sheldon and Chapel
Lots effective July 1, 2019
(Ayes –Bercowetz, Sager and Torres)

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. Sager, seconded by Mr. Torres, which passed unanimously to –

VOTED: Adjourn the June 4, 2019 Special Board Meeting at 1:45 P.M.
(Ayes –Bercowetz, Sager and Torres)

Respectfully submitted,

Kenya Smith

Ms. Kenya Smith, CCMC
Secretary to the Board