



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

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

Ted Sheiber-Director of On Street Operations

Tina Tanguay, Manager of Finance and Administration

Guests:

James Del Visco-Counsel

1. **Call to Order** – Mr. Sager called the November 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 thanked all for coming on a holiday week and told all in attendance Happy Thanksgiving.
4. **Approval to the Minutes of the Special Meeting on September 24, 2019**– Mr. Sager polled the Commissioners for corrections to the minutes. There were none.

VOTED: Approval of October 22, 2019 meeting minutes.
(Ayes – Bercowetz, Sager and Torres)

5. **PUBLIC COMMENT** – None. Chairman Sager invited public comment on a proposed rate increase at 58 Chapel Street of \$2.00 per day/ per parker. This new rate will be effective January 1, 2020. Both the Chairman and CEO will discuss the increase within the Finance Committee portion.

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.

REPORTS AND ACTION ITEMS

1. Personnel Committee –None

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

Mr. Bercowetz spoke on how the monthly anticipated revenues were trending accordingly for the months of October.

Mr. Bercowetz spoke on how the overall expenditures were lower than anticipated. Meter revenue was trending lower than anticipated by \$14k year to date due to the delayed start on the increased premium rate and a slower August than anticipated. Meter revenues continue to increase and catch-up on the anticipated budget. The year to date citation revenue is doing better than the anticipated budget year to date.

(See Finance Report for details)

Mr. Bercowetz made a motion to accept the October 2019 monthly finance report(s), seconded by Mr. Sager passing unanimously to –

VOTED: Acceptance of the October 2019 Monthly Finance Report
(Ayes –Bercowetz, Sager and Torres)

The Commissioners and Mr. Gomes discussed the \$2 per day rate increase for the parking facility known as 58 Chapel Street. The rate increase will go into effect January 1, 2020, taking the daily rate from \$5 to \$7 per day.

Mr. Sager made a motion to approve the \$2.00 increase at 58 Chapel, seconded by Mr. Bercowetz passing unanimously to –

VOTED: Approval to increase the 58 Chapel Lot by \$2.00 effective January 1, 2020
(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 the collection rates as they trended in a positive direction. Scofflaws continuing on a high, tickets issued are on the rise for the month of October.

Mr. Sager spoke of the holidays and that the day after Thanksgiving and in the spirit of Small Business Saturday, 1212 Main St will be free. In brief, Mr. Sager mentioned HPA and “Boxcar” will kick off a pilot soon.

Mr. Sager told the commissioner’s that he would like Mingo and Finance to perform a occupancy study to see what percentage of spaces/parkers have been effected by the \$1 increase as of this summer. Ms. Smith commented on MAT garages progress with the repairs that were done, and a review of continued concrete repair in the spring 2020. She also commented that a review of future work and scopes will be discussed further in the next upcoming months.

4. **Bylaws and Revisions Committee** – Mr. Gomes presented the new 2020 Board meeting schedule/calendar. The calendar has been formally submitted to the City Town Clerk at city hall.

5. **Marketing Committee**- None

6. **CEO Update**- None

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. Bercowetz, which passed unanimously to –

VOTED: Adjourn the November 26, 2019 Regular Board Meeting at 6:11 P.M.
(Ayes –Bercowetz, Sager and Torres)

Respectfully submitted,

Kenya Smith

Ms. Kenya Smith, CCMC
Secretary to the Board