



**Unapproved Minutes**  
**Tuesday, February 25, 2020 - 5:00 p.m.**  
**Regular Board Meeting of the Board- Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

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**Commissioners Present**

Adam Bercowetz, Commissioner  
Christian Sager, Chair  
Cal Torres, Commissioner (Not Present)

**Also Present for HPA:**

Armindo Gomes, CEO  
John Michalik- Interim Finance Director  
Kenya Smith, Associate Director/Director of Operations  
Ted Sheiber, Director of On Street Operations

**Guests:**

James Del Visco-Counsel  
Cynthia Lauture-Counsel  
Chris McArdle-Public  
Zoe Chatfield-Public

1. **Call to Order** – Mr. Sager called the February 25, 2020 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 p.m.
2. **Roll Call of Commissioners** – The Secretary, Mr. Sheiber, conducted roll call, and announced that a quorum was present.
3. **Commissioner’s Comments** – Mr. Sager welcomed all guests and encouraged their participation as the meeting unfolded.
4. **PUBLIC COMMENT** – Mr. McArdle stated he came to the meeting to hear any new ideas that Mr. Gomes has for the future of the Hartford Parking Authority. Mr. Gomes stated he would cover this at the end of the meeting during the CEO Update.

**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. Approval to the Minutes of the Regular Meeting on January 28, 2020** – Approval to the Minutes of the Special Meeting February 11, 2020 - Mr. Sager polled Commissioners for corrections to the minutes. There was a brief discussion on both meeting minutes then a move to approve.

**VOTED:** Approval of January 28, 2020 & February 11, 2020 meeting minutes.  
(Ayes –Bercowetz, Sager)

## **REPORTS AND ACTION ITEMS**

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

Mr. Gomes stated he has been working with Cynthia Lauture (Counsel) and Cal Torres (HPA Commissioner) on a revised employee handbook for 2020. There was a lengthy discussion on non-exempt and exempt employee benefits and payroll structure. Chairman Sager suggested this topic be tabled for future discussion. No vote was taken. Adapting City policies in the revised 2020 employee handbook. A discussion to approve sections 7 (Safety and Wellness) 8 (Employee Communication) and 9 (Workplace Expectations). *See revised employee handbook 2020 for details.*

Discussion to approve a one (1) year Finance Manager contract for John Michalik commencing Monday, March 2, 2020.

**VOTED:** To incorporate sections 7, 8, and 9 from the revised 2020 employee handbook into the current employee handbook.

(Ayes – Bercowetz, Sager)

**VOTED:** To Approve 1-year contract for Finance Manger starting March 2, 2020

(Ayes – Bercowetz, Sager)

### **2. Finance Committee** - Mr. Bercowetz

Mr. Bercowetz discussed the monthly report. He stated that citation revenue is trending favorably against budget. Discussion on the Budget for the MAT garage transition and DONO surface parking lots. Overall operating income, revenue and expense totals are in a favorable variance.

*(See Finance Monthly Report for details)*

**VOTED:** Acceptance of January 2020 Monthly Finance Report.

(Ayes – Bercowetz, Sager)

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

Mr. Sager discussed an overview of the property management report. Mr. Sager expressed the metric for collection and issuance numbers for citations were good pertaining to tickets issued. Mr. Matt Truhlar updated the Board on the ongoing ambassador citation training for writing more accurate citations. Ms. Kenya Smith updated the Board on the MAT Garage transition. Ms. Smith stated the transition is going smooth and positive.

In close, Mr. Sager stated that Mr. Matt Truhlar had an announcement to the Board. Mr. Truhlar stated he will be resigning from his position as Manager with Reef Parking. Mr. Gomes informed the Board that Dan Nash Regional Director for Reef Parking will be conducting interviews for a replacement for Mr. Truhlar

4. **Bylaws and Revisions Committee** – None

5. **Marketing Committee**-None

6. **CEO Update**- Mr. Gomes

Mr. Gomes informed the Board he will be meeting with a contractor to review open sites throughout the City of Hartford that would be suitable for potential future parking garages. Mr. Gomes stated he is working with development services on other parking opportunities. Mr. Gomes discussed looking for a company to conduct a parking study for HPA throughout the City of Hartford.

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

**VOTED:** Adjourn the February 25, 2020 Regular Board Meeting at 6:43 P.M.  
(Ayes – Bercowetz, Sager)

Respectfully submitted,

*Ted Sheiber*

Mr. Ted Sheiber

Secretary to the Board