



Approved Minutes
Tuesday, April 28, 2020 - 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, Chair
Cal Torres, Commissioner

Also Present for HPA:

Armindo Gomes, CEO
John Michalik- Interim Finance Director
Kenya Smith, Associate Director/Director of MAT Garage Operations
Ted Sheiber, Director of On Street Operations
Geoffrey Edwards GM Reef Parking
James Del Visco Corporate Counsel

Guests:

None

1. **Call to Order** – Mr. Sager called the April 28, 2020 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07 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 participants and thanked everyone for their hard work and dedication to the Hartford Parking Authority through these uncertain times.
4. **PUBLIC COMMENT** – No Public Present

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 for the Regular Board Meeting on February 25, 2020**

Mr. Sagar polled Commissioners for corrections to the minutes. There was a brief discussion on the meeting minutes then a move to approve. (The March 2020 meeting was canceled)

VOTED: Approval of February 25, 2020 meeting minutes.
(Ayes - Bercowetz, Sager) (Abstain – Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – Mr. Torres (Revised Employee Handbook)

Mr. Gomes stated all the changes recommended by the commissioners in the February 25, 2020 meeting had been incorporated into the revised employee handbook. Mr. Torres stated that he and Mr. Gomes worked with Cynthia Lauture (Corporate Counsel) on the revised employee handbook and were pleased with the outcome. Discussion, Mr. Sagar took a moment to review the revised Employee Handbook with the other commissioners and Jim Del Visco (Corporate Counsel). All were pleased with the revisions. Mr. Sagar then polled the Commissioners for a vote to approve the revised Employee Handbook. *See revised employee handbook 2020 for details.*

Mr. Sagar, (Review Furlough Package) Mr. Gomes stated that HPA has furloughed 8 FT employees. And reduced the hours of 2 FT employees. Reef Parking Management has furloughed 13 FT employees and 6 seasonal employees. HPA will continue to pay medical benefits for all furloughed employees. Mr. Gomes stated he hopes to bring back all the furloughed employees on or near the May 20th date set by the Governor of CT.

Mr. Sagar ask Mr. Edwards on his thoughts about the furloughs. Mr. Edwards stated that he and his regional manager were pleased with the way HPA has treated the furloughed Reef Parking employees.

VOTED: To Approve the revised Employee Handbook 2020.
(Ayes – Bercowetz, Sager, Torres)

2. Finance Committee - Mr. Bercowetz

John Michalik presented his finance reports to the HPA Board. John discussed the impact that the COVID 19 Virus shut down has had on the budget for March and April. John discussed the impact that the shutdown will have on the rest of the fiscal year. (May, June FY 2019 – 2020)

(See Finance Monthly Report for details)

VOTED: Acceptance of February & March 2020 Monthly Finance Report.
(Ayes – Bercowetz, Sager, Torres)



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 down pertaining to tickets issued during March and April due to the virus shut down. Mr. Sagar stated the 1212 Main St. parking lot is no longer in use and has been turned over to the City for future construction. Discussion on 58 Chapel and Sheldon St. parking lots & the MAT Garage remain closed. HPA is working with monthly parkers to reduce their monthly parking fees.

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

5. **Marketing Committee**-None

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

Mr. Gomes stated he had no update at this time.

ADJOURNMENT- Mr. Sager polled Commissioners for further comments/questions. All Board members thanked Mr. Gomes and the HPA staff for the work they are doing through these difficult times, then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Bercowetz, passing unanimously to -

VOTED: Adjourn the April 28, 2020 Regular Board Meeting at 5:53 P.M.
(Ayes – Bercowetz, Sager, Torres)

Respectfully submitted,

Ted Sheiber

Mr. Ted Sheiber
Secretary to the Board