



Approved Minutes
Tuesday, May 26, 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

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 May 26, 2020 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, 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 participation in this virtual Board Meeting of the Hartford Parking Authority.
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 April 28, 2020

Mr. Sager polled Commissioners for corrections to the minutes. There was a brief discussion on the meeting minutes then a move to approve.

VOTED: Approval of April 28, 2020 meeting minutes.
(Ayes - Bercowetz, Sager, Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – Mr. Torres

Mr. Gomes stated that due to budget concerns brought on by the COVID-19 virus it has been decided there will be no employee bonuses this year. There was a brief discussion before the subject was tabled.

2. Finance Committee - Mr. Bercowetz

Mr. Michalik presented his finance reports to the HPA Board. John clarified some issues that occurred with the February & March 2020 finances. John recommended delaying the funding of the R&R account until a later date. Discussion on delaying the funding of the R&R account. Mr. Del Visco clarified questions Commissioners had on delaying the funding and Mr. Gomes informed the Commissioners he will be discussing this matter with the City's COO.

Mr. Michalik informed the Commissioners of an accounting error that the City's finance dept. made with the Hartford Parking Authority's budget numbers. When Mr. Michalik discovered the error, he immediately informed the City's finance dept. Mr. Gomes stated he has informed the Mayor's office of the accounting error.

Mr. Michalik presented a review of his cash on hand projection worksheet requested by Mr. Sager. John informed the Commissioners that he was still waiting for some invoices from Reef parking that were delayed due to the COVID 19 shutdown. John explained his predictions for the end of the FY 2019/2020 ending on June 30th. Mr. Gomes informed the Commissioners that ticketing in the metered parking spots and in the neighborhoods will start on June 23rd.

VOTED: Acceptance not to fund the R&R account until a later date.
(Ayes – Bercowetz, Sager, Torres)

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

VOTED: Acceptance of the revised 2020/2021 Budget.
(Ayes – Bercowetz, Sager, Torres)

(See Finance Monthly Report for details)

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.

Mr. Sager presented an overview of the contract extensions for Reef Parking and the Hartford Guides. Discussion on the subject by all the commissioners and Mr. Gomes ended in agreement to extend the contracts.

VOTED: Approval of Republic 6th Amendment on Street Operations Contract Extension
(Ayes – Bercowetz, Sager, Torres)

VOTED: Approval of Republic 6th Amendment Surface Lot Operations Contract Extension
(Ayes – Bercowetz, Sager, Torres)

VOTED: Approval of Hartford Guides 2nd Amendment Security Contract Extension
(Ayes – Bercowetz, Sager, Torres)

VOTED: Approval of Hartford Guides 4th Amendment Surface lot Contract extension
(Ayes – Bercowetz, Sager, Torres)

Updating pay stations to 4G: Mr. Gomes was asked by Mr. Sager to give an overview on the need to upgrade the existing meters SIM cards from 3G to 4G capability. Mr. Gomes stated that 3G will no longer be supported by any of the cellular carriers by the year 2021. There will also be a need to upgrade the modems on all the pay stations and this will be phased in gradually over the rest of the FY year 2020/2021.

MAT Garage concrete repairs: A quick update was given to the commissioners on the status of the concrete repair project at the MAT garage. Repairs have been completed on the A & B levels and the Trumbull St. Lobby. Membrane installation will be completed weather permitting.

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

5. **Marketing Committee**-None

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

Mr. Gomes stated HPA is working with the City to identify streets that can be closed to help restaurants reopening with outdoor dining. And there is a lot of uncertainty about what the reopening of company's and restaurants will look like moving forward. There will be some adjusting and reevaluation of the budget as the reopening unfolds.

ADJOURNMENT- Mr. Sager polled Commissioners for further comments/questions. then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Bercowetz, passing unanimously to

VOTED: Adjourn the May 26, 2020 Regular Board Meeting at 6:22 P.M.
(Ayes – Bercowetz, Sager, Torres)

Respectfully submitted,

Ted Sheiber

Mr. Ted Sheiber
Secretary to the Board