



Approved Minutes
Tuesday, June 23, 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, Associate 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 June 23, 2020 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03 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. Mr. Sager noted the work that HPA has been doing to prepare for the next phase of reopening the on-street parking for normal business.
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 of the Regular Meeting on May 26, 2020 – Approval to the Minutes of the Regular Meeting May 26, 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 May 26, 2020 meeting minutes.
(Ayes –Bercowetz, Sager, Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – Mr. Torres

Mr. Torres stated that the new Employee Handbook has been distributed to all HPA employees. Mr. Torres then stated a decision has been made not to issue bonuses and to defer a decision on merit increases until October due to the current situation brought on by the COVID 19 virus. Mr. Gomes stated a letter explaining this information will be sent to all HPA employees.

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz discussed the monthly report. He noted that overall revenue has been trending down across the board. Mr. Gomes stated that the Hartford Stage has agreed to a monthly payment plan to pay their outstanding invoices. Mr. Gomes informed the board members that HPA employee Maria Lopez has submitted her resignation. Mr. Gomes will be working with the City to hire a replacement bookkeeper for the MAT Garage. There was a short discussion on the current state of parking in the City and what going forward may look like. Mr. Michalik presented his financial report to the Board.

(See Finance Monthly Report for details)

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

3. Property Management Committee- Mr. Sager

Mr. Sager gave an overview of the property management report. He stated HPA has informed the BID that parking meter enforcement will resume. Mr. Gomes stated as of June 22, 2020 HPA has started enforcement of Odd/ Even days in the neighborhoods and on June 29, 2020 parking meter enforcement will resume throughout the city. Mr. Torres had a question on bike lane enforcement in the city. Mr. Gomes stated that HPA has been ticketing cars that park in the bike lanes for over a year and that the fine is \$75.00 dollars for blocking traffic. Mr. Torres asked if HPA can remind the public not to park in the bike lanes. Mr. Gomes Stated he will put reminders out using HPA's



website and social media. Mr. Sager asked Mr. Gomes to update the Board on the Park St. sidewalk project. Mr. Gomes stated HPA is coordinating with DPW's contractor to stripe parking spaces and update signs where needed so HPA can enforce the 4-hour parking limit.

Mr. Gomes has been working with the NRZ on the matter and informed the Board that HPA's part in the project is currently on hold and hopes to have more information soon. Mr. Sager asked Ms. Smith to give an update on the MAT garage. Ms. Smith stated that 2 part time employees have been called back to clean the garage and maintain the landscaping. One full time employee has been called back to handle any customer and building issues and secure the garage at the end of business hours. Ms. Smith informed the Board that since reopening the garage to daily parkers. Traffic has been light and hopes by September that we will see an increase in traffic.

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

4. **Marketing Committee**-None

5. **CEO Update**- None

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

VOTED: Adjourn the June 23, 2020 Regular Board Meeting at 5:53 P.M.
(Ayes – Bercowetz, Sager, Torres)

Respectfully submitted,

Ted Sheiber

Mr. Ted Sheiber

Secretary to the Board