



**Unapproved Minutes**  
**Tuesday, August 25, 2020 - 5:00 p.m.**  
**Special 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

**Also Present for HPA:**

Armando 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:**

Cynthia Lauture, Corporate Counsel

1. **Call to Order** – Mr. Sager called the August 25, 2020 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:09 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 the first (in person) Board Meeting of the Hartford Parking Authority since the outbreak of the COVID 19 virus.
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 June 23, 2020** – Approval to the Minutes of the Regular Meeting June 23, 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 June 23, 2020 meeting minutes.  
(Ayes –Bercowetz, Sager, Torres)

## **REPORTS AND ACTION ITEMS**

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

Mr. Torres stated that HPA has hired a new bookkeeper and welcomed Stella Lopez formally of Connecticut Parking Services to the Hartford Parking Authority.

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

Mr. Bercowetz gave an overview of the monthly report. He noted that overall revenue is trending better than expected. Mr. Michalik presented his financial report to the Board.

*(See Finance Monthly Report for details)*

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

### 3. **Property Management Committee**- Mr. Sager

Mr. Sager gave an overview of the property management report and noted that booting was up for the months of July and August and overall citations collected were trending higher. Mr. Gomes gave an update on the future possibility of paying a citation through the Woonerf/Passport App. Mr. Torres inquired about bike lane enforcement. He noted that DPW has not removed signs that still allow parking in the lanes. Mr. Gomes said he will check with DPW on this matter. Mr. Edwards gave an overview to the Board members on bike lane enforcement. Ms. Smith gave an update on the MAT Garage parking. She noted a slight increase in monthly parkers. Kenya said that overall, the corporate clients have been pleased with the way HPA has been working with them and there parking needs through the pandemic.

Mr. Sager informed the Board members that there was an On-Call Engineering Resolution that would need to be voted on. After a review of the resolution with the other board members Mr. Sager called for a vote.

**VOTED:** Approval of the Resolution for On Call Engineering  
(Ayes –Bercowetz, Sager, Torres)



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

5. **Marketing Committee**-None

6. **CEO Update**- Mr. Gomes introduced Mr. Geoffrey Edward the new GM for Reef Parking Management to the HPA Board members.

Mr. Gomes informed the board that the Hartford Guides continue to patrol all HPA managed properties. Reef Parking is working with HPA to have all the ambassadors back to work by September. Patrol cars will be limited to one person in each car due to the virus. A 3<sup>rd</sup> ambassador will be added to the downtown walking patrol and second shift will be coming back starting at 3:30pm rather than 6:00pm Mr. Gomes stated that he has been getting a lot of calls from the neighborhoods regarding parking enforcement. There have been issues with ODD/EVEN parking on sanitation and sweeping days and blocked driveways. Mr. Edwards will have the ambassadors concentrate there enforcement in the neighborhoods to help with these issues. Mr. Gomes informed the Board that RFP's for the City-Wide Parking Plan have gone out for bids. The Data Center parking garage project would be too costly for HPA to take on at this time. Mr. Gomes is working with Development Services to identify other possibilities for HPA parking projects in the City of Hartford. Mr. Gomes is working with purchasing on RFP's for a parking contractor and on call engineering to go out to bid in 2021.

7. **Executive Session** – Mr. Sager called for a motion to enter executive session at 6:03pm.

**VOTED:** Enter Executive Session August 25, 2020 Special Board Meeting at 6:03 P.M.  
(Ayes – Bercowetz, Sager, Torres)

**VOTED:** Adjourn Executive Session August 25, 2020 Special Board Meeting at 7:11 P.M.  
(Ayes – Bercowetz, Sager, Torres)

**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 August 25, 2020 Special Board Meeting at 7:12 P.M.  
(Ayes – Bercowetz, Sager, Torres)

Respectfully submitted,

*Ted Sheiber*

Mr. Ted Sheiber  
Secretary to the Board