



Approved Minutes
Tuesday, January 26, 2021 - 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:

Armando Gomes, CEO
John Michalik, Interim Finance Director
Ted Sheiber, Director of On Street Operations
James Del Visco, Corporate Counsel

Guests:

Zoe Chatfield

1. **Call to Order** – Mr. Sager called the January 26, 2021 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 participation in this first Zoom Board Meeting of the Hartford Parking Authority.
4. **PUBLIC COMMENT** – None

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 December 15, 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 December 15, 2020 meeting minutes.
(Ayes - Bercowetz, Sager, Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – Mr. Torres

Topics, Finance Director Contract and Amended and Restated HPA Severance Policy.

Mr. Torres asked Mr. Gomes for an update on the contract renewal for Finance Director. Mr. Gomes gave the Board members an overview of the new contract for the Finances Director that is up for renewal in March of 2021.

Mr. Torres gave a brief over of the amended HPA severance policy. He then asked Mr. Gomes to elaborate on the changes that were made. After a brief discussion Mr. Torres called for a vote.

VOTED: Acceptance of the Amended and Restated HPA Severance Policy.
Subject to a revision of section 8 to reflect the correct date 1/26/21
(Ayes – Bercowetz, Sager, Torres)

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz presented an overview of the monthly financial report. He expressed some cash flow concerns but said the citations in the neighborhoods remain steady. Mr. Michalik stated the overall budget looks good at this halfway point considering the circumstances. He expressed the need of holding on to our current customer base. Mr. Gomes stated he's currently in negotiations with a client interested in parking space for their employees. Mr. Michalik gave the Board a brief update on his progress with the upcoming 2021-2022 budget. He has the 1st draft and will be meeting with Adam and Mingo on the 2nd draft. The budget is due to the City of Hartford on the February 26, 2021.

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

(See Finance Monthly Report for details)

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

Mr. Sager discussed an overview of the property management report. He stated citation issuance numbers remain relatively normal considering the circumstances and the neighborhoods citation issuances remains steady. Mr. Torres asked for and update on the Hartford Guides move to the MAT garage. Mr. Sheiber stated the Guides will be relocating to the MAT garage sometime in February. He then asked for the status of the elevator repairs at the MAT garage. Mr. Sheiber informed the Board that new heaters have been installed in the 2 elevator machine rooms per Otis request. This should help in the proper operation of the elevators. The broken elevator should be repaired and returned to service in the next couple of days. Mr. Sager gave a brief update on repairs on the MAT garage fire suppression system. The repair is to stop a leaking problem on the #5 riser.

(See Property Management Report for details)

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

5. **Marketing Committee**-None

6. **CEO Update** -None

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

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VOTED: Adjourn the January 26, 2021 Regular Board Meeting at 5:54 P.M.

(Ayes – Bercowetz, Sager, Torres)

Respectfully submitted,

Ted Sheiber

Mr. Ted Sheiber

Secretary to the Board