

Approved Minutes
Tuesday, March 23, 2021 - 5:00 p.m.
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present

Zoe Chatfield, Commissioner

Christian Sager, Chair

Cal Torres, Commissioner

Also Present for HPA:

Armando Gomes, CEO

John Michalik, Interim Finance Manager

Ted Sheiber, Director of On Street Operations

James Del Visco, Corporate Counsel

Geoffrey Edwards, GM Reef Parking

Guests: None

1. **Call to Order** – Mr. Sager called the March 23, 2021 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:08 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 Zoom Board Meeting of the Hartford Parking Authority. He hoped everyone was able to get outside and enjoy this beautiful day.
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 February 23, 2021**

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 February 23, 2021 meeting minutes.
(Ayes - Chatfield, Sager, Torres)

REPORTS AND ACTION ITEMS

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

Mr. Torres presented an overview of the Citation Management Clerk position, then opened the floor for questions. After a brief discussion, Mr. Torres called for a vote to approve the newly created Citation Management Clerk position.

VOTED: Approval of the Citation Management Clerk Position
(Ayes – Chatfield, Sager, Torres)

2. **Finance Committee** - Mr. Michalik

Mr. Michalik informed the Board that he and Mr. Gomes presented the fiscal 2021/2022 budget to the Mayor and his staff and it was received favorably. The Mayor asked if HPA was conducting a parking study. HPA currently has a parking study in progress.

Mr. Michalik gave an overview of the current monthly report. He informed the Board that he feels very confident that HPA will come very close to this year's 12-month budget numbers.

VOTED: Acceptance of February 2021 Monthly Finance Report.
(Ayes – Chatfield 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 last month's metrics over all look pretty good and noted that January's numbers were higher than average.

Mr. Sager gave an update on changes in the way HPA is conducting booting and towing.

Mr. Gomes informed the Board that HPA has purchased 20 new boots and that booting has jumped from 89 per month to 90 per week.

Mr. Torres had a question on the procedure for applying a ticket on a vehicle. Mr. Edwards gave an overview to the Board on this process.

Mr. Gomes gave an update on expanding the parking meter footprint to new areas of the City, with possible expansion to Albany Ave. and Park St. He is currently in discussion with the NRZ's and merchants in these areas. He informed the Board that he is currently working on a possible new RPP to help with merchant employee parking.

Mr. Gomes informed the Board that HPA will be bring back the MAT garage supervisor from furlough in April.

(See Property Management Report for details)

4. Bylaws and Revisions Committee-None

5. Marketing Committee-None

6. CEO Update – Mr. Gomes informed the Board that Mr. Michalik is looking into updating HPA's credit card process with a possible new vender.

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

VOTED: Adjourn the March 23, 2021 Regular Board Meeting at 6:02 P.M.

(Ayes – Chatfield, Sager, Torres)

Respectfully submitted,
Ted Sheiber
Mr. Ted Sheiber
Secretary to the Board