



**Unapproved Minutes**  
**Tuesday, April 27, 2021 - 5:00 p.m.**  
**Regular Meeting of the Board - Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

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**Commissioners Present**

Adam Bercowetz Commissioner  
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

**Guests:** None

1. **Call to Order** – Mr. Sager called the April 27, 2021 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:04 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** – Mr. Clyde Gibson was present for the public at this virtual meeting.

**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 March 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 March 23, 2021 meeting minutes.  
(Ayes - Chatfield, Sager, Torres)  
(Abstain – Bercowetz)

**REPORTS AND ACTION ITEMS**

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

Mr. Torres presented an overview of (2) personnel committee topics. (1) the revised Employee Handbook. (2) the HPA Separation Agreement for approval to the Board. Mr. Gomes gave an update on the changes made to the Employee Handbook and answered questions on this topic.

Mr. Torres made a motion to approve the changes made to the Employee Handbook, seconded by Mr. Sager.

Mr. Torres presented an overview of the new HPA Separation Agreement. Mr. Gomes & Mr. Del Visco reviewed the document and answered questions from the Board members. After a discussion, Mr. Torres made a motion to approve the new HPA Separation Agreement seconded by Mr. Bercowetz.

**VOTED:** Approval of the changes made to the Employee Handbook.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

**VOTED:** Approval of the new HPA Separation Agreement.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

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

Mr. Bercowetz gave an update on the March budget figures stating March was a very good month mostly due to parking enforcement. Mr. Bercowetz said that MAT garage continues to hold steady despite the lack of events.

Mr. Bercowetz reviewed cash on hand projection worksheet with the Board members. After a discussion, Mr. Bercowetz called for a motion to accept the March monthly finance report seconded by Mr. Torres.

**VOTED:** Acceptance of the March 2021 Monthly Finance Report.  
(Ayes – Bercowetz, 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 that the March 2021 numbers were very strong across the board. This was due to high citation collections and higher than average booting. Mr. Sager asked Mr. Gomes if he would update the board on the new booting procedure.

Mr. Gomes gave an overview of the changes made with the booting process and how HPA is working with the neighborhoods and DPW to address these parking issues.

Mr. Torres stated he was contacted recently by a community advocate who had questions and concerns about ticketing in the neighborhoods and the lack of parking.

Mr. Torres suggested that with the help of the new Marketing Chair (Ms. Chatfield) that we can educate the public on Odd/Even street parking and that this may help residence avoid tickets.

Mr. Sager gave an update on the 58 Chapel St. parking lot, stating that HPA may lose this parking in the next 12 months.

Mr. Sager informed the Board that HPA continues to talk with the Park St. and Albany Ave. neighborhood NRZ's about the installation of parking meters in high traffic areas on these streets.

Mr. Sager updated the Board that Geoffrey Edwards (GM for Reef Parking) is no longer with the company. Mr. Gomes is working with Reef on his replacement. The Library upper deck water leak has been repaired. The MAT garage Supervisor (Nini Sanchez) is back from furlough. HPA is working with a movie company that is filming in the City to help them with their parking needs. Some artworks that were installed on the Trumbull St. side of the MAT garage back in 1999 was removed due to safety concerns after one of the pieces fell off the building in a windstorm. A new piece of artwork has been installed on the corner of Church and Trumbull St. in cooperation with the BID to promote local artists.

*(See Property Management Report for details)*

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



5. **Marketing Committee**- Election of Marketing Committee Chair. Mr. Sager nominated Ms. Chatfield for Marketing Committee Chair. After a brief discussion, Mr. Sager made a motion to elect Zoe Chatfield as Marketing Committee Chair second by Mr. Torres.

**VOTED:** Election of Ms. Zoe Chatfield as Marketing Committee Chair.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

6. **CEO Update** – Mr. Gomes informed the Board that an offer was made for the roll of Citation Management Clerk. Veronica Padilla has accepted this position and will start in the next two weeks. Pricing at the MAT garage will remain the same for now with no increase. There was an increase in pricing scheduled for this month.

Mr. Gomes gave an update on the outstanding RFP's. (1) for On Street Enforcement (1) for Parking Lot Management (1) for On Call Engineering. Reef Parking was the only participant in the On Street Parking Enforcement so they will continue in this service. (2) Bids for Lot management and (7) for on call engineering. These bids will be reviewed with purchasing on Friday April 30<sup>th</sup> at 2:00pm.

Update on 58 Chapel parking lot. The COVID vaccine clinics are ongoing Tuesdays & Saturdays. The call Jane movie company is storing their trailers at 58 Chapel overnight, and the Yard Goats season opens in May.

Staffing for the MAT garage will be brought back gradually as Baseball, Theater, and XL Center activity start to pick.

**ADJOURNMENT**- Mr. Sager polled Commissioners for further comments/questions. Then called for a motion, a motion was made by Mr. Sager, seconded by Ms. Chatfield, passing unanimously to:

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**VOTED:** Adjourn the April 27, 2021 Regular Board Meeting at 6:03 P.M.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

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