



**Approved Minutes**  
**Tuesday, June 22, 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:**

Armindo Gomes, CEO

John Michalik, Interim Finance Director

Ted Sheiber, Director of On Street Operations

James Del Visco, Corporate Counsel

Katy Carpio, GM Reef Parking

**Guests:** None

1. **Call to Order** – Mr. Sager called the June 22, 2021, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05p.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.
4. **PUBLIC COMMENT** – Mr. Stathis Manousos from LAZ Parking thanked all those that participated in the on-street parking RFP presentation.

**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 May 25, 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 May 25, 2021, meeting minutes.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

**REPORTS AND ACTION ITEMS**

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

Topic: HPA FY2021/22 merit increase recommendation. Mr. Torres gave a brief review of the process then opened the topic for discussion. Mr. Gomes gave the Board an overview of the merit increase recommendations then turned the topic over to the Board for further discussion and approval. After a lengthy discussion, Mr. Sager made a motion to approve a 4% merit increase 2<sup>nd</sup> by Ms. Chatfield.

**VOTED:** Approval of a 4% merit increase.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

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

Mr. Bercowetz gave an update on the May budget figures and recommended ending the cash flow reporting for future meetings. It was a useful tool in the height of the pandemic, but he and John feel it is no longer necessary moving forward.

Mr. Bercowetz informed the Board that a decrease in the budget surplus was due to several late invoices just received for snow removal.

Mr. Sager asked if the meter revenue was up for the month of May? Mr. Michalik stated May was one of the best months for meter revenue so far through the pandemic. Mr. Michalik will have a 1-month income variance report for the meters at the next Board meeting to see if meter usage is slowly coming back in the city.

Mr. Michalik informed the Board that HPA will be using some of this year's surplus to pay the remaining balance of the Parkeon meter upgrades.

**VOTED:** Acceptance of the May 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. May was a good month overall. Tickets issued were up a small percentage from April. Tickets paid were down slightly from the April numbers.

Surface lots: HPA is working with DPW to address some handicap accessibility issues at the 58 Chapel St. parking lot.

HPA will be conducting a pilot program at the 141 Sheldon St. parking lot to determine if the parking lot can be run without use of the gates. Daily parkers would use the Woonerf App to pay rather than using a credit card. Monthly parkers would be entered into the enforcement system. Ambassadors will drive through and issue tickets for nonpayment.

HPA continues to support HPD with the weekend enforcement on Wethersfield Ave. and Franklin Ave.

Mr. Torres had some concerns for the safety of the HPA ambassadors working in the Wethersfield and Franklin Ave. areas. Mr. Gomes informed the Board he is working with the Chief to get police radios for this operation.

Mr. Torres asked if the ambassadors had confrontation training? Ms. Carpio informed the board that she is working on a training program and will get the information to Mr. Gomes ASAP.

*(See Property Management Report for details)*

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

**5. Marketing Committee- None**

**6. CEO Update** – Mr. Gomes introduced Ms. Katy Carpio to the Board members. Ms. Carpio is the new GM for Reef/Republic parking.

Mr. Gomes gave an overview of the new food truck ordinance starting on Thursday June 24<sup>th</sup>. A \$200.00 dollar fine for violations, 3 violations and the vendor will lose their vendor permit. The appeals process for the food truck violations are not clear at this time and are being reviewed by Corporate Council. There are several public meetings scheduled on this topic to answer any question or concerns people may have.

Mr. Gomes updated the Board that the On Street/Surface lot contract was awarded to Reef/Republic parking. The Engineering contract went to Desman and 2 extensions went to the Hartford Guides.

Mr. Michalik is reviewing and updating the HPA credit card system.



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**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 June 22, 2021, Regular Board Meeting at 6:02 P.M.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

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