

**Unapproved Minutes**  
**Tuesday, September 28, 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

**Also Present for HPA:**

Armindo Gomes, CEO  
John Michalik, Interim Finance Director  
Ted Sheiber, Director of On Street Operations  
Katy Carpio, GM Reef Parking  
James Del Visco, Corporate Counsel  
Ciarra Minacci-Morey, Corporate Counsel

**Guests:** None

1. **Call to Order** – Mr. Sager called the September 28, 2021, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07p.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** – 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 July 27, 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 July 27, 2021, meeting minutes.  
(Ayes – Bercowetz, Chatfield, Sager)

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – None

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

Mr. Bercowetz gave a summary of the July and August finance report. Stating that the operating income, revenue totals and expenses totals are all tracking favorably currently. Mr. Bercowetz cautioned that in January of 2022 the budget projections will start to increase in increments through June of 2022 getting back to pre-covid projections. This may cause the budget to not look as favorable as it does now, but we will have to wait and see.

Mr. Michalik gave a detailed update on the summary of operations report. MAT garage, Parking enforcement and Sheldon parking lot are ahead of budget currently.

**VOTED:** Acceptance of the July, August 2021 Monthly Finance Report.  
(Ayes – Bercowetz, Chatfield, Sager)

*(See Finance Monthly Report for details)*

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

Mr. Sager discussed an overview of the property management report. July and August looked good overall. Tickets issued were up. Tickets paid were up. The scofflaw list remains over 9,000. Tickets paid were up, this is normal for the summer months.

Mr. Gomes gave an update on the negotiations with the Rensselaer to manage their parking garage and lot for the City of Hartford. He is working with corporate council to put together the necessary paperwork. 141 Sheldon St. is operating at 100 % via app, this has reduced backup and credit card issues at the gate.

HPA and Reef Parking are working on upgrades to the Genetec systems used by the parking enforcement ambassadors. This includes upgrades to the handheld cell phone LPRs and GPS capabilities to increase productivity.

Katy Carpio gave an update on hiring new ambassadors and the promotion of one to on street supervisor.

Mr. Gomes gave an update on the new meters installed on Albany Ave. 101 citations have been issued since starting the program. Meters will be installed in Parkville on Bartholomew St. next spring in coordination with the street scape project.

Katy Carpio gave an update on the purchase of 3 new cars for the on-street operations.

Mr. Gomes informed the Board that he will be looking for Board approval to spend \$12,000.00 to \$15,000.00 for design drawings on a proposed parking garage on Bartholomew St.

Mr. Sager called for a motion; a motion was made by Mr. Sager to authorize Mr. Gomes to spend \$12,000.00 to \$15,000.00 on design drawings for a proposed parking garage on Bartholomew St. seconded by Mr. Bercowetz.

**VOTED:** Approval for Mr. Gomes to spend \$12,000.00 to \$15,000.00 on design drawings  
(Ayes – Bercowetz, Chatfield, Sager)  
*(See Property Management Report for details)*

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

### **5. Marketing Committee-** None

**6. CEO Update** – Mr. Gomes is working on cleaning up the back log of scofflaw violations. He informed the Board that some scofflaw violations will have to be written off due to the plates no longer being valid. Mr. Gomes will review the process of removing the scofflaws from the books. He may need to go before City Council.



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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:

**VOTED:** Adjourn the September 28, 2021, Regular Board Meeting at 6:08 P.M.  
(Ayes – Bercowetz, Chatfield, Sager)

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