



Approved Minutes
Tuesday, October 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

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

Ciarra Minacci-Morey, Corporate Counsel

Guests: None

1. **Call to Order** – Mr. Sager called the October 26, 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 September 28, 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 September 28, 2021, meeting minutes.
(Ayes – Bercowetz, Chatfield, Sager)

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – None

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

Mr. Bercowetz gave an update on the September budget numbers. It was another favorable month with operating income higher than projected. The MAT garage continues to move in a positive direction. Mr. Bercowetz reminded the Board that starting in January of 2022 per-covid budget projection will start.

Mr. Michalik stated that in the second half of this fiscal year we will start to step up the revenue estimates so we may not be adding as much to the surplus as we currently are.

Mr. Sager had a question on enforcement expenses and why they are higher than usual.

Mr. Michalik stated that some of it has to do with the way the new contract with Reef Parking is set up.

Mr. Gomes stated that Reef Parking is also going through a rebuilding stage with upgrades on equipment, new vehicles and they are also adding new staff. Mr. Gomes informed the board that Corporate Counsel has brought back the hearing officers for in person hearings this is all to get back to normal business.

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

(See Finance Monthly Report for details)

3. Property Management Committee- Mr. Sager

Mr. Sager gave an overview of the property management report for September. The standard collection metrics remain even, boot numbers were lower, collection amounts were decent for September.

Mr. Sager stated we typically see a decrease in revenue as we move closer to the holidays, and we will be adding more cars and staff on nights and weekend. This should increase citation revenue as we return to pre pandemic coverage.

Surface lots – no changes at 58 Chapel parking lot currently. The Geo fencing of 141 Sheldon St. lot is working very well currently. No changes at the 161 Sheldon St. parking lot.

On Street- HPA will be adding 3 new cars to it existing 7 cars. The 3 new cars will be equipped with newer updated LPR systems.

Katy Carpio updated the Board on the 2 new employees that started on Monday. Katy informed the Board that she has several more interviews scheduled for this week.

Mr. Sager informed the Board of repairs that are needed at the Arch St. library parking deck. Mr. Gomes will be meeting with the City to discuss financial help for these repairs.

There was a brief discussion on the MAT garage and Hartford Stage mural project. All Board members were in favor of the mural.

Mr. Sager gave an update on the Parkville garage project; a conceptual design will follow once a design version is agreed upon.

(See Property Management Report for details)

4. Bylaws and Revisions Committee-None

5. Marketing Committee- Mr. Gomes informed the board that he and Ms. Chatfield are discussing ideas for an updated HPA website.

6. CEO Update – Mr. Gomes informed the Board that HPA is working with the City and DPW to establish a standard for street signs throughout the city. We are starting with Park St. from Main St. to Prospect St. by West Hartford. This will ensure that there are handicap signs, loading zone signs, grab and go signs, along with the usual 2 hr. parking, no parking, and trash/sweeping signs. Mr. Sager asked if Pratt St. will ever open to car traffic again? Mr. Gomes stated that more than likely, Pratt will remain closed and HPA will remove our signs and meters.



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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 Mr. Bercowetz, passing unanimously to:

VOTED: Adjourn the October 26, 2021, Regular Board Meeting at 5:52 P.M.
(Ayes – Bercowetz, Chatfield, Sager)

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