

Unapproved Minutes
Tuesday, November 23, 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

Cal Torres, Commissioner

Also Present for HPA:

Armando 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 November 23, 2021, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:21p.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. Mr. Sager wished everyone a Happy Thanksgiving.
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 October 26, 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 October 26, 2021, meeting minutes.
(Ayes – Bercowetz, Chatfield, Sager)
(Abstain - Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – None

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz asked Mr. Michalik to give the monthly finance report for October. Mr. Michalik stated that the operating income was higher compared to the budget, showing a favorable variance. Revenue totals were higher compared to the budget showing another favorable variance, but expense totals were higher compared to the budget showing an unfavorable variance.

The MAT garage hourly and monthly parking revenue continues to outpace the budget. Meter revenue continues ahead of budget, but citation revenue is down from last year's average.

Operations & maintenance expenses are over budget as on-street costs under the new contract exceed the average for the period July – December 2020.

Mr. Sager had some questions for Mr. Michalik. There was a brief discussion, then Mr. Sager made a move to except the October 2021 monthly finance report 2nd by Ms. Chatfield.

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

(See Finance Monthly Report for details)

3. Property Management Committee- Mr. Sager

Mr. Sager gave an overview of the property management report for October. The standard collection metrics were at 90%, boot numbers were higher, collection amounts were lower than September, and tickets issued were lower than 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, 141 Sheldon, 166 Sheldon and the library parking lots. Mr. Gomes continues working with corporate counsel on a proposal for the use of the Rensselaer parking lot and garage.

On Street- The three new vehicles have been outfitted with the Genetic equipment and are waiting for decals. Reef Parking is working on a process to enhance ambassador safety with the use of body cameras and training.

Mr. Gomes gave an overview on the new process for ambassador safety and the wearing of body cameras.

Mr. Torres expressed concerns he has on the recent incident that occurred with one of the on-street ambassadors and how the police handled it. Mr. Gomes said he has reached out to Lieutenant O'Brien to get more information and will update the Board members soon.

MAT Garage - HPA continues working with the Hartford Stage on the agreement for the mural project.

Parkville Garage – Desman has submitted conceptual garage drawings for the 17-35 Bartholomew Ave. property for review.

(See Property Management Report for details)

4. Bylaws and Revisions Committee- Approval of 2022 Board Meeting calendar. There was a brief discussion then Mr. Sager made a motion to approve the 2022 HPA Board meeting calendar. This motion was 2nd by Mr. Bercowetz.

VOTED: Approval of the 2022 Board meeting calendar
(Ayes – Bercowetz, Chatfield, Sager, Torres)



5. Marketing Committee- None

6. CEO Update – Mr. Gomes informed the Board that he will be sending out a concept drawing to them of what the Parkville garage may look like in the future. He is filling out paperwork with the mayor's office to get assistance with repairs of the library ramp garage.

Mr. Gomes is also looking into available funding the city may have to help with acquiring charging stations, solar panels, and funding for repairs of the MAT garage.

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 November 23, 2021, Regular Board Meeting at 6:09 P.M.
(Ayes – Bercowetz, Chatfield, Sager, Torres)

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