

Unapproved Minutes
Tuesday, December 14, 2021 - 5:00 p.m.
Regular Board 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:

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

Guests: Whittlesey Engagement Team

1. **Call to Order** – Mr. Sager called the December 14, 2021, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03p.m.
2. **Roll Call of Commissioners** – The Secretary, Mr. Sheiber conducted roll call, and announced that a was quorum 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 Happy Holidays. Mr. Sager then reviewed the HP election process with the other Board members.
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. **Election of Board Chair for 2022**– Mr. Sager turned the meeting over to Mr. Bercowetz to conduct the nomination/election of the HPA’s Chair for calendar year 2022. Mr. Bercowetz opened the floor to nominations. Mr. Torres nominated Mr. Sager, seconded by Ms. Chatfield. Mr. Bercowetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Sager as Chair of the Hartford Parking Authority for calendar year 2022.

(Ayes –Bercowetz, Chatfield, Sager, Torres)

6. **Election of Board Vice Chair for 2022** –Mr. Sager opened the floor to nominations for the Vice Chair of the HPA. Mr. Sager nominated Mr. Torres, seconded by Mr. Bercowetz. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Torres as Vice Chair of the Hartford Parking Authority for calendar year 2022.

(Ayes –Bercowetz, Chatfield, Sager, Torres)

7. **Election of Board Treasurer for 2022** – Mr. Sager opened the floor to nominations for the Treasurer of the HPA. Mr. Sager nominated Mr. Bercowetz, seconded by Mr. Torres. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Bercowetz as Treasurer of the Hartford Parking Authority for calendar year 2022.

(Ayes –Bercowetz, Chatfield, Sager, Torres)

8. **Election of Property Management Committee Chair for 2022** - Mr. Sager opened the floor to nominations for the Property Management Committee Chair. Mr. Bercowetz nominated Mr. Sager, seconded by Mr. Torres. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Sager as Property Management Committee Chair of the Hartford Parking Authority for calendar year 2022.

(Ayes –Bercowetz, Chatfield, Sager, Torres)

9. **Election of Marketing Committee Chair for 2022** - Mr. Sager opened the floor to nominations for the Marketing Committee Chair. Mr. Sager nominated Ms. Chatfield, seconded by Mr. Torres. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Ms. Chatfield as Marketing Committee Chair of the Hartford Parking Authority for calendar year 2022.
(Ayes –Bercowetz, Chatfield, Sager, Torres)

10. **Election of Bylaws and Revision Committee Chair for 2022** - Mr. Sager opened the floor to nominations for the Bylaws and Revision Committee Chair. Mr. Sager nominated Ms. Chatfield seconded by Mr. Torres. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Ms. Chatfield as Bylaws and Revision Committee Chair of the Hartford Parking Authority for calendar year 2022.
(Ayes –Bercowetz, Chatfield, Sager, Torres)

11. **Election of Personnel Committee Chair for 2022** - Mr. Sager opened the floor to nominations for the Personnel Committee Chair. Mr. Sager nominated Mr. Torres, seconded by Ms. Chatfield. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Torres as Personnel Committee Chair of the Hartford Parking Authority for calendar year 2022.
(Ayes –Bercowetz, Chatfield, Sager, Torres)

12. **Election of Financial Committee Chair for 2022** - Mr. Sager opened the floor to nominations for the Finance Committee Chair. Mr. Sager nominated Mr. Bercowetz, seconded by Ms. Chatfield. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Bercowetz as Financial Committee Chair of the Hartford Parking Authority for calendar year 2022.
(Ayes –Bercowetz, Chatfield, Sager, Torres)

13. **Nomination of Board Secretary** – Mr. Sager nominated Mr. Sheiber for Board Secretary, seconded by Mr. Bercowetz.

VOTED: Nominate Mr. Sheiber as Board Secretary of the Hartford Parking Authority for calendar year 2022.
(Ayes –Bercowetz, Chatfield, Sager, Torres)

14. Approval to the Minutes for the Regular Board Meeting on November 23, 2021-

Mr. Sager polled Commissioners for correction to the minutes. There was a brief discussion on the meeting minutes, then a move to approve.

VOTED: Approval of the November 23, 2021, meeting minutes.
(Ayes –Bercowetz, Chatfield, Sager, Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – None

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz stated the overall budget is tracking higher than expected. Mr. Michalik cautioned that expenses will also track higher in the new year.

Operating income compared to the budget is running favorable. Revenues compared to the budget is running favorable. Expenses compared to the budget are unfavorable.

MAT garage continues to outpace the budget. Meter revenue continues ahead of budget.

Citation revenue is off 5.6% from last year's average. Parking enforcement operating expenses are over budget.

(See Finance Monthly Report for details)

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

3. Property Management Committee- Mr. Sager *(See Property Management Report for details)*

Mr. Sager discussed an overview of the property management report. The collection rate was down in November compared to October. Booting was down for November as well as tickets paid.

There were no changes with the surface lots.

No parking signs were established around South Park (Main and Park St.) This was requested by the Mayor's Office. Republic Continues to struggle with increasing ambassador head count.

Financial discussions have begun with Martin Guay, Vice President, Business Development Stanley Works on the development of the Parkville Garage.

4. Bylaws and Revisions Committee – None

5. **Marketing Committee**-None

6. **CEO Update**- Mr. Torres asked Mr. Gomes for and update on the recent ambassador incidents with members of the public and the way it is being handled by HPD. Mr. Torres also inquired about the bike lane signage on Maple Ave. Mr. Gomes informed the Board he is working with HPD on this issue, and HPA is working with DPW to change the bike lane signs on Maple Ave.

ADJOURNMENT- Mr. Sager polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Bercowetz, passing unanimously to -

VOTED: Adjourn the December 14, 2021, Regular Board Meeting at 6:26 P.M.
(Ayes – Bercowetz, Chatfield, Sager, Torres)

Respectfully submitted,

Ted Sheiber

Mr. Ted Sheiber

Secretary to the Board