



Approved Minutes
Tuesday, January 25, 2022 - 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 January 25, 2022, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06p.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 December 14, 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 December 14, 2021, meeting minutes.
(Ayes – Bercowetz, Chatfield, Sager, Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – Recommendation re: 401(a) contribution for 2022. The CEO recommended a 4% contribution to the 401(a) for all eligible employees. This would be funded solely by forfeited funds. After much discussion around the percentage the board voted to table this subject and revisit the subject at the next scheduled Board meeting. After the Finance Committee informed the Board that there is ample funding available for a 10% contribution. The Board decided to revisit the topic and a decision was made to reverse the previous vote and approved a 10% contribution to the 401(a) for FY 2022.

Mr. Torres made a motion to approve the 10% contribution 2nd by Mr. Sager.

VOTED: Approval of a 10% Contribution to the 401(a) for FY 2022
(Ayes – Bercowetz, Chatfield, Sager, Torres)

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz gave an update on the December budget numbers. It was another favorable month with operating income higher than projected. Mr. Bercowetz stated that the next 6 months may vary but feels we will meet the budget projection in June.

Mr. Bercowetz informed the Board that ticketing was down in December due to employees being out with Covid.

Mr. Michalik confirmed that if the 2nd half of the FY is as good as the first half, we should meet our budget.

Mr. Torres asked if the dismissal of citation from the appeals officers will have an impact on the budget.

Mr. Gomes stated he is working with Ciarra and the appeals officers so they can have a better understanding of the ticketing process.

Mr. Torres asked if there was any training for the appeals officers.

Mr. Gomes stated the appeals officer did not receive training.

Ciarra stated she is working with Mr. Gomes and the appeals officers to make sure all are on the same page.

VOTED: Acceptance of the December 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 December. The standard collection metrics remain even, boot numbers were lower, collection amounts were down. Tickets issued were down but that is typical for December. This could also be due to employees out with Covid.

58 Chapel maybe taken over for developing by late summer.

Rensselaer: HPA is proposing leasing the 900 parking spaces in the garage for a three-year period with 2 additional one-year extension.

Mr. Sager proposed making an offer for the garage and the parking lot. After a lengthy discussion Mr. Sager made a motion to authorize the CEO to negotiate leasing 900 parking space in the garage and parking lot from Rensselaer on a multiyear basis. Any agreement negotiated by the CEO would be subject to ratification from the Board.

VOTED: Authorize the CEO to negotiate leasing 900 parking spaces from
Rensselaer

(Ayes – Bercowetz, Chatfield, Sager, Torres)

On Street Operation: Renew Flowbird Service Agreement. Mr. Sager made a motion to renew the Flowbird service agreement and authorize the CEO to negotiate the terms of the agreement.

VOTED: Authorize the CEO to negotiate and Renew Flowbird Service Agreement

(Ayes – Bercowetz, Chatfield, Sager, Torres)

Library: Capital Improvement Proposal on the library ramp garage. After a discussion Mr. Sager moved to authorize the CEO to structure a repair bid for the library garage and to negotiate a cost sharing agreement with the city.

VOTED: Authorize the CEO to structure a repair bid for the library garage and to negotiate a cost sharing agreement with the city.

(Ayes – Bercowetz, Chatfield, Sager, Torres)

MAT Garage: Propose spending \$250,000 from R&R on drainage repairs. After a discussion Mr. Sager moved to authorize the CEO to create the bid to get this work done.

VOTED: Authorize the CEO to create the bid for drainage repairs at the MAT garage

(Ayes – Bercowetz, Chatfield, Sager, Torres)

(See Property Management Report for details)

4. Bylaws and Revisions Committee-None

5. Marketing Committee- None

6. CEO Update – Mr. Gomes stated John Michalik and he will be working on the budget for the next FY.

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 January 25, 2022, Regular Board Meeting at 6:50 P.M.
(Ayes – Bercowetz, Chatfield, Sager, Torres)

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