



**Tuesday, November 22, 2022 - 5:00 p.m.**  
**Revised Regular Meeting of the Board - Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

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**Commissioners Present**

Adam Bercowetz, Commissioner - Zoom  
Zoe Chatfield, Commissioner - Zoom  
Christian Sager, Chair – HPA Conference Room  
Cal Torres, Commissioner – HPA Conference Room

**Also Present for HPA:**

Armindo Gomes, CEO - HPA Conference Room  
John Michalik, Interim Finance Director – HPA Conference Room  
Katy Carpio, GM Reef Parking – Zoom  
James Del Visco, Corporate Counsel – HPA Conference Room

**Guests:** None

1. **Call to Order** – Commissioner Sager called the November 22, 2022, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:17p.m.
2. **Appointment of Interim Acting Secretary** – Commissioner Sager nominated Mingo Gomes to serve as acting Secretary. (Ayes – Bercowetz, Chatfield, Sager, Torres)
3. **Roll Call of Commissioners** – The Acting Secretary, Mingo Gomes, conducted roll call and announced that a quorum was present.
4. **Commissioner’s Comments** – No additional comments from Mr Sager
5. **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.**

## **6. Approval to the Minutes for the Regular Board Meeting on October 22, 2022**

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 22, 2022, meeting minutes, seconded by Mr. Bercowetz.  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

## **7. Reports and Action Items**

**Personnel Committee** – None

**Finance Committee** - Mr. Bercowetz

Mr. Bercowetz and Mr. Michalik gave an update on the monthly finance committee reports for October 2022. Operating income, revenues were up, and expenses were down, all showing a very favorable variances as we head into the new year.

Mr. Michalik added that we increased the surplus by an additional \$70K to last month's numbers. And we expect to have the auditor's report ( Whittlesey's) within the next few weeks.

Mr. Gomes added that we would be spending a little money on the High Street lot, just acquired from the city, to make the lot operational.

Mr. Gomes also noted that the BOE needs an additional 150 parking spots within the downtown area until renovations of the Buckley High School are complete, which could take up to 30 months. This sparked discussions around MAT garage occupancy and whether there would be ample parking for the monthly parkers currently leasing space. Mr. Gomes assured the board that there are levers that can be applied to mitigate traffic in times of heavy usage.

**VOTED:** Acceptance of the September 2022 Monthly Finance Report, seconded by Ms. Chatfield  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

*(See Finance Monthly Report for details)*

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

Mr. Sager started his report with an overview of Reef's monthly report on tickets issued, tickets paid, boots, citations collected and scofflaw. The final numbers seem to track, and the paid citation numbers are usually light as noted due to the holiday season.

Voided citations are high but from a citation issues percentage seem to be within reason. Mr. Gomes mentioned that he will meet with Corporation Counsel to highlight the need to support upholding citations versus granting courtesy dismissals at the current rate.

Two MAT garage overhead doors being replaced by the insurance company representing the vehicle that ran into the garage back in October.

*(See Property Management Report for details)*

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

### **Marketing Committee** – None

**CEO Update** – Mr. Gomes mentioned that he worked with Zip Recruiter to establish 6 position profile stemming from Operations Manager to Director and Project Manager in three Hartford regions in the hope of getting a broad range of qualified candidates. Interviews have begun with inface meetings being scheduled for next week.

Mr. Gomes also mentioned that he now working with WECO (west end) and that flyers are being added to windshields along with warnings during their sanitation day. Flyers provide residents with additional information regarding sanitation day parking expectations.

**Executive Session** -- Mr Sager made a motion to enter Executive session at approximately 5:45 PM, pursuant to Executive Session, pursuant to Sections 1-200 (6) (A), (B) and (E) and 1-231 of the Connecticut General Statutes, to discuss the performance of the Director On/Off-Street Parking of the Hartford Parking Authority, seconded by Mr Torres.

(Ayes – Bercowetz, Chatfield, Sager, Torres)

Record reflects that we exited executive session at 6:42 PM, in the section was Commissioners Chatfield, Sager, Torres, and Bercowetz, HPA CEO Gomes and Corporation Counsel Attorney Del Visco.



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**ADJOURNMENT**- Mr. Sager made a motion to adjourn the meeting, seconded by Ms. Chatfield.

**VOTED:** Adjourn the October 25, 2022, Regular Board Meeting at 6:43pm  
(Ayes – Bercowetz, Chatfield, Sager, Torres)

Respectfully submitted,  
Mingo Gomes  
Acting Secretary to the Board