

Approved Minutes
Tuesday, February 21st, 2023 - 5:00 p.m.
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

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:

Armando Gomes, CEO – HPA Conference Room
John Michalik, Interim Finance Director – HPA Conference Room
James Del Visco, Corporate Counsel – HPA Conference Room
Jill Turlo, Director of Operations – HPA Conference Room

Guests:

Tod Kallenbach, DKA Dornenburg | Kallenbach Advertising – Zoom
Lisa Wills, Whittlesey - Zoom

1. Call to Order

Commissioner Sager called the February 21st, 2023, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03p.m.

2. Roll Call of Commissioners

The acting secretary, Mr. Gomes, conducted roll call and announced that a quorum was present.

3. Approval of the Minutes for the Regular Board Meeting on December 13, 2022

Mr. Sager polled commissioners for corrections to the minutes. Discussion of corrections, with suggestion by Mr. Torres to include virtual meeting attendance information and correction to Mr. Torres name typo. Move to approve with revisions.

VOTED: Approval of December 13, 2022 meeting minute, seconded by Mr. Torres.
(Ayes – Torres, Chatfield, Bercowetz, Sager)

4. Approval of the Minutes for the Special Board Meeting on January 9, 2023

Mr. Sager polled commissioners for corrections to the minutes. Discussion of corrections, with suggestion by Mr. Torres to include virtual meeting attendance information and correction to Mr. Torres name typo. Move to approve with revisions.

VOTED: Approval of January 9, 2023 meeting minutes, seconded by Mr. Bercowetz.
(Ayes – Torres, Chatfield, Bercowetz, Sager)

5. **Public Comment** – None

6. **Reports and Action Items**

Personnel Committee – Mr. Torres

Mr. Torres announced new staff members Jill Turlo, Director of Operations, and Kenny Gonzalez, Director of Strategic Growth. Ms. Turlo provided a short introduction.

- Appointment of Board Secretary – Mr. Sager nominated Ms. Turlo to serve as Board Secretary.

VOTED: Motion to approve board secretary nomination, seconded by Mr. Torres.
(Ayes – Torres, Bercowetz, Chatfield, Sager)

Finance Committee – Mr. Bercowetz

- Discussion and Acceptance of 2021-2022 Annual Audit Report (Whittlesey)

Lisa Wills of Whittlesey provided a review of the 2021-2022 annual audit report. Ms. Wills reviewed responsibilities, deliverables, financial statement highlights, notes to the financial statements, and required communications. No questions from the board.

VOTED: Motion to accept 21-22 annual audit report by Bercowetz, seconded by Mr. Sager.
(Ayes – Torres, Chatfield, Bercowetz, Sager)

(see Independent Auditors' Reports Financial Statements June 30, 2022 and 2021 for details)

- January Financial Update

Mr. Bercowetz provided information regarding surplus and January increase in citation issuance to board. The board discussed possible uses for surplus funds, including purchasing additional meters or a vehicle for a “boot team”. Mr. Gomes recommended tabling surplus discussion until March board meeting. Mr. Sager initiated discussion of citations older than one year for consideration as a low priority item. Prior amnesty program was discussed.

- Acceptance of Monthly Finance Report for December 2022

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

- Acceptance of Monthly Finance Report for January 2023

VOTED: Acceptance of the January 2023 Monthly Finance Report, seconded by Mr. Bercowetz.
(Ayes – Torres, Chatfield, Bercowetz, Sager)

(See Finance Monthly Report for details)

Property Management Committee - Mr. Sager

Mr. Sager started his report with an overview of Reef's monthly data on tickets issued, tickets paid, citations collected, and scofflaw.

Discussion of Rensselaer parcel being offered for sale. HPA / City are being offered right of refusal on the property. The board reviewed current public parking for Dunkin' Park and possible parking options moving forward.

Review of On Street operations, including city-wide sanitation signage project beginning with the West End, removal of odd/even parking from some city streets, and Cone Street teacher parking program.

- Discussion and adoption of resolution approving transfer of capital funds from library to MAT Garage.

VOTED: Acceptance of Capital Funds Transfer resolution, seconded by Mr. Bercowetz.
(Ayes – Torres, Bercowetz, Chatfield, Sager)

(See Property Management Report for details)

Bylaws and Revisions Committee – Mr. Bercowetz

- None

Marketing Committee – Ms. Chatfield

Ms. Chatfield and Tod Kallenbach presented the new Hartford Parking Authority website to the board. New website functionality was reviewed, including visual updates, language translation, and accessibility options. After discussion regarding language translation, HPA will review the Spanish language translation on all pages for coherency and translation issues. New website launch is currently anticipated to occur in mid-March.

CEO Update – Mr. Gomes

- None



Executive Session – Mr. Sager made a motion to enter Executive Session at 6:42pm, 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, Torres, Sager, Chatfield)

In the section were commissioners Chatfield, Sager, Torres, and Bercowetz, HPA CEO Gomes, and corporation counsel attorney Del Visco.

Mr. Sager made a motion to exit Executive Session at 6:52pm, seconded by Mr. Bercowetz.

(Ayes – Torres, Sager, Bercowetz, Chatfield)

ADJOURNMENT- Mr. Sager made a motion to adjourn the meeting, seconded by Mr. Bercowetz.

VOTED: Adjourn the February 21, 2023, Regular Board Meeting at 6:53pm

(Ayes – Torres, Bercowetz, Sager, Chatfield)

Respectfully submitted,

Jill Turlo

Ms. Jill Turlo

Secretary to the Board

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.