



**Approved Minutes**  
**Wednesday, May 17<sup>th</sup>, 2023 - 5:00 p.m.**  
**Special 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

Cal Torres, Commissioner – HPA Conference Room

**Also Present for HPA:**

Armando Gomes, CEO – HPA Conference Room

James Del Visco, Corporate Counsel – Zoom

Natalie Spiess, Corporate Counsel – HPA Conference Room

Jill Turlo, Director of Operations – HPA Conference Room

Kenny Gonzalez, Director of Strategic Growth – HPA Conference Room

Veronica Padilla, GM Reef Parking – HPA Conference Room

**1. Call to Order**

Commissioner and Vice Chairperson Torres, serving as Chairperson for the absent Chairperson Sager, called the May 17th, 2023 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03p.m.

**2. Roll Call of Commissioners**

The board secretary, Ms. Turlo, conducted roll call and announced that a quorum was present.

**3. Approval of the Minutes for the Regular Board Meeting on April 25<sup>th</sup>, 2023**

Mr. Torres polled commissioners for corrections to the minutes. No corrections were requested.

Mr. Torres moved to approve the minutes.

**VOTED:** Approval of April 25<sup>th</sup>, 2023 Regular Board Meeting Minutes, seconded by Mr.  
Bercowetz.

(Ayes – Bercowetz, Chatfield, Torres)

**4. Public Comment – None**

**5. Reports and Action Items**

**Personnel Committee**



- Mr. Torres noted the search for a CEO for the Hartford Parking Authority. Mr. Gomes advised that the job listing is currently live on Indeed.com.

### **Finance Committee**

- April Financial Update

Mr. Bercowetz provided information regarding the current state of finances. April revenue came in lower than anticipated. Mr. Gomes provided information regarding variability of vehicle immobilizations and delay between citation issuance and payment, but does not foresee ongoing

- Acceptance of Monthly Finance Report for April 2023

Mr. Torres moved to accept the April 2023 Monthly Finance Report.

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

*(See Monthly Finance Report for details).*

### **Property Management Committee**

In Commissioner Sager's absence, HPA CEO Armino Gomes initiated the discussion of the property management report. Two versions of the report were provided - the standard version and a new version with updated metrics. Mr. Gomes reviewed the differences between the reports and explained the value of the newly provided metrics. Mr. Torres inquired about documentation on HPA standard operating procedures. Mr. Gomes explained staff backup training and the ongoing documentation efforts occurring since the addition of the new directors in January 2023. Mr. Gomes also reviewed surface lots and current on street operations, including Rensselaer, sanitation signage updates and installation, Albany Ave, Asylum Hill, new parking meter purchase, North Main St, and City Wide EV charging stations. Regarding a vote on the purchase of new parking meters, Mr. Del Visco requested that a formal resolution be added to the agenda and presented for board approval at the June regular board meeting.

*(See Property Management Report for details).*

### **Bylaws and Revisions Committee**

- None

### **Marketing Committee**



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- None

### **CEO Update**

• Mr. Gomes noted his pending departure from the Hartford Parking Authority in the full-time position of CEO and the search for a new CEO. Mr. Torres requested an adjustment to the job posting to adjust degree preferences from "MBA" to "MBA or MPA". Mr. Gomes confirmed he would have the adjustment made. He also confirmed that he is handling the CEO search, but that the board will interview selected candidates.

**Adjournment** – Mr. Torres made a motion to adjourn the meeting.

**VOTED:** Adjourn the May 17th, 2023 Special Board Meeting at 5:44pm, seconded by Mr. Bercowetz.

(Ayes – Bercowetz, Chatfield, Torres)

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.**