



Approved Minutes
Tuesday, July 25th, 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 - HPA Conference Room
Christian Sager, Commissioner - HPA Conference Room
Cal Torres, Commissioner - HPA Conference Room

Also Present for HPA:

Armando Gomes, CEO - HPA Conference Room
Jill Turlo, Director of Operations - HPA Conference Room
James Del Visco, Corporate Counsel - HPA Conference Room
Natalie Spiess, Corporate Counsel - HPA Conference Room
Veronica Padilla, GM Reef Parking - HPA Conference Room

1. Call to Order

Commissioner Sager called the July 25th, 2023 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06pm.

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 June 20th, 2023

Mr. Sager reviewed the minutes from the June 20th board meeting. The board briefly digressed regarding the purchase of a pick-up truck and the merits of purchasing a fully electric vehicle. Mr. Sager polled commissioners for corrections to the minutes. No corrections were requested. Mr. Sager moved to approve the minutes.

VOTED: Approval of June 20th, 2023 Special Board Meeting Minutes, seconded by Mr. Torres.
(Ayes - Chatfield, Torres, Bercowetz, Sager)

4. Approval of the Minutes for the Special Board Meeting on June 26th, 2023

Mr. Sager polled commissioners for corrections to the minutes. Attorney Del Visco provided corrections to the minutes, including the addition of Corporate Counsel Attorney Spiess to the attendance list, indication of the individuals present for the Executive Session, and that Executive Session was ended with a unanimous vote.



Mr. Sager moved to approve the minutes with revisions.

VOTED: Approval of June 26th, 2023 Special Board Meeting Minutes, seconded by Mr. Bercowetz.
(Ayes - Torres, Chatfield, Bercowetz, Sager)

5. Approval of the Minutes for the Special Board Meeting on June 30th, 2023

Mr. Sager polled commissioners for corrections to the minutes. Attorney Del Visco provided corrections to the minutes, including the addition of Corporate Counsel Attorney Speiss to the attendance list, indication of the individuals present for the Executive Session, that Executive Session was ended with a unanimous vote, and the correction of the locations of the Commissioners to virtual attendance via Zoom.

Mr. Sager moved to approve the minutes with revisions.

VOTED: Approval of June 30th, 2023 Special Board Meeting Minutes, seconded by Mr. Bercowetz
(Ayes - Torres, Chatfield, Bercowetz, Sager)

6. Public Comment

A member of the public, Amy Jackson-Grove from the FHWA, attended the board meeting to discuss parking at the surface lot located at 141 Sheldon. HPA CEO Gomes provided an overview of the current status of the lot. Mr. Sager provided the information that the primary use of the surface lot located at 141 Sheldon is for City of Hartford employees. Mr. Sager also explained the time limits on Woonerf app usage to encourage turnover for merchant rich areas. Ms. Jackson-Grove also inquired about EV charging stations and was provided with all pertinent updates regarding the project.

7. Reports and Action Items

Executive Session

Mr. Sager made a motion to enter Executive Session at 5:42pm, pursuant to CT General Statute Sections 1-200 (6) (A) and (E) and/or 1-210-2, to discuss candidates for the position of CEO of the Hartford Parking Authority.

VOTED: Motion to enter Executive Session, seconded by Mr. Torres.
(Ayes - Chatfield, Torres, Bercowetz, Sager)

Records reflect that the Executive Session ended at 5:48pm with a unanimous vote. In the session were Commissioners Bercowetz, Chatfield, Sager, and Torres, HPA CEO Gomes, and Corporate Counsel Attorneys Del Visco and Spiess.



Personnel Committee

- Discuss and Vote on Appointment of CEO

Mr. Sager discussed the process of interviewing candidates for the CEO position and the importance of the decision. He conveyed appreciation to the other Commissioners for their efforts throughout the process. Attorney Del Visco requested that the motion be made effective August 1st, 2023.

Mr. Sager moved to accept the appointment of Jill Turlo as CEO of the Hartford Parking Authority effective August 1st, 2023.

VOTED: Approval of appointment of Jill Turlo as CEO of the Hartford Parking Authority effective August 1st, 2023, seconded by Mr. Torres.
(Ayes - Chatfield, Torres, Bercowetz, Sager)

- Discuss and Approve Six Month Consultant Contract for Mingo Gomes

Mr. Sager discussed the decision to offer a six month consultant contract to Mingo Gomes to provide assistance and guidance during the pending leadership transition.

Mr. Sager made a motion to approve a six month consultant contract for Mingo Gomes effective August 1st, 2023.

VOTED: Approval of Six Month Consultant Contract for Mingo Gomes, seconded by Mr. Torres.
(Ayes - Chatfield, Torres, Bercowetz, Sager)

- Discuss and Approve HPA 2022/2023 Merit Increase and Bonus Fund

Mr. Torres provided a brief explanation of the two remaining personnel items on the agenda, the merit increase and bonus proposal, including the monetary breakdown of each item and year over year difference.

Mr. Sager interjected regarding the expectation of the addition of a new HPA employee in regards to its effect on total personnel costs. This spurred a general discussion regarding the timeline and needs for a new hire and the board's required input into the hiring process.

Attorney Del Visco then inquired regarding the specific bonus proposal percentages, effective dates, and creation of a "bonus fund". Mr. Sager provided comments regarding the proposed numbers in relation to last year's and inflation.



Mr. Torres moved to create a bonus fund not to exceed the amount of \$19,447.00 to be paid effective July 31st, 2023.

VOTED: Approval of 4% Merit Increase, seconded by Mr. Sager.
(Ayes - Chatfield, Bercowetz, Torres, Sager)

Mr. Torres moved to accept a merit increase not to exceed 4% effective August 1st, 2023.

VOTED: Approval of 4% Merit Increase effective August 1st, 2023, seconded by Mr. Sager.
(Ayes - Chatfield, Bercowetz, Torres, Sager)

Finance Committee

- June Financial Update

Mr. Bercowetz provided information regarding the current state of finances and the preliminary results for the full fiscal year. Mr. Sager inquired about Rensselaer and area development as it affects parking for Dunkin' Park and the surrounding area. Mingo advised regarding possible leasing opportunity of Rensselaer surface lot from new owners.

- Acceptance of Monthly Finance Report for June 2023

Mr. Sager moved to accept the June 2023 Monthly Finance Report.

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

(See Monthly Finance Report for details).

Property Management Committee

Mr. Sager discussed the changes to the Property Management Report. Pursuant to the warning citation metrics, Mr. Sager and CEO Gomes reviewed the pending sanitation signage update project, with CEO Gomes providing updates on the current status and upcoming signage deployment strategy meeting. Mr. Sager also reviewed the North Main St event parking project with updates provided by CEO Gomes. Mr. Sager posed questions regarding the EV charger project with updates provided by Mr. Gonzalez. Mr. Sager confirmed the support of the Board for this project and requested a proposal to increase the scope of the project.

Bylaws and Revisions Committee

- None



Marketing Committee

- None

CEO Update

Mr. Sager announced the CEO update. Mr. Torres interjected regarding the MAT Garage to suggest a significant cosmetic overhaul, including painting and LED lighting. CEO Gomes confirmed that the MAT Garage has LED lighting, and recommended some minor updates to 58 Chapel based on current development predictions.

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

VOTED: Adjourn the July 25th, 2023 Regular Board Meeting at 6:37pm, seconded by Mr. Torres.

(Ayes – Chatfield, Bercowetz, Torres, Sager)

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.