



11 Asylum Street, 2nd Floor, Hartford, CT 06103

T: (860) 757-0720

www.hartfordparking.com

Approved Minutes
Tuesday, January 23, 2024 - 5:00 p.m.
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present

Adam Bercowetz, Commissioner – Zoom – Joined 5:12pm

Zoe Chatfield, Commissioner – Zoom

Christian Sager, Chair – Zoom

Cal Torres, Commissioner – HPA Conference Room

Also Present for HPA:

Jill Turlo, CEO – Zoom

John Michalik, Finance Manager – Zoom

James Del Visco, Corporate Counsel – HPA Conference Room

Natalie Spiess, Corporate Counsel – HPA Conference Room

Shandia Drummond-Butt, Director of Operations – HPA Conference Room

Kenny Gonzalez, Director of Strategic Growth – HPA Conference Room

Veronica Padilla, Reimagined General Manager – Zoom

Guests:

Lisa Wills, Whittlesey - Zoom

1. Call to Order

Commissioner Sager called the January 23rd, 2024, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:11p.m.

2. Roll Call of Commissioners

The board secretary, Mrs. Drummond-Butt, conducted roll call and announced that a quorum was present.

3. Approval of the Minutes for the Special Board Meeting on December 12th, 2023

Mr. Sager polled commissioners for corrections to the minutes. A modification was suggested. Mr. Sager moved to approve the minutes with the modification to update the title with “Special Meeting of the Board.”

VOTED: Approval of December 12th, 2023, Special Board Meeting Minutes, seconded by
Mr. Bercowetz.

(Ayes – Chatfield, Bercowetz, Torres, Sager)

4. Approval of the Minutes for the Special Board Meeting on January 9th, 2024

Mr. Sager polled commissioners for corrections to the minutes. Mr. Sager moved to approve the minutes.

VOTED: Approval of January 9th, 2024, Special Board Meeting Minutes, seconded by Mr. Bercowetz.

(Ayes – Chatfield, Bercowetz, Torres, Sager)

5. Public Comment – None

6. Reports and Action Items

Personnel Committee – Mr. Torres

- Discussion and acceptance of Security Guard Job Role

Mr. Sager initiated a brief discussion regarding wanting more information on what the Security Guard role would entail, how it would affect our current relationship with the Hartford Guides and what other options we have explored. Ms. Turlo informed Mr. Sager of our current reasoning behind wanting to bring this role in-house with HPA. Mr. Sager, backed by the Board, asked that Ms. Turlo present a more thorough proposal to be voted on at the next Board meeting.

VOTED: Motion to postpone the agenda item for the Security Guard Job Role until a future Board meeting, seconded by Mr. Torres.

(Ayes – Torres, Chatfield, Bercowetz, Sager)

- Discussion and acceptance of 401(a) Contribution for 2024

Mr. Sager initiated discussion of the 401(a) contribution for 2024. Ms. Turlo provided a written recommendation. The Board initiated a discussion of previous contribution rates and metrics for determining contribution rate. Mr. Sager asked about our current 401(a) plan guidelines and wanted to know if we have considered a matching structure for our plan. Ms. Turlo to provide a comparison proposal on our current 401(a) plan and alternate plan terms.

VOTED: Motion to postpone the agenda item for the 2024 401(a) contribution until the next Board meeting, seconded by Mr. Torres.

(Ayes – Bercowetz, Chatfield, Sager, Torres)

Finance Committee – Mr. Bercowetz



- Discussion and acceptance of 2022-2023 Annual Audit Report (Whittlesey)

Lisa Wills of Whittlesey provided a review of the 2022-2023 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 22-23 annual audit report by Mr. Bercowetz, seconded by Mr. Sager.
(Ayes – Bercowetz, Chatfield, Torres, Sager)

(see Independent Auditors' Reports Financial Statements June 30, 2022 and 2023 for details)

- Acceptance of Monthly Finance Report for December 2023

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

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

(See Monthly Finance Report for details).

Property Management Committee - Mr. Sager

Mr. Sager initiated the discussion of the property management report. The HPA CEO provided the confirmed moving date from the DONO lot to 275 Windsor Ave. Mr. Sager asked for a thorough proposal regarding the loss of the DONO lot and plans to accommodate Hartford Yard Goats parking needs for games and events.

Mr. Torres initiated a discussion regarding the MAT garage and the maintenance and appearance. Mr. Torres asked for a short-term proposal on making cosmetic updates and structural needs for the garage to be presented and reviewed at a future meeting. Ms. Turlo mentioned that they sent out the 2023 assessment to the Director of Capital Projects and Operations.

(See Property Management Report for details).

Bylaws and Revisions Committee – Mr. Bercowetz

- None

Marketing Committee – Ms. Chatfield

- None



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CEO Update – Ms. Turlo

- Ms. Turlo provided information on the existing and proposed Free Parking Holidays, after some discussion the Board suggested adding Juneteenth to the existing list. Ms. Turlo will present a resolution to formalize at the next Board meeting.

ADJOURNMENT – Mr. Sager made a motion to adjourn the meeting.

VOTED: Adjourn the January 23, 2024 Regular Board Meeting at 6:44pm, seconded by Mr. Torres.

(Ayes – Chatfield, Bercowetz, Torres, Sager)

Respectfully submitted,

Shandia Drummond-Butt

Mrs. Shandia Drummond-Butt

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.