



**Approved Minutes**  
**Tuesday, February 27, 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  
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 – HPA Conference Room

**1. Call to Order**

Commissioner Sager called the February 27<sup>th</sup>, 2024, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05p.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 Regular Board Meeting on January 23rd, 2024**

Mr. Sager polled commissioners for corrections to the minutes. As there were no corrections presented, Mr. Sager moved to approve the minutes.

**VOTED:** Approval of January 23rd, 2024, Regular Board Meeting Minutes, seconded by  
Mr. Torres.

(Ayes – Bercowetz, Chatfield, Torres, Sager)

**4. Public Comment – None**



## 5. Reports and Action Items

### Personnel Committee – Mr. Torres

- Discussion and Approval of the Event & Facility Patrol Staff Role

Mr. Torres and Ms. Turlo briefly went through a presentation that highlighted the role specifications and the benefit to the HPA. After the presentation there were a few additional follow-up questions that needed clarification regarding the structure. Once clarity was provided, Mr. Sager moved to approve the resolution for the Event & Facility Patrol Staff Role.

**VOTED:** Approval of the Event & Facility Patrol Staff Role, seconded by Mr. Torres.  
(Ayes – Bercowetz, Chatfield, Torres, Sager)

- Discussion and Approval of the 401(a) Contribution and Plan Revisions for 2024

Ms. Turlo presented the updated 401(a) plan, terms, and conditions through a presentation format. After some discussion for clarity purposes, there were no follow up questions. Mr. Sager moved to approve the resolution for the 2024 HPA 401(a) retirement plan contribution and revisions.

**VOTED:** Approval of the 2024 401(a) plan revisions and contribution, seconded by Mr. Torres.  
(Ayes – Bercowetz, Chatfield, Torres, Sager)

- Discussion and Approval of the one (1) year Finance Manager Contract for John Michalik

The Board reviewed the contract and MOU for John Michalik to renew March 1<sup>st</sup>, 2024. There were no objections or questions posed. Mr. Sager moved to approve the resolution for the one (1) year Finance Manager Contract for John Michalik.

**VOTED:** Approval of the resolution of the one (1) year Finance Manager Contract for John Michalik, seconded by Mr. Bercowetz.  
(Ayes – Torres, Bercowetz, Chatfield, Sager)

### Finance Committee – Mr. Bercowetz

- Acceptance of Monthly Finance Report for January 2024

Mr. Bercowetz presented the January 2024 financials to the Board. He mentioned that citation revenue was strong for January and that February might be even better. The Board also mentioned bringing back the amnesty program, and asked HPA to work on a proposal for rolling out this initiative. Mr. Sager moved to accept the January 2024 Monthly Finance Report.

**VOTED:** Acceptance of the January 2024 Monthly Finance Report, seconded by Mr. Bercowetz.



(Ayes – Torres, Bercowetz, Chatfield, Sager)

*(See Monthly Finance Report for details).*

- Discussion and Approval of the Resolution for the HPA Citation Issuance Frequency Policy

Ms. Turlo presented the Resolution for the HPA Citation Issuance Frequency Policy to the Board. There was some discussion around scenarios. There were no questions that needed clarification. Mr. Sager moved to accept the Resolution for the HPA Citation Issuance Frequency Policy.

**VOTED:** Acceptance of the Resolution for the HPA Citation Issuance Frequency Policy, seconded by Mr. Bercowetz.

(Ayes – Bercowetz, Chatfield, Torres, Sager)

- Discussion and Approval of the Resolution for the HPA Free Parking Holidays Policy

The Policy was discussed and reviewed, and the Board had little feedback. HPA confirmed that the meters have been updated to reflect the changes and we have a process to communicate this out to the public. Mr. Sager moved to accept the HPA Free Parking Holidays Policy.

**VOTED:** Acceptance of the Resolution for the HPA Free Parking Holidays Policy, seconded by Mr. Bercowetz.

(Ayes – Torres, Bercowetz, Chatfield, Sager)

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

Mr. Sager took the lead in initiating a discussion centered around the Property Management Report. The report underwent a thorough review, during which it was agreed upon to enhance the citation metrics, consolidating them into a singular numerical representation to provide a clearer interpretation of activity levels.

The Board reviewed each of the assets, and talked briefly about the EV grant we received and that future planning for the grant will be addressed within the next few months.

The HPA updated the Board on the surface lot project at 275 Windsor St. The HPA and the Board reviewed the presentation in preparation of the Hartford Yard Goats soft opening day games. The conversation focused on beautification and personnel preparation for opening day.

Ms. Turlo updated the Board with our project plan and what has been done so far and what is still pending.



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*(See Property Management Report for details).*

**Bylaws and Revisions Committee** – Mr. Bercowetz

- None

**Marketing Committee** – Ms. Chatfield

- None

**CEO Update** – Ms. Turlo

- Ms. Turlo provided information for what is happening in the next month in regards to the mural with GHAC and some policies that she will be presenting to the Board.

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

**VOTED:** Adjourn the February 27, 2024 Regular Board Meeting at 6:27pm, seconded by Mr. Bercowetz.

(Ayes – Torres, Bercowetz, Chatfield, 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.**