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Unapproved Minutes
Tuesday, July 23rd, 2024 - 5:00 p.m.
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103

Commissioners Present

Adam Bercowetz, Commissioner – Zoom

Zoe Chatfield, Commissioner – Zoom

Christian Sager, Commissioner – HPA Conference Room

Also Present for HPA:

Jill Turlo, CEO – HPA Conference Room

John Michalik, Finance Manager – HPA Conference Room

James Del Visco, Corporation Counsel – HPA Conference Room

Natalie Reichle, Corporation Counsel – HPA Conference Room

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

Kay Al Mannai, Director of Strategic Growth – HPA Conference Room

Veronica Padilla, Reimagined General Manager – Zoom

1. Call to Order

Commissioner Sager called the July 23rd, 2024, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:16 p.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 June 25th, 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 June 25th, 2024, Regular Board Meeting Minutes, deemed approved by commission.

4. Public Comment – None

5. Reports and Action Items

Personnel Committee – Mr. Torres



- None

Finance Committee – Mr. Bercowetz

- Acceptance of Monthly Finance Report for June 2024

Mr. Sager presented the June 2024 financials to the Board and noted that the HPA overachieved in revenue for the MAT garage and parking meters. Mr. Michalik stated that due to changes in events and staff expenses, there was a resulting surplus for the month. Mr. Sager moved to accept the June 2024 Monthly Finance Report.

VOTED: Acceptance of the June 2024 Monthly Finance Report, seconded by Mr. Bercowetz.
(Ayes – Chatfield, Bercowetz, Sager)

(See Monthly Finance Report for details).

- Discuss and Approve Resolution for FY24/25 Bonus and Salary Increase

Ms. Turlo discussed the proposed bonus and salary increases, providing historical data from previous years. Ms. Turlo noted that the HPA will be implementing a performance review system to determine future bonus and salary increases. Mr. Sager moved to accept the resolution for FY24/25 Bonus and Salary Increase.

VOTED: Acceptance of the Resolution for FY24/25 Bonus and Salary Increase, seconded by Mr. Bercowetz.
(Ayes – Bercowetz, Chatfield, Sager)

Property Management Committee - Mr. Sager

- Property Management Report

Mr. Sager presented the June Property Management Report and discussed the gap between citation issuance and citation payments. Mr. Sager requested that moving forward the HPA includes administrative void data to determine citation error rates.

(See Property Management Report for details).

Bylaws and Revisions Committee – Ms. Chatfield

- None

Marketing Committee – Ms. Chatfield



- None

CEO Update – Ms. Turlo

- The Director of Strategic Growth and the Director of Operations, Mrs. AlMannai and Mrs. Drummond-Butt, presented updates to the Board regarding facilities improvements and projects, including the proposed stairwell replacement/repair in the MAT garage, updates to the elevators, and the DPW sanitation project.

Mrs. Drummond-Butt presented the sanitation signage project plan and corresponding communication plan. Ms. Chatfield indicated her interest in involvement in community outreach and communication efforts.

Mrs. AlMannai presented the plan for high priority renovations on the MAT Garage.

Ms. Turlo notified the Board that Mr. Bercowetz will be stepping down from the Board due to a home purchase impacting his residency requirement. All present congratulated Mr. Bercowetz on the home purchase.

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

VOTED: Adjourn the July 23rd, 2024, Regular Board Meeting at 6:57 pm, seconded by Mr. Bercowetz

(Ayes – 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.