



Approved Minutes
Tuesday, December 12th, 2023 - 5:00 p.m.
Special Meeting of the Board - Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

Zoe Chatfield, Commissioner – Zoom
Adam Bercowetz, Commissioner - Zoom
Christian Sager, Commissioner - HPA Conference Room
Cal Torres, Commissioner – HPA Conference Room

Also Present for HPA:

Jill Turlo, CEO - HPA Conference Room
Shandia Drummond-Butt, Director of Operations – HPA Conference Room
John Michalik, Finance Manager - HPA Conference Room
Kenny Gonzalez, Director of Business Development - HPA Conference Room
Marilyn Diaz, Citation Management Clerk - HPA Conference Room
James Del Visco, Corporate Counsel - HPA Conference Room
Natalie Spiess, Corporate Counsel – HPA Conference Room
Veronica Padilla, Reimagined General Manager – HPA Conference Room

1. **Call to Order**

Mr. Sager called the December 12th, 2023, Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:10pm.

2. **Roll Call of Commissioners**

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

3. **Commissioners Comments**

- None

4. **Election of Board Members**

Election of Board Chair for 2024 – Mr. Bercowetz conducted the nomination/election of the HPA’s Chair for calendar year 2024. Mr. Bercowetz opened the floor to nominations. Mr. Torres nominated Mr. Sager, seconded by Ms. Chatfield. Mr. Bercowetz called the vote, which passed unanimously that -

VOTED: Elected Mr. Sager as Chair of the Hartford Parking Authority for the calendar year 2024.
(Ayes – Bercowetz, Chatfield, Torres, Sager)



Election of Board Vice Chair for 2024 – Mr. Sager opened the floor to nominations for the Vice Chair of the HPA. Mr. Sager nominated Mr. Torres, seconded by Mr. Bercowetz. Seeing no need for discussion, called the vote, which passed that –

VOTED: Elected Mr. Torres as Vice Chair of the Hartford Parking Authority for calendar year 2024.

(Ayes – Chatfield, Torres, Bercowetz, Sager)

Election of Board Treasurer for 2024 – Mr. Sager opened the floor to nominations for the Treasurer of the HPA. Mr. Sager nominated Mr. Bercowetz, seconded by Mr. Torres. Seeing no need for discussion, called the vote, which passed unanimously that –

VOTED: Elected Mr. Bercowetz as Treasurer of the Hartford Parking Authority for calendar year 2024.

(Ayes – Torres, Chatfield, Sager / Abstain – Bercowetz.)

Election of Property Management Committee Chair for 2024 - Mr. Sager opened the floor to nominations for the Property Management Committee Chair. Ms Chatfield nominated Mr. Sager, seconded by Mr. Torres. Seeing no need for discussion, called the vote, which passed unanimously that –

VOTED: Elected Mr. Sager as Property Management Committee Chair of the Hartford Parking Authority for the calendar year 2024.

(Ayes – Bercowetz, Chatfield, Torres, Sager)

Election of Marketing Committee Chair for 2024 - Mr. Sager opened the floor to nominations for the Marketing Committee Chair. Mr. Sager nominated Ms. Chatfield, seconded by Mr. Bercowetz. Seeing no need for discussion, called the vote, which passed unanimously that –

VOTED: Elected Ms. Chatfield as Marketing Committee Chair of the Hartford Parking Authority for the calendar year 2024.

(Ayes – Torres, Bercowetz, Chatfield, Sager)

Election of Bylaws and Revision Committee Chair for 2024 - Mr. Sager opened the floor to nominations for the Bylaws and Revision Committee Chair. Mr. Sager nominated Ms. Chatfield seconded by Mr. Torres Seeing no need for discussion, called the vote, which passed unanimously that –

VOTED: Elected Ms. Chatfield as Bylaws and Revision Committee Chair of the Hartford Parking Authority for the calendar year 2024.

(Ayes – Chatfield, Bercowetz, Torres, Sager)



Election of Personnel Committee Chair for 2023 - Mr. Sager opened the floor to nominations for the Personnel Committee Chair. Mr. Sager nominated Mr. Torres, seconded by Ms. Chatfield. Seeing no need for discussion, called the vote, which passed unanimously that –

VOTED: Elected Mr. Torres as Personnel Committee Chair of the Hartford Parking Authority for the calendar year 2024.
(Ayes – Bercowetz, Chatfield, Sager, Torres)

Election of Financial Committee Chair for 2024 - Mr. Sager opened the floor to nominations for the Finance Committee Chair. Mr. Sager nominated Mr. Bercowetz, seconded by Mr. Torres. Seeing no need for discussion, called the vote, which passed unanimously that –

VOTED: Elected Mr. Bercowetz as Financial Committee Chair of the Hartford Parking Authority for the calendar year 2024.
(Ayes – Chatfield, Torres, Sager / Abstain - Bercowetz)

Nomination of Board Secretary – Mr. Sager nominated Mrs. Drummond-Butt for Board Secretary, seconded by Ms. Chatfield.

VOTED: Elected Mrs. Drummond-Butt as Board Secretary of the Hartford Parking Authority for the calendar year 2024.
(Ayes – Bercowetz, Chatfield, Torres, Sager)

5. **Approval of the Minutes for the Special Board Meeting on November 6th, 2023**

Mr. Sager reviewed the minutes from the November 6th Special Board meeting. No corrections were requested. Mr. Sager moved to approve the minutes.

VOTED: Approval of November 6th, 2023, Special Board Meeting Minutes, seconded by Mr. Torres.
(Ayes - Chatfield, Torres, Sager / Abstained - Bercowetz)

6. **Public Comment**

- None

7. **Reports and Action Items**

Personnel Committee

- None

Finance Committee



- **November Financial Update**

Mr. Bercowetz commented on improved operations results from October to November. There was a noted surplus and still tracking very well for the year. He mentioned that collections were down, but due to staffing issues. Outside of that, finances are still tracking upwards.

Mr. Michalik provided general information regarding the HPA revenue and expenses. He also provided information on meter and citation activity and revenue. Mr. Sager noted that we are up on meter revenue and down on citation revenue.

- Acceptance of Monthly Finance Report for November 2023, which included monthly data from October 2023.

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

VOTED: Acceptance of the November 2023 Monthly Finance Report by Mr. Michalik, seconded by Mr. Bercowetz

(Ayes - Torres, Chatfield, Bercowetz, Sager)

(See Monthly Finance Report for details).

- **Resolution for HPA Payment Policy**

Ms. Turlo presented the proposed HPA Payment policy to the Board, and the change that has been highlighted was to require a notarized document to release a towed vehicle into the possession of someone other than the registered owner.

Mr. Sager moved to accept the HPA Payment Policy effective as of December 12th, 2023, with the following modifications to the provided policy:

- The first modification is to change the policy language 'the registered owner' to "a registered owner". The second modification is to add "money order" as a payment option for towed. The third modification is to change the policy language to "or designee" regarding "written approval from the Executive Director."

VOTED: Acceptance of the HPA Payment Policy with modifications, seconded by Mr. Bercowetz

(Ayes - Bercowetz, Chatfield, Torres, Sager)

(See HPA Payment Policy for details).

- **Resolution for Vehicle Immobilization and Towing Policy**

Ms. Turlo presented the proposed Vehicle Immobilization and Towing Policy to the Board; the initial concern was around the towing time frame. Mr. Sager stated that he would like HPA to



research other parking authorities and their immobilization and towing practices to consider best practices for Hartford residents and visitors.

Mr. Sager moved to accept the Vehicle Immobilization and Towing Policy effective as of December 12th, 2023, with the following modifications to the provided policy:

- The modification is to change the policy language 'the registered owner' to "a registered owner" in all instances except footnote.

VOTED: Acceptance of the HPA Payment Policy with modifications, seconded by Mr. Bercowetz.
(Ayes - Bercowetz, Chatfield, Torres, Sager)

(See HPA Payment Policy for details).

- Mr. Bercowetz exited the meeting at 6:20pm.

Property Management Committee

Mr. Sager stated that due to the winter months and the Holidays, this quarter tends to be light regarding citation revenue.

Mr. Sager initiated a brief discussion regarding the status of the sanitation signage project. Ms. Turlo gave a brief update on the plan with DPW. Installation of the poles has stalled the project as HPA is waiting on equipment to be delivered.

Mr. Sager indicated to the team that in the new year he would like HPA to facilitate a more thorough review in reconciling the spending for the MAT Garage. Ms. Turlo mentioned that the garage is continuing to deteriorate and needs more significant work to be adequately maintained.

- Ms. Turlo will provide the completed assessment to the Board and the City for review, and planning of next steps.

Bylaws and Revisions Committee

- The 2024 Board meeting calendar was discussed, and Mr. Sager moved to accept the schedule.

VOTED: Approval of HPA Board Meeting Schedule Regular Meetings for 2024, seconded by Mr. Torres.

(Ayes - Chatfield, Torres, Sager)



Marketing Committee

- None

CEO Update

Ms. Turlo mentioned the Board will need to have a special meeting to go over the 2024 budget in early January. She also mentioned that she wants the Board to look at the list of free parking holidays and have a future discussion on any changes or updates.

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

VOTED: Adjourn the December 12th, 2023, Special Board Meeting at 6:32pm, seconded by Ms. Chatfield.
(Torres, 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.