



**Approved Minutes**  
**Tuesday, December 17<sup>th</sup>, 2024 - 5:00pm**  
**Regular Meeting of the Board - Hartford Parking Authority**  
**11 Asylum Street, 2<sup>nd</sup> Fl, Hartford, CT 06103**

**Commissioner's Present**

Zoe Chatfield, Commissioner – HPA Conference Room  
Christian Sager, Commissioner – HPA Conference Room  
Calixto Torres, Commissioner – HPA Conference Room  
Jack Sullivan, Commissioner – HPA Conference Room  
Amir Johnson, 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 – Zoom  
Kay Al Mannai, Director of Strategic Growth & Finance – HPA Conference Room  
Dan Nash, Reimagined Regional Director – HPA Conference Room  
Veronica Padilla, Reimagined General Manager – HPA Conference Room

**1. Call to Order**

Mr. Sager called the December 17<sup>th</sup>, 2024, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:10 pm.

**2. Roll Call of Commissioners**

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

**3. Chair Comments**

Mr. Sager opened the meeting by relinquishing his seat as Board Chair and reminisced on his time as the HPA Chairman. He mentioned that it has been an honor to chair the HPA Board and that he is happy to pass this role along to Ms. Chatfield, who has stepped up to take his place.

**1. Election of Board Members**

**Election of Board Chair for 2025** – Mr. Sullivan conducted the nomination/election of the HPA’s Chair for calendar year 2025. Mr. Sullivan opened the floor to nominations. Mr. Sager nominated



Ms. Chatfield, seconded by Mr. Torres. Seeing no need for discussions, Mr. Sullivan called the vote, which passed unanimously that -

**VOTED:** Elected Ms. Chatfield as Chair of the Hartford Parking Authority for the calendar year 2025.

(Ayes – Torres, Sager, Johnson, Sullivan, Chatfield)

**Election of Board Vice Chair for 2025** – Ms. Chatfield opened the floor to nominations for the Vice Chair of the HPA. Mr. Sager nominated Mr. Torres, seconded by Mr. Sullivan. Seeing no need for discussion, she called the vote, which passed that –

**VOTED:** Elected Mr. Torres as Vice Chair of the Hartford Parking Authority for calendar year 2025.

(Ayes – Sager, Johnson, Sullivan, Chatfield, Torres)

**Election of Board Treasurer for 2025** – Ms. Chatfield opened the floor to nominations for the Treasurer of the HPA. Ms. Chatfield nominated Mr. Sullivan, seconded by Mr. Sager. Seeing no need for discussion, she called the vote, which passed unanimously that –

**VOTED:** Elected Mr. Sullivan as Treasurer of the Hartford Parking Authority for calendar year 2025.

(Ayes – Sager, Torres, Johnson, Chatfield, Sullivan.)

**Election of Property Management Committee Chair for 2025** – Ms. Chatfield opened the floor to nominations for the Property Management Committee Chair. Mr. Sager nominated himself as chair and Ms. Chatfield will join the Property Management Committee, seconded by Mr. Torres. Seeing no need for discussion, she 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 2025.

(Ayes – Sager, Sullivan, Johnson, Torres, Chatfield)

**Election of Marketing Committee Chair for 2025** – Ms. Chatfield opened the floor to nominations for the Marketing Committee Chair. Ms. Chatfield nominated herself, seconded by Mr. Sager. Seeing no need for discussion, she called the vote, which passed unanimously that –

**VOTED:** Elected Ms. Chatfield as Marketing Committee Chair of the Hartford Parking Authority for the calendar year 2025.

(Ayes – Sager, Torres, Sullivan, Johnson, Chatfield)

**Election of Bylaws and Revision Committee Chair for 2025** – Ms. Chatfield opened the floor to nominations for the Bylaws and Revision Committee Chair. Ms. Chatfield nominated Mr. Johnson



seconded by Mr. Sager. Seeing no need for discussion, she called the vote, which passed unanimously that –

**VOTED:** Elected Mr. Johnson as Bylaws and Revision Committee Chair of the Hartford Parking Authority for the calendar year 2025.  
(Ayes – Sager, Torres, Sullivan, Chatfield, Johnson)

**Election of Personnel Committee Chair for 2025** – Ms. Chatfield opened the floor to nominations for the Personnel Committee Chair. Ms. Chatfield nominated Mr. Torres, seconded by Mr. Sager. Seeing no need for discussion, she called the vote, which passed unanimously that –

**VOTED:** Elected Mr. Torres as Personnel Committee Chair of the Hartford Parking Authority for the calendar year 2025.  
(Ayes – Sager, Chatfield, Sullivan, Johnson, Torres)

**Election of Financial Committee Chair for 2025** - Mr. Sager opened the floor to nominations for the Finance Committee Chair. Ms. Chatfield nominated Mr. Sullivan, seconded by Mr. Sager. Seeing no need for discussion, she called the vote, which passed unanimously that –

**VOTED:** Elected Mr. Sullivan as Financial Committee Chair of the Hartford Parking Authority for the calendar year 2025.  
(Ayes – Sager, Torres, Johnson, Chatfield, Sullivan)

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

**VOTED:** Elected Mrs. Drummond-Butt as Board Secretary of the Hartford Parking Authority for the calendar year 2025.  
(Ayes – Sager, Chatfield, Johnson, Torres, Sullivan)

#### **4. Approval of the Minutes for the Special Board Meeting on November 19<sup>th</sup>, 2024**

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

**VOTED:** Approval of November 19<sup>th</sup>, 2024, Special Board Meeting Minutes, Seconded by Mr. Sager.  
(Ayes – Sullivan, Johnson, Chatfield, Sager, Torres)

**5. Public Comment** – None

**6. Reports and Action Items**



**Personnel Committee** – Mr. Torres

- None

**Finance Committee** – N/A

- November Financial Update

Mr. Michalik presented the November financial report to the Board, reporting a \$15,000 surplus in November, a significant improvement from the \$36,000 shortfall in October and the \$70,000 shortfall in September. The surplus was due to a decrease in expenses, including a \$72,000 reduction in the renewal and replacement reserve contribution and a decrease in DMV lookup charges. It was also mentioned that the HPA is still reviewing DMV lookup parameters for VATS vs. Duncan and will report back to the Board once further information is available.

Ms. Chatfield moved to accept the November 2024 Finance Report.

- Acceptance of Monthly Finance Report for November 2024.

**VOTED:** Acceptance of the November 2024 Monthly Finance Report, seconded by Mr. Sager

(Ayes – Sager, Torres, Johnson, Sullivan, Chatfield)

*(See Monthly Finance Report for details).*

- FY25-26 Budget Review

Mrs. Al Mannai and Mr. Michalik presented the preliminary FY25-26 budget for the HPA, emphasizing the need for a simpler story to explain the budget changes. Mrs. Al Mannai suggested reducing the annual contribution to the City in order to increase R&R reserves. The reasoning behind the reduction will enable the HPA to be able to focus on capital improvements that are needed in the MAT garage. She also highlighted the need to discuss potential revenue streams, such as advertising on the MAT Garage, and the importance of maintaining the garage as a revenue-producing asset for the City. Mr. Sager mentioned the need to consider expenses that could be decreased to generate additional funds for the garage improvements. The team agreed to consider these suggestions in their next round of edits.

**Property Management Committee** - Mr. Sager

- Property Management Report

Ms. Turlo discussed the ongoing fleet discussion at the HPA, with three vehicles on the way and plans to purchase a truck.

Mrs. Al Mannai mentioned the lease renewal for the current office space, with the potential for a move to a more efficient location. The Board requested a walkthrough of the potential spaces that the HPA is considering for the move.

Ms. Turlo also discussed the sanitation signage project and confirmed that the Mayor's office has approved a mailer. A plan for the remainder of the project is pending for 2025.

The Hartford BID Trumbull lobby was also discussed, with a focus on improving public information and aesthetics. She delivered a brief overview of the status of the camera and fob access system management.

*(See Property Management Report for details).*

### **Bylaws and Revisions Committee** – Ms. Chatfield

- City Parks Proposed Ordinance Update

Ms. Turlo updated the Board that PRAC voted unanimously in support of the HPA providing parking enforcement in City parks. Ms. Turlo discussed the need to amend the municipal code to explicitly allow HPA to issue tickets for parking violations within parks. Mr. Torres suggested creating a Memorandum of Understanding (MOU) to clarify roles and responsibilities but expressed concerns about the feasibility of this due to potential resistance from other departments. Mr. Sager proposed focusing on the ordinance first, then internal policy, and finally a potential MOU.

### **Marketing Committee** – Ms. Chatfield

- Website Updates

Updates were provided regarding changes to the HPA website, which have been sent to Ms. Chatfield for review. Ms. Chatfield admitted she had not finished reviewing the necessary materials but will make sure to get her feedback back to the team for implementation.

### **CEO Update** – Ms. Turlo

Ms. Turlo provided several updates to the Board regarding ongoing CEO initiatives. She discussed the updates made to the Residential Parking Permit application and terms sheet. She also mentioned ongoing work on the valet parking program application and implementation. Ms. Turlo also proposed a parking validation pilot program, suggesting the use of Flowbird over Passport due to its compatibility with both meters and apps, and its lack of transaction fees for free validations.



11 Asylum Street, 2<sup>nd</sup> Floor, Hartford, CT 06103

T: (860) 757-0720

www.hartfordparking.com

Mrs. Al Mannai mentioned the ongoing efforts to negotiate a deal with a vendor for electric vehicle charging stations, with the aim of standardizing the process Citywide.

**ADJOURNMENT** – Ms. Chatfield made a motion to adjourn the meeting.

**VOTED:** Adjourn December 17<sup>th</sup>, 2024, Special Board Meeting at 7:44pm, seconded by Mr. Sullivan.

(Ayes – Sager, Torres, Johnson, Sullivan, Chatfield)

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.**