



Approved Minutes
Tuesday, January 28th, 2025 - 5:00pm
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103

Commissioners Present

Zoe Chatfield, Commissioner – HPA Conference Room
Christian Sager, Commissioner – HPA Conference Room
Calixto Torres, Commissioner – HPA Conference Room
Jack Sullivan, Commissioner – Zoom
Amir Johnson, Commissioner – Zoom

Also Present for HPA:

Jill Turlo, CEO – HPA Conference Room
Shandia Drummond-Butt, Director of Operations – HPA Conference Room
Kay Al Mannai, Director of Strategic Growth & Finance – 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
Lisa Wills, Partner, Whittlesey Forward Advising - Zoom

1. Call to Order

Ms. Chatfield called the January 28th, 2025, 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 - None

4. Approval of the Minutes for the Regular Board Meeting on December 17th, 2024

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

VOTED: Approval of December 17th, 2024, Regular Board Meeting Minutes, seconded by
Mr. Sager.

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

5. Approval of the Minutes for the Special Board Meeting on January 7th, 2025

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

VOTED: Approval of January 7th, 2025, Special Board Meeting Minutes, seconded by Mr. Torres.

(Ayes – Torres, Johnson, Sullivan, Chatfield)

(Abstain – Sager)

6. **Public Comment** – None.

7. **Reports and Action Items**

Personnel Committee – Mr. Torres

- Discuss and Approve Resolution for Recommendation re: 401(a) contribution for 2025

Mr. Torres presented the potential contribution breakdown, noting that a 10% contribution the HPA would still be under the budgeted amount for this line item for the current fiscal year. Mr. Sager noted that he would like to see a plan where HPA employees are required to contribute a percentage of their pay in order to be eligible for an employer contribution. Ms. Turlo mentioned that employees with lower compensation may not be able to contribute and benefit due to the financial strain it may cause. Ms. Chatfield moved to accept the Resolution for Recommendation re: 401(a) contribution for 2025.

VOTED: Approval of Resolution for Recommendation re: 401(a) contribution for 2025, seconded by Mr. Torres.

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

Finance Committee – N/A

- Acceptance of the 2023-2024 Annual Audit (Whittlesey)

Lisa presented the 2023-2024 Annual Audit to the Board and mentioned that there were a lot of positive outcomes in the past year. She highlighted that post-covid meter revenue, monthly parking revenue, and event revenue have risen between 2022 and 2024, and continues to trend positively. Ms. Chatfield moved to accept the 2023-2024 Annual Audit.

VOTED: Acceptance of the 2023-2024 Annual Audit (Whittlesey), seconded by Mr. Johnson.

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

- December Financial Update

Mr. Michalik presented the December financial report to the Board, highlighting an improvement in net income at the six-month mark. He noted that revenue remains strong at both the MAT Garage and 275 Windsor St. Although the MAT Garage experienced a decline due to the loss of a monthly contract affecting 91 spaces, the HPA secured new monthly parking accounts that will replace 54 of those spaces. It was mentioned that citation revenue has decreased since the transition to the new software in September, despite an increase in issuance. John pointed out that expenses have been reduced since switching to the Duncan software, as DMV charges have declined due to fewer DMV lookups in the system. Mr. Sager requested data comparing citation issuance to citation payments in order to identify gaps and develop strategies to improve collections. He also noted that expenses were outpacing revenue in the financials and instructed the HPA to monitor this closely. Mr. Torres added that the HPA should explore cost-saving measures as well as initiatives to boost revenue and create new revenue streams.

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

- Acceptance of Monthly Finance Report for December 2024.

VOTED: Acceptance of the December 2024 Monthly Finance Report, seconded by Mr. Johnson

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

(See Monthly Finance Report for details).

Property Management Committee - Mr. Sager

- Property Management Report

Mrs. Al Mannai provided an update on the RMS lease and the potential loss of the surface lot due to RMS's development plans. She and Ms. Turlo recently traveled to Stamford, CT, to meet with Randy Salvatore, owner and CEO of RMS, in an effort to renegotiate the lease, as the ongoing development is impacting HPA operations. During their discussions, it was confirmed that HPA will lose access to the lot within the next three years, requiring an alternative parking solution for Dunkin' Park. In response, the Board explored the possibility of using the MAT garage as a replacement. However, Mr. Sager expressed concern that the City has not given sufficient attention to securing an alternative parking option. Mr. Torres suggested that Board members draft a letter to the Mayor's office, emphasizing the potential loss of a managed asset and the growing lack of available parking proximate to this vital Hartford attraction.

Ms. Turlo then updated the Board on Thursday sanitation operations, noting that live tickets will be issued starting January 30th, 2025. She also reported that two new safe zones have been added to the Thursday route on Cone Street and Forest Street. Additionally, Mr. Torres shared that the MDC has signed an MOU with the City regarding street cleaning.

Mrs. Al Mannai also provided an update on the HPA's office lease and a potential relocation to 20 Church Street. Under the proposed plan, Reimagined would occupy the ground floor, with the HPA administrative office located on another floor. Mr. Sager requested a plan that explores joint office space for both the enforcement vendor and HPA's administrative staff to determine potential cost savings. He also inquired whether the current lease includes a month-to-month provision in case the relocation process takes longer than expected.

Ms. Turlo, in the absence of Dan Nash, Reimagined Regional Director, informed the Board of a personnel update from Reimagined. She noted that Veronica Padilla, General Manager, had submitted her notice and is no longer with the organization.

(See Property Management Report for details).

Bylaws and Revisions Committee – Ms. Chatfield

- City Parks Proposed Ordinance Update

Ms. Turlo updated the Board that herself and Mrs. Reichle had drafted language for the new ordinance, which was shared with DPW Director Hayes & Commissioner Johnson for their input. Following adjustments based on that input, the language has been shared with Councilwoman Bilodeau and a further meeting on the topic is pending.

- Valet Parking Permit Application Update

Ms. Turlo shared the updated Valet Parking applications, which were revised to ensure full compliance with Municipal Ordinance regarding the program.

The Board inquired into the status of a parking validation program, leading into a conversation regarding the ability to launch the program utilizing the MAT garage for businesses in the downtown area. It was determined that the HPA would need to review the current system with the vendor and determine the ability to offer a validation program.

Marketing Committee – Ms. Chatfield

- Website Updates

Ms. Turlo updated the Board on recent website updates, including new pages for Parking Reservations, Parking Violations, and Vehicle Immobilization. She also mentioned an in-progress page for Alternative Transportation.



Mr. Torres proposed the idea of extending Hearing Officers' hours one evening per week to accommodate individuals who need to appeal citations outside of normal business hours, similar to the City's Tax Office. Ms. Turlo noted that the decision would ultimately rest with Corporation Counsel. Mrs. Reichle stated that she would consult with Corporation Counsel leadership and provide an update to the Board.

CEO Update – Ms. Turlo

- None

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

VOTED: Adjourn January 28th, 2025, Regular Board Meeting at 7:06pm, seconded by Mr. Torres.

(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.