

**Approved Minutes**  
**Tuesday, March 25<sup>th</sup>, 2025 - 5:00pm**  
**Regular Meeting of the Board - Hartford Parking Authority**  
**11 Asylum Street, 2<sup>nd</sup> Fl, Hartford, CT 06103**

**Commissioners Present**

Zoe Chatfield, Commissioner – HPA Conference Room  
Jack Sullivan, Commissioner – HPA Conference Room  
Amir Johnson, Commissioner – HPA Conference Room  
Calixto Torres, Commissioner – HPA Conference Room  
Christian Sager, Commissioner – Zoom – Joined at 5:14pm, Left at 7:05pm

**Also Present for HPA:**

Jill Turlo, CEO – HPA Conference Room  
Kay Al Mannai, Director of Strategic Growth & Finance – HPA Conference Room  
Kenny Gonzalez, Senior Manager On-Street Projects – HPA Conference Room  
John Michalik, Finance Manager – HPA Conference Room  
James Del Visco, Corporation Counsel – HPA Conference Room  
Natalie Reichle, Corporation Counsel – Zoom  
Dan Nash, Reimagined Parking – Zoom  
Eric Hood, Reimagined Parking – HPA Conference Room

**1. Call to Order**

Ms. Chatfield called the March 25<sup>th</sup>, 2025, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:04 pm.

**2. Roll Call of Commissioners**

In the absence of the Board Secretary, Mrs. Drummond-Butt, Ms. Chatfield nominated Ms. Turlo as acting Board Secretary.

**VOTED:** Approval of Ms. Turlo as Acting Board Secretary, seconded by Mr. Torres.  
(Ayes – Torres, Sullivan, Johnson, Chatfield)

Ms. Turlo conducted a roll call and announced that a quorum was present. The record reflects Commissioner Christian Sager joined at 5:14pm.

**3. Chair Comments - None.**

**4. Approval of the Minutes for the Regular Board Meeting on February 25<sup>th</sup>, 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 February 25<sup>th</sup>, 2025, Regular Board Meeting Minutes, seconded by  
Ms. Chatfield.

(Ayes – Sullivan, Johnson, Chatfield)

(Abstain – Torres)

5. **Public Comment** – None.

6. **Reports and Action Items**

**Personnel Committee** – Mr. Torres

- None

**Finance Committee** – Mr. Sullivan

- February Financial Update

Mr. Michalik presented the February financial report, noting it was a strong month for both revenue and expenses. Operating income showed a favorable variance, with a surplus of \$81K. While revenue had an unfavorable variance of approximately \$78K due to the ongoing impact of the loss of a significant MAT Garage account, expenses remained on budget, maintaining a favorable variance of \$160K.

Regarding MAT Garage revenue, Mr. Michalik noted that 73 of the 94 lost spaces have been filled. Citation revenue was close to budget at \$224K compared to the planned \$239K, with February's shorter month potentially impacting this number.

Ms. Turlo updated the Board on the DMV lookup process. Under the previous VATS system, DMV lookups occurred twice – once 20 days after a citation and again at 180 days. The current Duncan system performs a single lookup about three days before the citation's appeal date. Reimagined cannot provide success rate data, as all lookup results are received in a single flat file.

Mr. Michalik also reviewed unbudgeted expenses for a MAT Garage IT upgrade and HVAC replacement. With the \$81K surplus, HPA can accommodate these projects. Any remaining surplus will be allocated to R&R to address potential shortfalls.

Ms. Chatfield requested a breakdown of small repair costs that could be covered by the surplus versus larger MAT garage capital improvements requiring a larger budget. Ms. Turlo noted that HPA has been working with Mr. Sugarman, their on-call engineer, to determine prioritization of needs until the larger capital needs can be addressed.

Mr. Michalik further discussed the upcoming HYG season and how that will impact event revenue, with an assumption that the HPA will exceed the conservative budget, planned due to the unknown variable of event parking relocation after the loss of the DONO lot in early 2024.

Ms. Chatfield moved to accept the February 2025 Finance Report.

- Acceptance of Monthly Finance Report for February 2025.

**VOTED:** Acceptance of the February 2025 Monthly Finance Report, seconded by Mr. Johnson.  
(Ayes – Sullivan, Johnson, Torres, Chatfield, Sager)

*(See Monthly Finance Report for details).*

- Discuss & Approve Resolution for HPA Citation Issuance Frequency Policy

Ms. Turlo presented the updated Citation Issuance Frequency policy with the new tractor trailer ordinance being added. Mr. Johnson asked for clarification regarding the ordinance listed for “parking in fire lane”, to which Ms. Turlo stated that she will amend the document to remove the duplicate as there was already this ordinance listed on the document as “22- Violation of Public Park/ Fire Regulation”.

Ms. Chatfield moved to accept the updated Resolution for the Citation Issuance Frequency Policy, subject to the removal of “parking in fire lane” line.

**VOTED:** Acceptance of the Resolution for the Citation Issuance Frequency Policy (subject to the removal of “parking in fire lane” line), seconded by Mr. Sager.  
(Ayes – Johnson, Torres, Sullivan, Sager, Chatfield)

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

- Property Management Report

Ms. Chatfield reviewed the Property Management report, highlighting key updates at the San Juan Lot and MAT Garage. In preparation for the Hartford Yard Goats baseball season, pothole repairs at the San Juan Lot were completed on March 25<sup>th</sup>.

Ms. Turlo provided an update on an upcoming project at the Hartford Public Library, set to begin in May 2025. The project involves replacing the exterior windows above the parking deck, which will temporarily displace parking for City staff and City Council members. HPA is working with Corporation Counsel on an agreement to recoup costs for the displaced parking spaces and will also meet with the City’s COO to coordinate communications for affected staff and City Council members.

Ms. Chatfield also updated the Board on the MAT Garage's 5-year strategic plan, which remains on hold pending budget approval. The Trumbull Street lobby project is also delayed due to seasonal temperature conditions. Emergency concrete repairs at the MAT Garage were approved and began on March 19<sup>th</sup>.

Ms. Turlo discussed the Pedal Pub agreement with the Board. The Hartford franchisee of Pedal Pub had requested parking and electrical charging for their Pedal Pub bikes at the MAT Garage. The discussion raised concerns about necessary permits, zoning regulations, and liability issues. The Board agreed that all required permissions must be secured before HPA can proceed. A final decision will be made after further consultation with Corporation Counsel and City officials.

Mr. Gonzalez presented the Sanitation Operations 2025 Plan, starting with a recap of lessons learned from implementing Thursday sanitation. HPA is now rolling out a Friday sanitation route, using best practices from the Thursday route. The plan includes 8 zones, to be implemented over 45 working days.

Ms. Turlo emphasized that the plan was designed using only HPA staff, ensuring full control over HPA's contributions. Additionally, marketing and communication efforts will be deployed for each sanitation route. Mr. Sager suggested painting safe zone streets for easier identification. Ms. Turlo noted that she had already proposed this idea to the Department of Public Works (DPW), but they advised waiting until the pilot phase is complete before making further updates.

*(See Property Management Report for details).*

- HPA Office Relocation – Available Dates for In-Person Walk-Through

During the Regular Board meeting on February 25<sup>th</sup>, 2025, Ms. Al Mannai presented the test fits for the 20 Church Street office space, outlining key design elements and spatial planning considerations. Recognizing that Mr. Torres and Mr. Sager were not present for the initial discussion, she provided a brief refresher to bring them up to speed. To further assess the space in person, she proposed potential dates for a walkthrough, and the Board collectively agreed that May 1<sup>st</sup>, 2025, would be the most suitable option. Ms. Al Mannai will facilitate the meeting, ensuring that Board members are well-prepared with visuals and relevant information in advance of the walkthrough.

- FHWA EV Grant via CRCOG - Update

Ms. Al Mannai provided the Board with an update on a Department of Transportation (DOT) Electric Vehicle (EV) Grant that was awarded to the City of Hartford. The purpose of this grant is to repair or replace existing EV chargers throughout the city. She informed the Board that the grant was approved, specifically funding the installation of four (4) new EV chargers at the Hartford Public Library downtown parking deck.

- City-Wide EV Charging Program – Update

Ms. Al Mannai informed the Board about a request from the COO's office to assist in developing a City-wide EV charging program. This initiative would allow HPA to manage EV chargers at various locations, including schools. She noted that she would be engaging in discussions with both the City and CROCOG to coordinate efforts. The Board inquired about potential revenue generation from this project, and Ms. Al Mannai stated that she would gather more information on EV charger usage across different locations to assess revenue possibilities. Mr. Torres emphasized the need for a well-structured plan to effectively manage the project, given the involvement of multiple entities.

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

- City Parks Proposed Ordinance Update

Ms. Turlo updated the Board on the status of the City Parks proposed ordinance update, noting that since the last meeting, Councilwoman Bilodeau and COH Chief of Staff James Woulfe have advised intention to have this item added to the agenda for the first City Council meeting in April.

**Marketing Committee** – Ms. Chatfield

Ms. Chatfield updated the Board that she and Mr. Johnson will be meeting to discuss website strategy and improvements in early April.

**CEO Update** – Ms. Turlo

Mr. Johnson raised the issue of effective metered hours on Windsor Street, noting that meters there operate until 9pm, whereas meters in the rest of the downtown area only operate until 6pm. He proposed that HPA adjust the schedule for consistency. In response, Ms. Turlo advised that Ms. Al Mannai was determining the revenue implications of the proposed change. Ms. Turlo also noted that effective metered days and hours are extended in front of 1212 Main, in response to a request from proximate businesses. She advised that she will contact those businesses to follow up on the changes and to determine if further review may be needed. She stated that Mr. Johnson would be included in those communications.

Additionally, Mr. Johnson inquired about the possibility of advertising in the MAT Garage. Ms. Al Mannai responded that before advertising can be implemented, necessary landscaping and aesthetic improvements must be completed. She also noted that identifying the right advertising partners is crucial.

Mr. Sullivan inquired about the status of an off-street parking validation program. Ms. Turlo advised that Julio Concepcion had planned to present a program to the Pratt St Merchant's Association at its last meeting but was unable to do so due to illness. She advised that she will follow up with Mr.



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Concepcion, and that she would schedule a time to meet with Mr. Sullivan on this topic in advance of the next board meeting.

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

**VOTED:** Adjourn March 25<sup>th</sup>, 2025, Regular Board Meeting at 7:10 pm, seconded by Mr. Torres.

(Ayes – 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.**