



11 Asylum Street, 2nd Floor, Hartford, CT 06103

T: (860) 757-0720

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Approved Minutes
Tuesday, April 22nd, 2025 - 5:00pm
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103

Commissioner's 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 – HPA Conference Room

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
Eric Hood, Reimagined Parking – HPA Conference Room

Also Present for Public:

Oscar Caamano, City of Hartford - Zoom

1. Call to Order

Ms. Chatfield called the April 22nd, 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

Ms. Chatfield expressed her gratitude to Ms. Al Mannai and Ms. Turlo for their efforts on the Budget, noting that the presentation to City Council represents a new and innovative approach for the HPA. She assured the Board that this format will effectively highlight the organization’s value.

4. Approval of the Minutes for the Regular Board Meeting on March 25th, 2025

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 March 25th, 2025, Regular Board Meeting Minutes, seconded by Mr. Sullivan.

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

5. Public Comment – None.

6. Reports and Action Items

Personnel Committee – Mr. Torres

- Senior Manager of On-Street - Updates

Mr. Torres informed the Board of the resignation of Kenny Gonzalez, the HPA's Senior Manager of On-Street Projects, and invited any comments on the matter. Ms. Turlo noted that regarding the Sanitation Project, she and Ms. Chatfield would be reviewing the organizational chart to determine how best to address the staffing needs. Mr. Sullivan inquired about the reason for the resignation, to which Ms. Turlo responded that Mr. Gonzalez had submitted a formal letter. Ms. Chatfield expressed her appreciation for Mr. Gonzalez's contribution and shared her regret at his departure, while emphasizing the importance of staying focused and continuing the work ahead.

Finance Committee – Mr. Sullivan

- March Financial Update

Mr. Sullivan expressed his satisfaction with the proposed budget prepared by Ms. Turlo and Ms. Al Mannai, which is scheduled to be presented to City Council, despite not receiving approval from the Mayor's Office. Mr. Sager inquired about the Board's position on presenting a budget that differs from the one endorsed by the Mayor. In response, Ms. Chatfield emphasized that the Board should stand behind the proposed budget, noting that City Council will ultimately make decisions based on the city's needs.

Mr. Michalik then presented the March financial report, covering nine months of operational performance. He reported that March marked the highest revenue month of the year, with a total of \$643,000. Year-to-date revenue stands at \$5.179 million, which is slightly below budget by \$12,000. However, operating expenses came in \$188,000 under budget, largely due to reduced enforcement and citation management costs following Duncan's onboarding. As a result, operating income showed a surplus of \$266,000—well above the budgeted \$171,000.

Mr. Michalik noted that several key projects had been identified by Ms. Turlo as priorities, and he was pleased to report that the current surplus enables HPA to move forward with them. He also added that April is tracked to not only meet but exceed budget expectations, making it likely that the year-to-date financial goals will be achieved.

Ms. Torres moved to accept the March 2025 Finance Report.

- Acceptance of Monthly Finance Report for March 2025.

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

(See Monthly Finance Report for details).

- Discuss & Approve Resolution for HPA Vehicle Immobilization Equipment Damage Destruction & Theft Policy

Ms. Turlo presented the updated HPA Vehicle Immobilization Equipment Damage Destruction & Theft Policy to be able to codify this process. The policy will have a reimbursement cost sheet that will be updated based on the costs going up. Mr. Torres asked about any additional administrative fee that should be added to the cost of the replacement, to which Ms. Turlo explained that the cost of the replacement is already high, and it would be punitive to add additional fees.

Mr. Johnson moved to accept the Resolution for HPA Vehicle Immobilization Equipment Damage Destruction & Theft Policy

VOTED: Acceptance of the Resolution for HPA Vehicle Immobilization Equipment Damage Destruction & Theft Policy, seconded by Mr. Sager.
(Ayes – Sager, Torres, Sullivan, Johnson, Chatfield)

Property Management Committee - Mr. Sager

- Property Management Report

Ms. Turlo provided an update on the Pedal Pub agreement, noting that it was executed that day and the HPA will be getting the MAT garage ready to house their vehicles. Ms. Turlo gave brief updates on the different areas of the Property Management Report to which there were no major updates. Ms. Turlo then went through the citation metrics noting that there was a backlog of appeals that may be due to some redundancies in Duncan and some additional training for the CHO's. Mr. Sager inquired about the decline in sanitation citations and the current ticketing system, noting that while two days are now ticketed, the warning count remains higher than anticipated. Concerns were raised

about the effectiveness of warnings across neighborhoods and the overall impact of staffing issues on ticketing.

(See Property Management Report for details).

- Hartford Stage MAT Garage Proposed Collaboration

Ms. Al Mannai presented mock-ups for a collaboration with Hartford Stage, which aims to create a red carpet experience in the hallway leading to the lobby. Concerns were expressed regarding the maintenance of the red carpet and TV, with suggestions for more durable and less easily vandalized options. The board emphasized the need for a maintenance plan and the importance of considering the different audiences using the space.

- MAT Garage Stairwell “B” - Update

Ms. Al Mannai provided the Board with an update on the MAT Garage Stairwell “B”. The City has allocated approximately \$20,000 to cover the full cost of the construction documents for the Stairwell project. A meeting was scheduled with the City Engineer Frank De La Ripa to discuss next steps; however, it was postponed due to a personal loss in the engineer’s family. Despite this, the project is moving forward under the oversight of an engineer at the Department of Public Works (DPW), who will serve as the project manager. Full construction documents are currently being prepared, and the project will soon move into the procurement and bidding phase.

Regarding the stairs, Capital Projects has included this component in their budget and will assess available funds through the end of July. There is optimism that the department may cover most, if not all, of the cost. If a funding gap remains, it will be brought back to the Board for further discussion. The project remains a City asset, with HPA facilitating communication between Desman and the assigned DPW engineer.

Bylaws and Revisions Committee – Ms. Chatfield

- None

Marketing Committee – Ms. Chatfield

- None

CEO Update – Ms. Turlo

Ms. Turlo gave a brief update on the City Parks ordinance noting the City Parks Enforcement was supposed to go to City Council this month, but was told it got bumped back to May, due to scheduling. She also mentioned that Attorney James Del Visco will be retiring next month and will be missed.

Mr. Johnson inquired about the status of the Sanitation Project and where the HPA had left off. Ms. Drummond-Butt explained that, due to the recent resignation of a key staff member, the project will be temporarily placed on hold from the HPA's side. She noted that additional planning and internal discussions are necessary before the project can resume. Ms. Drummond-Butt also conveyed this update to the Department of Public Works (DPW), acknowledging that they will continue to make progress as time allows, while balancing other high-priority initiatives already underway.

Additionally, Mr. Johnson inquired about Windsor Street and Main Street where there are meters that are on extended hours. Ms. Turlo mentioned that she is awaiting a report that shows the revenue impact and will bring back to the Board for review.

Executive Session

Mr. Sager made a motion to appoint Mr. Johnson as interim Board Secretary for the Executive Session.

VOTED: Approval of Mr. Johnson as interim Board Secretary for the Executive Session,
seconded by Ms. Chatfield.

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

Ms. Chatfield made a motion to enter Executive session at 6:05 PM, pursuant to Executive Session, pursuant to Sections 1-200 (6) (A), (B) and (E) and 1-231 of the Connecticut General Statutes, to discuss the performance of the Chief Executive Officer of the Hartford Parking Authority, seconded by Mr. Sager.

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

The record reflects that the Board exited the executive session at 7:49 pm. In the session the attendants were Board Commissioner's Chatfield, Torres, Johnson, Sullivan and Sager, and Corporation Counsel Attorney's James Del Visco and Natalie Reichle.

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

VOTED: Adjourn April 22nd, 2025, Regular Board Meeting at 7:51 pm, seconded by Mr.
Sullivan.

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

Respectfully submitted,



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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.