

Approved Minutes
Tuesday, May 27th, 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

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
Natalie Reichle, Corporation Counsel – HPA Conference Room
Eric Hood, Reimagined Parking – HPA Conference Room

Also Present for Public:

Stathis Manousos, Public – HPA Conference Room

1. Call to Order

Ms. Chatfield called the May 27th, 2025, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:04 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 thanked Ms. Al Mannai and Ms. Turlo for their contributions to the successful Budget, noting that the presentation to City Council was a true reflection of the HPA’s hard work and its impactful efforts within the community.

4. Approval of the Minutes for the Regular Board Meeting on April 22nd, 2025

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 April 22nd, 2025, Regular Board Meeting Minutes, seconded by Mr. Torres.

(Ayes – Torres, Johnson, Sullivan, Chatfield)

5. Approval of the Minutes for the Special Board Meeting on May 1st, 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 May 1st, 2025, Special Board Meeting Minutes, seconded by Mr. Sullivan.

(Ayes – Johnson, Sullivan, Torres, Chatfield)

6. Public Comment – None.

7. Reports and Action Items

Personnel Committee – Mr. Torres

- None

Finance Committee – Mr. Sullivan

- April Financial Update

Mr. Sullivan also expressed his appreciation for the successful completion of the budget, commending the efforts of Ms. Turlo and Ms. Al Mannai. He acknowledged that the budget's approval by City Council was a significant achievement and a reflection of their diligent work.

Following this, Mr. Michalik presented the April financial report. While reviewing the income statement, he highlighted that the HPA closed the month with a strong surplus of \$180K, marking another successful financial period. However, he cautioned that this surplus would be reduced by approximately \$62K due to unforeseen expenses.

Mr. Michalik emphasized key takeaways from the April financials, noting a \$4K increase in the year-to-date operating income surplus. He also reported a record-high revenue of \$649K for the year, even with a \$50K legal expense incurred during the month in connection with an HR investigation.

During the discussion, Mr. Torres asked whether in-kind contributions are reflected in the financials. Mr. Michalik explained that while the HPA has not traditionally included in-kind contributions in its reporting, it is something that can be explored for future consideration.

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

- Acceptance of Monthly Finance Report for April 2025.

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

(See Monthly Finance Report for details).

- FY25-26 Budget Update

Ms. Al Mannai informed the Board that the FY25–26 Budget presented to City Council had been officially approved. In addition to the budget approval, the City passed a separate resolution allocating \$1.3 million to the HPA for capital improvements. The operational budget was also approved in full. Mr. Torres and Ms. Chatfield both expressed their appreciation for the dedication and hard work demonstrated by the entire HPA team in bringing the budget to fruition.

Property Management Committee - Mr. Sager

- Property Management Report

Ms. Turlo provided a brief update on the Property Management report, highlighting the completion of the HVAC upgrade project in the 20 Church Street elevator lobby. She also shared visuals and updates on the newly completed painting of the Trumbull Street lobby.

Ms. Chatfield then gave a short update regarding the Board’s letter to the City concerning parking arrangements for Dunkin’ Stadium. She noted that there had been no response to date but assured the Board that she would continue to follow up.

(See Property Management Report for details).

- MAT Garage: Phase 1 Repairs & Stairwell B

Ms. Al Mannai informed the Board that the construction documents for the Stairwell B repairs at the MAT Garage have been approved. She noted that the construction documents for the broader Phase 1 repairs will require Board approval via a resolution, which is anticipated to be presented in June. She added that the HPA is actively facilitating communication between Desman and the assigned DPW engineer to ensure smooth coordination.

Providing a key update regarding the project's leadership, Ms. Al Mannai shared that the City’s Capital Projects Director will soon be departing. In response, she is taking steps to finalize the necessary agreements and plans, as well as secure funding in advance of his departure to maintain project momentum and continuity.

Mr. Torres asked whether upgrades to the lighting in the MAT Garage are included in Phase 1. Ms. Al Mannai clarified that Phase 1 will primarily focus on compliance and safety. However, if the engineer deems lighting upgrades necessary for those purposes, they will be incorporated into the plan. Mr. Torres recommended exploring potential Eversource grants as a funding source for lighting improvements.

Bylaws and Revisions Committee – Ms. Chatfield

- None

Marketing Committee – Ms. Chatfield

- None

CEO Update – Ms. Turlo

Ms. Turlo informed the Board that she had compiled and shared citation revenue data for the Windsor Street area, where extended meter days and hours had been implemented. Using data from both 2023 and 2024, she demonstrated that the changes had resulted in minimal revenue impact. In light of this, the Board questioned whether the HPA could simply update the meters and signage to align with standard metered schedules throughout the City.

As a result, a decision was made to immediately pause ticketing in the area while the team investigates whether changes to meter hours require Board or City Council approval. Mrs. Reichle agreed to review the legal requirements and report back. If internal approval is sufficient, the HPA can proceed with adjustments; if an HPA Board resolution or City Council approval is required, the HPA will follow up with that information to the Board.

Additionally, the Board agreed to hold on enforcement on weekends and after 6pm in designated areas near Dunkin' Park and Main St. Ms. Turlo committed to sending written confirmation of the enforcement pause to Reimagined.

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

VOTED: Adjourn May 27th, 2025, Regular Board Meeting at 6:02 pm, seconded by Mr. Torres.

(Ayes – Torres, Johnson, Sullivan, Chatfield)

Respectfully submitted,



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Shandia Drummond-Butt

Mrs. Shandia Drummond-Butt

Secretary to the Board

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