

Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103
Regular Meeting of the Board
Tuesday, September 23rd, 2025 – 5:00pm
Approved Minutes

Commissioners Present

Zoe Chatfield, Board Chair – HPA Conference Room
Calixto Torres, Board Vice Chair, HPA Conference Room
Amir Johnson, Commissioner – HPA Conference Room
Jack Sullivan, Commissioner – Remote via Zoom
Christian Sager, Commissioner – HPA Conference Room

Also Present for HPA:

Jill Turlo, CEO – HPA Conference Room
Kay Al Mannai, CFO – HPA Conference Room
John Michalik, Finance Manager – HPA Conference Room
Natalie Reichle, Corporation Counsel – HPA Conference Room
Mauricio Velasquez, HR Consultant – HPA Conference Room
Eric Hood, Reimagined Parking– HPA Conference Room

Also Present for Public:

Stathis Manousos, Public – HPA Conference Room
Simon Hoellerbauer, Trinity College – HPA Conference Room
Sibongile Magubane, Trinity College student – HPA Conference Room
Eriberto DeLeon Jr., Trinity College student – HPA Conference Room
Sunny Shi, Trinity College student – HPA Conference Room
Two unnamed Trinity College students – HPA Conference Room
Jeff Girard – Virtual via Zoom
Jose Diaz – Virtual via Zoom

1. Call to Order

Ms. Chatfield called the September 23rd, 2025, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:11pm.

2. Roll Call of Commissioners

The Interim Board Secretary, Ms. Turlo, conducted a roll call and announced that a quorum was present.

3. Chair Comments

Ms. Chatfield provided a brief description of the origin and mission of the Hartford Parking Authority for the public attendees of the meeting. HPA's HR Consultant provided a brief explanation of his function within the organization.

4. Approval of the Minutes for the Regular Board Meeting on July 22nd, 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 July 22nd, 2025, Regular Board Meeting minutes, seconded by Ms. Chatfield.

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

5. Approval of the Minutes for the Special Board Meeting on September 15th, 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 September 15th, 2025, Special Board Meeting minutes, seconded by Mr. Johnson.

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

6. Executive Session

Although an Executive Session was included on the agenda, the Board opted not to go into Executive Session.

7. Interim Board Secretary

Ms. Chatfield made a motion to appoint Ms. Turlo as interim Board Secretary for the meeting, seconded by Mr. Johnson.

VOTED: Approval of Ms. Turlo as interim Board Secretary for the Executive Session.

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

8. Public Comment

- None.

9. Reports and Action Items

Executive Session

- None.

Personnel Committee – Mr. Torres

- Discuss and Approve Resolution for Resignation of Chief Executive Officer

Mr. Torres indicated that Ms. Turlo had provided the Board notice of her resignation as Chief Executive Officer, and wished her the best in that endeavor. Ms. Chatfield moved to accept the resolution for the resignation of the Chief Executive Officer, and thanked Ms. Turlo for her hard work for the organization and assistance during the transition.

VOTED: Acceptance of the Resolution for Resignation of the Chief Executive Officer, seconded by
Mr. Torres.

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

- Discuss and Approve Resolution for Appointment of Interim Chief Executive Officer

Mr. Torres indicated that the HPA is fortunate to have a very capable candidate within the HPA to operate as the interim CEO, Kay Al Mannai. He indicated that the Board would decide upon a permanent CEO at a later time. He noted the collaborative partnership and teamwork between Ms. Al Mannai and Ms. Turlo during their shared tenures at the HPA, and that this appointment would maintain consistency during a transitional period.

Ms. Chatfield moved to accept the resolution for the appointment of the interim Chief Executive Officer, Kay Al Mannai.

VOTED: Acceptance of the Resolution for the Appointment of the interim Chief Executive Officer,
seconded by Mr. Johnson.

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

- Introduction to HR Consultant Mauricio Velasquez

Mr. Velasquez provided a brief overview of his benefit to the organization, including clarification on policies related to PTO, timeclock usage, and the translation of the Employee Handbook into Spanish.

Finance Committee – Mr. Sullivan

- July & August Financial Update

Ms. Al Mannai discussed a favorable variance of \$82K, largely due to the scheduling of projects and purchases in the previous fiscal year with Mr. Michalik providing specific examples. Mr. Michalik also discussed a report he had produced with citation revenue by month for the past six years.

Ms. Chatfield moved to accept the July & August 2025 Finance Reports.

- Acceptance of Monthly Finance Report for July & August 2025.

VOTED: Acceptance of the July & August 2025 Monthly Finance Report, seconded by Mr. Johnson.

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

(See Monthly Finance Reports for details).

- Discuss and Approve Resolution for HPA Citation Issuance Frequency Policy

Mr. Sullivan discussed the importance of the Citation Issuance Frequency Policy. Ms. Chatfield noted that this update was being made to add the new City parks parking regulation to the policy. Ms. Turlo noted that this policy should be updated whenever a new parking regulation is added to the municipal code.

Ms. Chatfield moved to accept the resolution for the HPA Citation Issuance Frequency Policy.

VOTED: Acceptance of the Resolution for the HPA Citation Issuance Frequency Policy, seconded by Mr. Johnson.

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

Property Management Committee – Mr. Sager

- Property Management Report

Ms. Turlo provided an overview of the Property Management Report, highlighting that the proposed construction documents for Phase 1 of the MAT Garage repairs were under review and noting small updates at the MAT Garage. Mr. Sager and Ms. Al Mannai discussed the Hartford

Public Library parking deck and a pending meeting on its infrastructure. Ms. Turlo updated the Board on the progress of the City sanitation signage project and affirmed the HPA's commitment to resident communications.

Ms. Turlo noted that citation revenue is on track for the year.

(See Property Management Report for details).

- Discuss and Approve Resolution for Proposal for Repairs to the Fire Protection System in the MAT Garage

Ms. Turlo presented a Facility Compliance Services proposal for repairs to the fire protection system in the MAT Garage. Ms. Chatfield moved to accept the Resolution for the Proposal for Repairs to the Fire Protection System in the MAT Garage.

- **VOTED:** Acceptance of the Resolution for the Proposal for Repairs to the Fire Protection System in the MAT Garage, seconded by Mr. Sager.

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

Mr. Torres mentioned that he was aware that City Council may be proposing the requirement of metered parking payment for individuals with valid ADA placards. Mr. Sager provided historical context on this topic.

Mr. Sager provided examples of the balance between the public perception of parking regulation enforcement and the operational, economic, and/or safety value of that enforcement. Ms. Chatfield noted the benefit of metered parking on economic vitality and parking space turnover.

Bylaws and Revisions Committee – Mr. Johnson

- None

Marketing Committee – Ms. Chatfield

- None

CEO Update – Ms. Turlo

Ms. Turlo thanked the Board for her time in the CEO role and noted that it had been an incredible experience that contributed significantly to her professional development. She affirmed her plan to assist the interim CEO, Kay Al Mannai, through the transition.

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

VOTED: Adjourn September 23rd, 2025, Regular Board Meeting at 6:13pm, seconded by Mr. Johnson.

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

Respectfully submitted,

Jill Turlo

Jill Turlo

Acting 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.