11 Asylum Street, 2nd Floor, Hartford, CT 06103
T: (860) 757-0720
www.hartfordparking.com

HARTFORD PARKING AUTHORITY
Regular Board Meeting

Tuesday, October 28th, 2025, at 5:00 PM
11 Asylum Street, 2nd Floor, Hartford CT 06103

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, joined at 5:14pm
Christian Sager, Commissioner – HPA Conference Room, joined at 5:22pm

Also Present for HPA:
Kay Al Mannai, Interim CEO & CFO – HPA Conference Room
Jill Turlo, COO – Remote via Zoom
John Michalik, Finance Manager – HPA Conference Room
Natalie Reichle, Corporation Counsel – HPA Conference Room

1. Call to Order

Ms. Chatfield called the October 28th, 2025, Regular Board Meeting of the Hartford Parking Authority ("Authority" or "HPA") to order at 5:13pm.

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

4. Approval of the Minutes for the Regular Board Meeting on September 23rd, 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 September 23rd, 2025, Regular Board Meeting minutes, seconded by Mr. Torres.
(Ayes –Johnson, Torres, Chatfield)

11 Asylum Street, 2nd Floor, Hartford, CT 06103
T: (860) 757-0720
www.hartfordparking.com

5. Approval of the Minutes for the Special Board Meeting on September 30th, 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 30th, 2025, Special Board Meeting minutes, seconded by Mr. Johnson.
(Ayes – Torres, Johnson, Chatfield)

6. Public Comment

- None.

7. Reports and Action Items

Personnel Committee – Mr. Torres and Ms. Chatfield provided a brief explanation of the desire to create new roles within the HPA to allow for the hiring of suitable candidates at appropriate seniority levels during forthcoming organizational restructuring.

- Discuss and Approve Resolution to Create and Fund the Position of Operations Manager

Mr. Johnson moved to accept the resolution to create and fund the position of Operations Manager.

VOTED: Acceptance of the Resolution to Create and Fund the Position of Operations Manager, seconded by Ms. Chatfield.
(Ayes – Johnson, Sullivan, Torres, Chatfield; Abstention - Sager)

- Discuss and Approve Resolution to Create and Fund the Position of Senior Operations Manager

Mr. Johnson moved to accept the resolution to create and fund the position of Senior Operations Manager.

VOTED: Acceptance of the Resolution Create and Fund the Position of Senior Operations Manager, seconded by Mr. Torres.
(Ayes – Johnson, Sullivan, Torres, Chatfield; Abstention - Sager)

- Discuss and Approve Resolution to Create and Fund the Position of Project Manager

11 Asylum Street, 2nd Floor, Hartford, CT 06103
T: (860) 757-0720
www.hartfordparking.com

Ms. Chatfield moved to accept the resolution to create and fund the position of Project Manager.

VOTED: Acceptance of the Resolution to Create and Fund the Position of Project Manager, seconded by Mr. Johnson.
(Ayes – Johnson, Sullivan, Torres, Chatfield; Abstention - Sager)

- Discuss and Approve Resolution to Create and Fund the Position of Senior Project Manager

Ms. Chatfield moved to accept the resolution to create and fund the position of Senior Project Manager.

VOTED: Acceptance of the Resolution to Create and Fund the Position of Senior Project Manager, seconded by Mr. Johnson.
(Ayes – Johnson, Torres, Sullivan, Chatfield; Abstention - Sager)

Finance Committee – Mr. Sullivan

- September Financial Update

Mr. Michalik provided a brief overview of the finances, including a note that there is a budget surplus that has improved from the previous month. This surplus is anticipated to be maintained due to projects planned for FY25/26 that were completed in FY24/25.

The Board briefly discussed concerns with Reimagined Parking's invoicing process and the transparency of their subcontractor costs.

Mr. Michalik noted that HPA will need to begin working on the FY26/27 budget proposal.

- Acceptance of Monthly Finance Report for September 2025.

Mr. Johnson moved to accept the September 2025 Finance Report.

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

(See Monthly Finance Reports for details).

Property Management Committee - Mr. Sager

- Property Management Report

11 Asylum Street, 2nd Floor, Hartford, CT 06103
T: (860) 757-0720
www.hartfordparking.com

Ms. Al Mannai provided a brief overview of updates regarding the HPA's parking assets. The Board briefly discussed funding for the Stairwell B replacement project and its impact on the procurement process. Ms. Al Mannai discussed a forthcoming meeting with the DOT re: the state of the Library Parking Deck. Ms. Al Mannai discussed the status of the HPA's current lease at 11 Asylum and considerations for a possible office relocation.

(See Property Management Report for details).

Bylaws and Revisions Committee – Mr. Johnson

- None

Marketing Committee – Ms. Chatfield

- None

CEO Update

The Board briefly discussed EV charging infrastructure within the MAT Garage, Dunkin' Park event parking, and administrative support needs.

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

VOTED: Adjourn October 28th, 2025, Regular Board Meeting at 6:31pm, seconded by Mr. Johnson.
(Ayes – Sager, Johnson, Sullivan, Torres, Chatfield)

Respectfully submitted,

Jill Turlo

Jill Turlo
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.