

**HARTFORD PARKING AUTHORITY
Special Board Meeting**

Monday, November 24th, 2025, at 5:00 PM
11 Asylum Street, 2nd Floor, Hartford CT 06103
& virtually via Zoom

Approved Minutes

Commissioners Present

Zoe Chatfield, Board Chair – HPA Conference Room

Amir Johnson, Commissioner – HPA Conference Room

Jack Sullivan, Commissioner – Remote via Zoom

Also Present for HPA:

Kay Al Mannai, Interim CEO & CFO – HPA Conference Room

Jill Turlo, COO – HPA Conference Room

John Michalik, Finance Manager – HPA Conference Room

Elaina Rodriguez, Administrative Assistant – HPA Conference Room

Natalie Reichle, Corporation Counsel – Remote via Zoom

Dan Nash, Reimagined Regional Director – HPA Conference Room

Eric Hood, Reimagined Senior Parking Operations Manager – HPA Conference Room

1. Call to Order

Ms. Chatfield called the November 24th, 2025, Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:08pm.

2. Roll Call of Commissioners

The 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 October 28th, 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 October 28th, 2025, Regular Board Meeting minutes, seconded by Mr. Sullivan.

(Ayes – Johnson, Sullivan, Chatfield)

5. **Public Comment**

- None.

6. **Reports and Action Items**

- None.

Personnel Committee – In the absence of Personnel Committee Chair Mr. Torres, Ms. Chatfield provided a brief explanation of the proposed Management Analyst position and indicated Mr. Torres’s support for the role.

- Discuss and Approve Resolution to Create and Fund the Position of Management Analyst.

Mr. Johnson moved to accept the resolution to create and fund the Position of Management Analyst.

VOTED: Acceptance of the Resolution to Create and Fund the Position of Management Analyst, seconded by Mr. Sullivan.

(Ayes – Johnson, Sullivan, Chatfield)

Finance Committee – Mr. Sullivan

- October Financial Update

Mr. Michalik provided a brief overview of the finances and the current favorable financial position of the organization, despite higher than anticipated citation management system expenses. Mr. Michalik noted that HPA is working on the FY26/27 operating budget proposal.

- Acceptance of Monthly Finance Report for October 2025.

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

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

(See Monthly Finance Reports for details).

Property Management Committee – Mr. Sager

Ms. Turlo provided a brief update on citation issuance Metrics, noting two new proposed metrics for enforcement staff count and hours.

Bylaws and Revisions Committee – Mr. Johnson

- None

Marketing Committee – Ms. Chatfield

- None

CEO Update

Ms. Al Mannai stated that she will meet individually with each commissioner to gather feedback on the preliminary FY 26/27 operating budget, and that a Special January Board Meeting would be scheduled for its approval.

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

VOTED: Adjourn November 24th, 2025, Special Board Meeting at 5:30pm, seconded by Mr. Johnson.

(Ayes – Johnson, Sullivan, 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.