

HARTFORD PARKING AUTHORITY

Regular Board Meeting

Tuesday, December 16th, 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

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

1. Call to Order

Ms. Chatfield called the December 16th, 2025, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06pm.

2. Roll Call of Commissioners

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

3. Chair Comments

Ms. Chatfield conveyed her appreciation for milestones occurring over the last year. She also announced Mr. Torres’ departure from the Board and presented him with a commemorative gift in gratitude for his service. She then

4. Election of Board Members

Election of Board Chair for 2026 – Mr. Sullivan conducted the nomination of the HPA's Board Chair for the 2026 calendar year. Mr. Sullivan opened the floor to nominations. Mr. Johnson motioned to nominate Ms. Chatfield, seconded by Mr. Torres.

VOTED: Elected Ms. Chatfield as Chair of the Hartford Parking Authority for the 2026 calendar year.

(Ayes – Torres, Johnson, Sullivan, Chatfield)

Election of Board Vice Chair for 2026 – Ms. Chatfield opened the floor to nominations for the Vice Chair of the HPA's Board. Ms. Chatfield nominated Mr. Johnson, seconded by Mr. Sullivan.

VOTED: Elected Mr. Johnson as Vice Chair of the Hartford Parking Authority for the 2026 calendar year.

(Ayes – Johnson, Torres, Sullivan, Chatfield)

Election of Board Treasurer for 2026 – Ms. Chatfield opened the floor to nominations for the Treasurer of the HPA's Board. Ms. Chatfield nominated Mr. Sullivan, seconded by Mr. Johnson.

VOTED: Elected Mr. Sullivan as Treasurer of the Hartford Parking Authority for the 2026 calendar year.

(Ayes – Johnson, Chatfield, Torres, Sullivan)

Election of Property Management Committee Chair for 2026 – Ms. Chatfield opened the floor to nominations for the Property Management Committee Chair. Ms. Chatfield nominated herself as chair, seconded by Mr. Sullivan.

VOTED: Elected Ms. Chatfield as Property Management Committee Chair of the Hartford Parking Authority for the 2026 calendar year.

(Ayes – Torres, Johnson, Sullivan, Chatfield)

Election of Marketing Committee Chair for 2026 – Ms. Chatfield opened the floor to nominations for the Marketing Committee Chair. Ms. Chatfield nominated herself, seconded by Mr. Johnson.

VOTED: Elected Ms. Chatfield as Marketing Committee Chair of the Hartford Parking Authority for the 2026 calendar year.

(Ayes – Sullivan, Johnson, Torres, Chatfield)

Election of Bylaws and Revision Committee Chair for 2026 – Ms. Chatfield opened the floor to nominations for the Bylaws and Revision Committee Chair. Mr. Johnson nominated Mr. Sullivan, seconded by Mr. Torres.

VOTED: Elected Mr. Sullivan as Bylaws and Revision Committee Chair of the Hartford Parking Authority for the 2026 calendar year.
(Ayes – Johnson, Torres, Chatfield, Sullivan)

Election of Personnel Committee Chair for 2026 – Ms. Chatfield opened the floor to nominations for the Personnel Committee Chair. Ms. Chatfield nominated Mr. Johnson, seconded by Mr. Sullivan.

VOTED: Elected Mr. Johnson as Personnel Committee Chair of the Hartford Parking Authority for the 2026 calendar year.
(Ayes – Sullivan, Torres, Johnson, Chatfield)

Election of Financial Committee Chair for 2026 – Ms. Chatfield opened the floor to nominations for the Finance Committee Chair. Ms. Chatfield nominated Mr. Sullivan, seconded by Mr. Johnson.

VOTED: Elected Mr. Sullivan as Financial Committee Chair of the Hartford Parking Authority for the 2026 calendar year.
(Ayes – Johnson, Chatfield, Torres, Sullivan)

Nomination of Board Secretary – Ms. Chatfield made a motion to appoint Ms. Rodriguez as Board Secretary, seconded by Mr. Johnson.

VOTED: Appointed Ms. Rodriguez as Board Secretary of the Hartford Parking Authority.
(Ayes – Sullivan, Torres, Johnson, Chatfield)

5. Approval of the Minutes for the Special Board Meeting on November 24th, 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 November 24th, 2025, Special Board Meeting minutes, seconded by Mr. Sullivan.
(Ayes – Johnson, Chatfield, Sullivan. Abstention – Torres)

6. Approval of the Minutes for the Special Board Meeting on December 8th, 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 December 8th, 2025, Special Board Meeting minutes, seconded by Mr. Johnson.

(Ayes – Sullivan, Chatfield, Johnson. Abstention – Torres)

7. Public Comment

- None.

8. Reports and Action Items

Personnel Committee – Mr. Torres and Ms. Al Mannai provided a brief explanation of a proposed change to HPA's payroll policy to convert all employees to bi-weekly payroll, noting that this would improve efficiency.

- Discuss and Approve Resolution concerning Employee Pay Periods and Paychecks.

Mr. Johnson moved to accept the Resolution concerning Employee Pay Periods & Paychecks.

VOTED: Acceptance of the Resolution concerning Employee Pay Periods & Paychecks, seconded by Mr. Torres.

(Ayes – Torres, Sullivan, Johnson, Chatfield)

Finance Committee – Mr. Sullivan

- November Financial Update

Mr. Michalik provided a brief overview of the finances, noting a delay in on-street collections deposits due to past-due payment to Brink's by HPA's on-street parking management vendor, Reimagined Parking. This spurred a larger conversation regarding Reimagined Parking's invoicing process and ongoing unresolved issues.

Mr. Johnson made a motion to amend the agenda to include a motion authorizing the Chair of the Hartford Parking Authority and the Interim Executive Director to compose and send a letter to Reimagined Parking corporate management on behalf of the Board regarding ongoing performance concerns. Mr. Torres added that the letter should be written in cooperation and with feedback by Corporation Counsel.

VOTED: Acceptance of the motion to amend the agenda to add an action item to compose and send a letter to Reimagined Parking corporate management regarding performance concerns, seconded by Mr. Torres.

(Ayes – Johnson, Torres, Chatfield, Sullivan)

Mr. Johnson made a motion authorizing the Chair of the Hartford Parking Authority and the Interim Executive Director to compose and send a letter to Reimagined Parking corporate management on behalf of the Board regarding ongoing performance issues.

VOTED: Acceptance of the motion to authorize the Chair of the Hartford Parking Authority and the Interim Executive Director to compose and send a letter to Reimagined Parking corporate management on behalf of the Board regarding ongoing performance issues, seconded by Mr. Torres.

(Ayes – Torres, Johnson, Sullivan. Abstention – Chatfield)

- Acceptance of Monthly Finance Report for November 2025.

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

VOTED: Acceptance of the November 2025 Monthly Finance Report, seconded by Ms. Chatfield.

(Ayes – Johnson, Torres, Sullivan, Chatfield)

(See Monthly Finance Reports for details).

Property Management Committee – Mr. Sager

- Property Management Report

Ms. Turlo provided a brief overview of citation metrics, noting that citation issuance and collections were on target in November. Ms. Al Mannai provided an update on the sanitation signage update project, indicating that warning citations would be paused for the Monday and Tuesday routes until the work is closer to completion, based on estimates provided by the Department of Public Works.

(See Property Management Report for details).

Bylaws and Revisions Committee – Mr. Johnson

- Acceptance of the 2026 Board Meeting Calendar

Ms. Reichle noted a typo on the 2026 Board Meeting Schedule wherein the November date was listed as 2025. Mr. Johnson moved to accept the 2026 Board Meeting Schedule with a correction to update the November meeting date to November 24th, 2026.

VOTED: Acceptance of the 2026 Board Meeting Schedule with correction to the November meeting date, seconded by Mr. Johnson.
(Ayes – Sullivan, Johnson, Torres, Chatfield)

Marketing Committee – Ms. Chatfield

- None

Executive Team Updates

Ms. Chatfield expressed her sincere appreciation to Ms. Turlo for her dedicated service to the HPA and for her invaluable support during the transition.

Ms. Al Mannai extended her gratitude to Commissioners Torres and Sager for their time, commitment, and service to the HPA.

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

VOTED: Adjourn December 16th, 2025, Regular Board Meeting at 6:07pm, seconded by Mr. Johnson.
(Ayes – Johnson, Sullivan, Torres, Chatfield)

Respectfully submitted,

Elaina Rodriguez

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Secretary to the Board

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