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

HARTFORD PARKING AUTHORITY
Special Board Meeting

Tuesday, June 23rd, 2026, at 3:30 PM
11 Asylum Street, 2nd Floor, Hartford, CT 06103

Approved Minutes

Commissioner's Present
Zoe Chatfield, Board Chair – HPA Conference Room
Amir Johnson, Vice Chair – HPA Conference Room
Jack Sullivan, Commissioner – Remote Via Zoom
Angela Eikenberry, Commissioner – HPA Conference Room

Also Present for HPA:
Khouloud Al Mannai, CEO & CFO – HPA Conference Room
John Michalik, Finance Manager – HPA Conference Room
Elaina Rodriguez, Administrative Assistant - HPA Conference Room
Nizar Rayashey, Finance Intern - HPA Conference Room
Lori Mizerak, Corporation Counsel – Remote via Zoom
Eric Hood, Senior Parking Operations Manager - HPA Conference Room

1. **Call to Order**

   Chairwoman Chatfield called the June 23rd, 2026, Special Board Meeting of the Hartford Parking Authority ("Authority" or "HPA") to order at 3:49pm.

2. **Roll Call of Commissioners**

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

3. **Chair Comments**

   Chairwoman Chatfield welcomed everyone to the meeting and thanked the Commissioners and staff for their attendance.

Hartford Parking Authority
Your Place for a Space℠

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

4. Approval of the Minutes for the Regular Board Meeting on May 26th, 2026

Chairwoman Chatfield polled commissioners for corrections to the minutes. As there were no corrections presented, Commissioner Johnson moved to approve the minutes.

VOTED: Approval of the May 26th, 2026, Regular Board Meeting minutes, seconded by Commissioner Sullivan.
(Ayes –Chatfield, Johnson, Sullivan, Eikenberry)

5. Public Comment

- None

6. Reports and Action Items

Personnel Committee – Committee Chair Johnson

- Discuss and Approve Resolution to Create Role of Controller

CEO Al Mannai provided an update on staffing initiatives for the new fiscal year, including the hiring of two summer interns: Finance Intern Nizar Rayashey and Marketing & Communications Intern Olivia Del Visco. Mr. Rayashey briefly introduced himself to the Board.

CEO Al Mannai also presented the proposed Controller position, explaining that the role would strengthen the Authority's accounting functions, financial management, and internal financial processes. Following discussion, Chairwoman Chatfield moved to approve the resolution.

VOTED: Discuss and Approve Resolution to Create Role of Controller, seconded by Commissioner Johnson.
(Ayes –Chatfield, Johnson, Sullivan, Eikenberry)

Finance Committee – Committee Chair Sullivan

- Year End Close
- Board Approved FY 26/27 Budget vs City of Hartford Approved Budget

Finance Manager John Michalik presented the monthly financial report, noting that HPA is $129,000 ahead of budget, an improvement from the $25,000 deficit reported in the April Financial Report. He also advised that the transfer to increase the Repair and Replacement

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

(R&R) Fund balance to more than $4 million had been requested to support Phase 1A of the MAT Garage Project.

CEO Al Mannai highlighted ongoing cost-saving efforts through the use of City contracts and partnerships with the Department of Public Works (DPW) for facility repairs.

Following discussion, Chairwoman Chatfield moved to accept the May 2026 Monthly Finance Report.

VOTED: Acceptance of the May 2026 Monthly Finance Report, seconded by Commissioner Johnson.
(Ayes – Chatfield, Johnson, Sullivan, Eikenberry)

(See Monthly Finance Reports for details).

Property Management Committee – Committee Chair Chatfield

- Property Management Report

Senior Parking Operations Manager Eric Hood provided an update on parking citation and meter revenue activity. He also discussed the increasing number of stolen parking enforcement boots and suggested that the Board consider increasing the current stolen boot replacement fee in the future. Mr. Hood noted that the cost to replace the boot is approximately $950, while the current stolen boot fee is $699.00, resulting in a financial loss when boots are not recovered.

(See Property Management Report for details).

- Discuss and Approve Resolution to Purchase Pick-Up Truck

CEO Al Mannai reminded the Board that a previous resolution had authorized the purchase of a hybrid truck with a maximum cost of $60,000. She explained that operational needs have since changed and that HPA requires a larger truck capable of supporting snow removal operations, hauling equipment, and other maintenance activities. As a result, the HPA has requested authorization to purchase a truck at a cost not to exceed $100,000.

Following discussion, Chairwoman Chatfield moved to approve the resolution.

VOTED: Discuss and Approve Resolution to Purchase Pick-Up Truck, seconded by Commissioner Johnson.
(Ayes –Chatfield, Johnson, Sullivan, Eikenberry)

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

Bylaws and Revisions Committee – Committee Chair Eikenberry

- None

Marketing Committee – Committee Chair Chatfield

- None

Executive Team Updates

- HPA Board of Commissioners
- CEO

CEO Al Mannai reminded the Commissioners of the importance of using their official HPA email accounts for Board communications. She advised that the HPA's Office Manager Vivian Perez-Agostini would send a follow-up reminder and noted that HPA will transition to using only official HPA email addresses for future Board correspondence.

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

VOTED: Adjourn June 23rd, 2026, Special Board Meeting at 4:50pm, seconded by Commissioner Johnson,
(Ayes – Chatfield, Johnson, Eikenberry, Silva)

Respectfully submitted,

Elaina Rodriguez

Elaina Rodriguez
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.