



## **Minutes**

Hartford Parking Authority

Regular Meeting of HPA Board

**Thursday, February 8, 2007**

155 Morgan Street, Hartford, CT 06106

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Present: Chairman Carson  
Treasurer LeShane  
Commissioner Thompson  
Commissioner Twilley

Also Present: Jim Kopencey, Executive Director  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Catharine Freeman, Corporation Counsel, City of Hartford  
Former Vice Chairman Luis Caban  
Mike LeBlanc, Auditor, Bloom Shapiro (previously known as Scully & Wolf, LLP)  
Stathis Manousos, General Manager, Central Parking System  
Robert Kliman, Consultant, Connecticut Parking Services  
Estella Lopez, Office Manager, Connecticut Parking Services

### **Roll Call / Attendance**

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Chairman Carson called the Hartford Parking Authority (HPA) meeting to order at 8:05 AM.  
Mr. Redd conducted roll call and there was a quorum.  
Former Vice Chairman Luis Caban departed at 8:10 AM.  
Commissioner Thompson entered the meeting at 8:20 AM.  
Ms. Freeman entered the meeting at 8:45 AM.

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### **Point of Order**

Chairman Carson stated that Vice Chairman Caban had resigned from the HPA Board. The Chairman, Commissioners, and HPA staff lauded former Vice-Chairman Caban for his contribution to the HPA's success and wished him well in his new endeavors.

### **Approval of HPA Minutes**

Chairman Carson called for a motion to accept the minutes of the January 11, 2007 Regular Board Meeting.

A motion to accept the minutes of the January 11, 2007 Regular Board Meeting was made by Commissioner Twilley, seconded by Treasurer LeShane, and passed unanimously.

1. On-Street Parking Update and New Parking Meters – Mr. Redd stated that the HPA staff interviewed a candidate for the On-Street Parking Supervisory position and will report a decision on the candidate at the next Regular Scheduled Board Meeting.  
Mr. Kopencey stated that the HPA and Central Parking were working together to determine other areas in the City where enforcement is needed.



2. Lighting for Morgan Street and MAT Garages – Mr. Kopencey stated that Corporation Counsel opined that the Lighting improvement bid process raise questions; therefore, the project would go back out to bid within the next two (2) weeks.
3. Personnel Committee Report – Commissioners Thompson and Twilley tabled their report until the next Regular Schedule Board Meeting.
4. Capital Community College (CCC) Parking Validations – Mr. Michalik reported that Capital Community College is current on their account after having been in a past due situation the prior month. Mr. Michalik speculated that information he received a month ago from the College indicated that the College might withhold payment on all validations as a means of forcing the State to act on the offer made to them by the Authority last September. The College elected not to use this tactic, however.
5. Procurement and Payments – Mr. Michalik reported that there were no holdups in payments by the City to HPA vendors and contractors now that the Authority is using the City's procurement system.

## **New Business**

1. Treasurer's Report/Financial Update – Treasurer LeShane reported that revenue was up nearly \$100K from December due, in part, to higher event parking volume and that gross revenue is \$6.7 million compared to budget of \$6.2 million. Treasurer LeShane also stated that operating income is \$3.8 million compared to budget of \$3.2 million, a 19% favorable variance.
2. FY 05/06 Audited Financial Statements – Michael LeBlanc, a partner in the firm of Blum Shapiro & Company and the engagement partner for the City of Hartford and Hartford Parking Authority audits, presented an unqualified opinion on the Authority's financial statements for the year ended June 30, 2006.
3. Desman Proposal for Church Street Garage (CSG) Structural Repairs – Chairman Carson stated that he, Board members, and the HPA staff reviewed Desman Associates' revised proposal for structural improvements to the CSG and called for a motion to accept the proposal.



- A motion was to accept the Desman Associates' revised proposal for structural improvements to the CSG was made by Commissioner Twilley, seconded by Treasurer LeShane, and passed unanimously.
4. Park Street Citation Payment Office – Mr. Stathis Manousos, Central Parking, stated that signage was installed in front of and within the Office of Parking Management's Park Street location to direct violators where to pay for parking citations.
  5. Surface Lot Operation – Chairman Carson stated that the HPA may be asked to take on the responsibility of managing the City's M&T surface lot as a result of recent discussion he has had with Mayor Perez.
  6. Open Session – Public Comment Mrs. Estella Lopez and Mr. Robert Kliman from Connecticut Parking Services thanked and praised the HPA staff for the assistance they provided to make improvements within the MAT Garage and in the On-Street Parking Program.
  7. Executive Session – Chairman Carson / Property Acquisition – Chairman Carson called for a motion to enter executive session. A motion was made by Commissioner Twilley, seconded by Treasurer LeShane, and passed unanimously to enter into Executive Session. Chairman Carson called for a motion to exit executive session. A motion was made by Treasurer LeShane, seconded by Commissioner Twilley, and passed unanimously to exit Executive Session.
  8. Adjournment - Chairman Carson called for a motion to adjourn. The motion was made Commissioner Thompson, seconded by Commissioner Twilley and carried unanimously. The Regular Monthly Board Meeting for Thursday, February 8, 2007 adjourned at 11:05 AM.