



## Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

**Thursday, February 14, 2008**

155 Morgan Street, Hartford, CT 06106

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Present: Chairman David E.A. Carson  
Vice Chairman Richard Twilley  
Treasurer Paddi LeShane  
Commissioner James Thompson, Jr.

Also Present: Jim Kopencey, Executive Director  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford  
Catharine Freeman, Corporation Counsel, City of Hartford  
Jeffrey Hallin, Management Analyst, City of Hartford  
Stathis Manousos, General Manager, Central Parking Systems, LLC  
Robert Kliman, Consultant, Connecticut Parking Services, LLC  
Edward Hill, Attorney, Robinson and Cole

### Roll Call / Attendance

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Chairman Carson called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:05 AM.

Mr. Redd conducted roll call and there was a quorum.

Commissioner Thompson entered the meeting at 8:10 a.m.

Ms. Freeman entered the meeting at 8:50 a.m.

Mr. Nasto entered the meeting at 9:00 a.m.

Mr. Hill entered the meeting at 9:50 a.m.

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### Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Thursday, February 14, 2008 Regular Board Meeting. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

### Ongoing Business and Committee Report(s)

1. Pension Analysis – Personnel Committee Chairman Thompson and Vice Chairman Twilley  
Chairman Carson suggested that the agenda item be postponed to later in the meeting. The suggestion was moved by Treasurer LeShane and unanimously carried.

Commissioner Thompson was not present for the vote.



2. On-Street Parking and New Meter Procurement Update – Mr. Redd stated that the:
  - State of Connecticut Department of Motor Vehicle reconfirmed its decision that Law Enforcement Systems will not be license to provide secondary collections for the HPA
  - Greater Hartford Convention and Visitors Bureau has invited the HPA staff to speak to representatives from number of organizations about their parking concerns
  - Enforcement levels remained constant.

Mr. Redd stated that the first draft of the Parkeon contract has been returned to the vendor for their review and the Capital Funds transfer was approved by City of Hartford's (the City) Court of Common Council.

Mr. Redd stated that the research firm that was hired to evaluate Parkeon's Visa/MasterCard Level 1 encryption for telecommunications submitted their report to Visa and a response is expected within four to six weeks.

In response to Treasurer LeShane's comment, Mr. Redd stated that the Visa/MasterCard encryption review will not impact the introduction or installation of the Pay & Display parking meters (P&D).

3. Pension Analysis – Chairman Carson requested that this postponed agenda item be introduced as the third item on the agenda. The suggestion was moved by Vice Chairman Twilley, second by Treasurer LeShane and approved by the Board unanimously.

Mr. Twilley, speaking for the Personnel Committee, stated that the Committee had discussions with the two retirement plan consultants hired by the Authority after reviewing the consultants' findings and recommendations regarding the Authority's retirement plans. Mr. Twilley stated that it was the recommendation of the Personnel Committee to adopt the plan described by Parker Elmore in his report as 'New Comparability Plan with Match' with one change. Mr. Twilley said that the Committee was recommending that the allocation for management be fifteen percent (15%) instead of twenty percent (20%) under Mr. Elmore's design. The allocation for non-management employees would remain at the present contribution rate of ten percent (10%).



Mr. Twilley described the other feature of the new plan, the 'match', as an additional fifty percent (50%) contribution by the Authority on the first four percent (4%) of an employee's deferred compensation. Mr. Twilley added that the match effectively adds two percent (2%) to the contribution made in the first part of the plan.

4. Internal Audit Review of Procurement MAT/Morgan Street Repairs – Mr. Kopencey stated that the City of Hartford's Internal Audit Department was performing a review of the procurement procedures for the MAT and Morgan Street Garages projects that were awarded to USA Contractors and upon receipt the report will be distributed to the Commissioners.
5. Church Street Garage Repair Update – Mr. Kopencey stated that the Church Street Garage repairs will have to be placed on hold for approximately six months because the HPA could not afford to take approximately 100 parking spaces off-line at this time because the parking facility is at full capacity and it is expected that the structure will remain at full capacity until late summer.
6. Pay-and Display Parking Meter Roll Out Campaign Update – Mr. Redd stated that a P&D unit will be delivered shortly to start media production for the "Roll Out" of the public relations campaign and the HPA staff will meet with the web-site redesign team to review their progress.

## **New Business**

1. Treasurer's Report/Financial Update – Treasurer LeShane stated that the Authority's favorable year-to-date results were due to revenues being ahead of budget and expenses being lower than budget. Mr. Michalik added that a strong January pointed toward even better full-year results than forecasted last month.
2. Introduction of the FY 2008/2009 Budget - Treasurer LeShane presented the draft FY2008/2009 Budget and responses that Mr. Michalik had prepared to a number of questions raised in advance by the Chairman. The Chairman asked why the Morgan Street Garage electricity budget was higher than this year's forecast. Mr. Michalik stated that the budget was based on the last three months charges. Mr. Michalik said



further that an analysis of all three garages' electricity consumption would be prepared within the next week along with answers to the chairman's remaining questions.

Chairman Carson called for a motion to reschedule to the Thursday, March 13, 2008 Regular Board Meeting to 5:00 PM, Thursday, March 6, 2008. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

3. City Lots Transferred to the Hartford Parking Authority – Mr. Kopencey stated that he met with City Officials to discuss the transfer of City owned parking facilities to the HPA as stipulated by ordinance and recommends the HPA take responsibility for the parking facilities in December 2008.

Chairman Carson called for a motion to authorize the Executive Director to inform the City of Hartford that the Hartford Parking Authority Board of Commissioners agreed to operate the City of Hartford surface parking lots effective December 28, 2008 specifically, Tract 12-B located at the southeast corner of Main/Trumbull/ Morgan Streets, and a small triangular tract located on the southwest corner of Main and Chapel Streets. The Board also instructed the executive director to include a statement that indicates that the Authority does not wish to limit the HPA's offer to accept management responsibility exclusively to pay-for-parking facilities, only to prioritize them at this time. The motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Acknowledging that the surface parking lots are in fair/poor condition, Chairman Carson called for a motion to instruct the Executive Director to request that the City Council transfer to the Hartford Parking Authority the Capital Funds for the necessary repairs and improvements to the City of Hartford surface parking lots at a cost not to exceed \$5.00 per square foot. The motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

4. Procurement Regulations – Vice Chairman Twilley stated that it would be in the best interests of the HPA to have its own legal counsel and suggested a motion to have the executive director begin the selection and interview process to seek legal counsel.



Mr. Nasto stated that the City of Hartford Charter Revision requires the HPA to acquire approval from the City of Hartford's Corporation Counsel. As a result of Mr. Nasto's comments, Chairman Carson called for a motion to table the agenda item until the next regular Scheduled Board meeting. The motion was moved by Vice Chairman Twilley and seconded by Commissioner Thompson, and unanimously carried.

5. MAT Garage Architectural Improvements Bid Award – Mr. Kopencey requested that this item should be tabled because the selection committee was unable to convene due to a death in the immediate family of the HPA's property manager. Chairman Carson called for a motion to table the agenda item until the next regular Scheduled Board meeting which was unanimously approved by the Commissioners.
6. Church Street Garage Occupancy – Mr. Manousos stated that a potential oversell condition between Prudential and MetLife parkers was avoided because Prudential did not relocate all of the spaces they originally intended in the Church Street Garage (CSG).

Mr. Manousos stated that the Authority, Central Parking and Connecticut Parking Services met to devise a contingency plan in the event there was a problem. The elements of the plan are as follows:

- a. Screener posted at garage entrance directing hotel parkers to the lower level to more efficiently utilize the leased Hilton Hotel spaces
- b. Palm cards were created with directions to MAT garage in the event we needed to direct overflow transient parkers
- c. Central removed the snow on the roof completely to maximize parking spaces

Mr. Manousos conclude by stating the Central staff only needed to direct people to the MAT Garage once during the Obama event. The facility managers are in constant communication with the hotel & staff and will only use the screener option on an as needed basis,

Mr. Kopencey stated that the Central representatives identified fifty (50) additional non-typical parking spaces in the CSG for the public, made arrangements to use the Hilton Hotel's lease parking spaces when necessary, and determined what groups of patrons could be moved to another HPA facility if the CSG was filled to capacity.



7. Open Session – There was no public comment rendered.
8. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to litigation matters, real estate negotiations and personnel matters. On a motion by Vice Chairman Twilley, seconded by Treasurer LeShane, the Board voted unanimously to go into Executive Session to discuss real estate acquisition, contract negotiations, and personnel matters.

Mr. Carl Nasto, Corporation Counsel, Ms. Catharine Freeman, Corporation Counsel, Mr. Edward Hill, Special Council to the Authority, and Mr. Kopencey attended the Executive Session with the Commissioners.

Chairman Carson called for a motion to exit Executive Session. On a motion by Vice Chairman Twilley, seconded by Treasurer LeShane, the Board voted unanimously to adjourn Executive Session.

After Executive Session, the Board voted 3-1 to revise the Authority's retirement plan for its employees, effective FY2008-2009 as described in item three of these minutes under Ongoing Business and Committee Report(s).

9. Adjournment - Chairman Carson called for a motion to adjourn. The motion was made Vice Chairman Twilley, seconded by Commissioner LeShane and carried unanimously. The Regular Monthly Board Meeting for Thursday, February 14, 2008 adjourned at 11:45 AM.