



## Minutes

Hartford Parking Authority  
Regular Meeting of HPA Board

**Thursday, March 6, 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.

Raeanne V. Curtis, Commissioner, State of Connecticut Department of Public Works  
Jonathan Holmes, Deputy Commissioner, State of Connecticut Department of Public Works

Also Present: Jim Kopencey, Executive Director  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford  
Jeffrey Hallin, Management Analyst, City of Hartford  
Ned Glover, Consultant, Desman Associates  
Yonas Alemu, Operations Manager, Central Parking Systems, LLC

### Roll Call / Attendance

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Chairman Carson called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 5:20 PM.  
Mr. Redd conducted roll call and there was a quorum.

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### Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Thursday, March 6, 2008 Regular Board Meeting. A motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

### Ongoing Business and Committee Report(s)

1. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss ongoing negotiations with the State. A motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

Ms. Curtis, Commissioner, Mr. Holmes, Deputy Commissioner, Mr. Nasto, Corporation Counsel, and Mr. Kopencey, Executive Director, attended Executive Session.

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



2. On-Street Parking and New Meter Procurement Update – Mr. Redd stated that the enforcement levels dropped during February, 2008 due to several “Snow Ban” days and holidays which limited on-street parking enforcement in the Central Business District.

Mr. Redd stated that contract negotiations with Parkeon were moving forward but Parkeon has not provided the HPA with their Visa/MasterCard Level 1 encryption for telecommunications certification. Until Level 1 compliance is met, we cannot sign a contract with Parkeon.

3. Church Street Garage Repair Update – Mr. Kopencey stated that the Church Street Garage (CHG) repairs will have to be expedited because Mr. Glover, Consulting Engineer, Desman Associates in a recent letter stated that the CHG must be promptly repaired to prevent falling debris and ensure public safety.

Mr. Glover stated that recently loose concrete was removed from various locations in the CSG where full and partial depth repairs are needed. He also noted that the condition of the embedded reinforcing steel in some of the more heavily deteriorated areas of the supporting deck was in quite poor condition. Mr. Glover recommended that the HPA Board not delay the improvements to ensure the continued safe usage of the CHG by the public.

In response to Vice Chairman Twilley’s comment, Mr. Kopencey stated that the City of Hartford’s Internal Audit Department review of the HPA’s procurement procedures for the MAT and Morgan Street Garages projects that were awarded to USA Contractors was not finished. Mr. Kopencey stated that he received a draft copy which he was not at liberty to discuss; but once the completed report was published, it will be distributed to the Commissioners.

4. Pay-and Display Parking Meter Roll Out Campaign Update – Mr. Redd stated that the Peckinpaugh Digital Media Agreement was being finalized to start media production for the “Roll Out” of the public relations campaign and the HPA staff met with the web-site redesign team to review their progress.



5. Procurement Regulations – Vice Chairman Twilley stated that if the HPA adopts the new procurement regulations and hires a lawyer to review the HPA’s contracts, the procurement process would be shortened considerably.

In response to Vice Chairman Twilley’s comment, Corporation Counsel Carl Nasto stated that the HPA would still require the City and Corporations Counsel’s authorization prior to any contract being authorized. This item was tabled to provide an opportunity for Vice Chairman Twilley to communicate with Mr. Nasto prior to its reintroduction. A motion to table this item was made by Treasurer LeShane, seconded by Commissioner Thompson and unanimously adopted.

6. MAT Garage Architectural Improvements Bid Award – Mr. Kopencey stated that the Procurement Committee completed its evaluation of the two (2) respondent’s bids for the HPA’s MAT Garage Architectural Improvements Request for Proposal and recommended that the bid should be awarded to Tecton, a Hartford-based architectural firm with a low bid of \$131,500.

Chairman Carson called for a motion to award of the MAT Garage Architectural Improvements Request for Proposal to Tecton, with a low bid of \$131,500. The motion authorizes the Executive Director to enter into a contract with Tecton. The award is contingent on the successful negotiation of a contract with Tecton and Tecton’s compliance with the City’s procurement rules. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

## **New Business**

1. Central Parking Morgan Street Garage Contract Renewal – Mr. Kopencey noted that it will shortly be the third anniversary of the Central Parking Management Agreement at the Morgan Street Garage and that there is the possibility of two one-year renewals provided in the contract. Citing what he characterized as excellent performance, Mr. Kopencey recommended that the Board renew the Contract for an additional year.

Chairman Carson called for a motion to renew Central Parking’s Morgan Street Garage Management Contract to operate the MSG be renewed for one year under the existing



terms. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

2. Proposed Revision to By-Laws – Vice Chairman Twilley distributed a draft of proposed revisions to the HPA's By-Laws the Board members for review and comment. He indicated that this would be a subject of discussion at the next Regular meeting. Vice Chairman Twilley also stated that the proposed revisions were based on the City of Hartford ordinance currently in place.
3. Treasurer's Report/Financial Update – Mr. Michalik reported that the financial statements were not available due to the early date of the Board Meeting. He stated that he would email the statements to the Commissioners as soon as they were completed.
4. Introduction of the FY 2008/2009 Budget - Treasurer LeShane presented the Draft FY2008/2009 Budget as amended from the previous month along with a list of responses prepared by Mr. Michalik to questions raised by the Board after receiving the first draft. Following a discussion of the budget Chairman Carson called for a motion to adopt the FY 2008/2009 Budget, as amended. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.
5. Open Session – There was no public comment rendered.
6. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to real estate acquisition and personnel matters. The motion was moved by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Mr. Carl Nasto, Corporation Counsel 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.



7. 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, March 6, 2008 adjourned at 7:50 PM.