



## Minutes

Hartford Parking Authority  
Regular Meeting of HPA Board

**Thursday, April 10, 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  
Alex Chavez, Property Manager  
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford  
Mark Turcotte, Chief Procurement Officer, City of Hartford  
Carlos Lopez, President, Connecticut Parking Services, LLC.  
Janet Peckinpaugh, Principal, Peckinpaugh Digital Media  
Rosalie Roth, Principal, Roth Associates, LLC

### 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.

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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 Treasurer LeShane, and passed unanimously.

### Ongoing Business and Committee Report(s)

1. On-Street Parking, New Meter Procurement and Roll Out Update – Mr. Redd stated that the City of Hartford, Hartford Parking Authority, and Peckinpaugh, LLC authorized the agreement to engage Peckinpaugh Digital Media (PDM) for the public relations campaign to introduce the Pay and Display Parking Meters (P&D) in Downtown Hartford.

Ms. Peckinpaugh stated that the theme for the Rollout will:

- Spotlight the P&Ds that accept credit cards as a payment option
- Motivate the locals and suburbanites to come to the Central Business District (CBD) to dine or frequent the shops and merchants in Downtown Hartford



- Change the flavor (appearance) of the CBD's streetscape and the way the public will view the City and the HPA.

In response to Treasurer LeShane's comments, Ms. Peckinpaugh stated that PDM started negotiations with the media companies for several television, cablevision, and drive-time radio spots but the limited budget would not allow for Bus Card advertisements.

Mr. Kopencey suggested that it would be beneficial if there could be a "First Swipe" ceremony in City Hall with the Mayor, City Officials and HPA Board to introduce the P&D parking meters in Hartford.

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. Mr. Redd stated that until Level 1 compliance is met, the HPA would not sign a contract agreement with Parkeon.

Mr. Redd stated that the HPA received a subpoena from the State of Connecticut (the State) Grand Jury for HPA's Vehicle Exemption List which is maintained in the handheld units which was complied with.

Mr. Nasto stated that the Exemption List contains the identities of sworn federal, state, and local law enforcement officers and that the State of Connecticut Attorney General had delivered a letter to the City stating that the Exemption List does not have to be made public until such time that there is a ruling from the State of Connecticut Superior Court or until the Grand Jury completes its investigation.

2. Internal Audit Review of Procurement Church/Morgan Street Repairs – Mr. Kopencey stated that the HPA's Selection Committee performed a comprehensive analysis which was distributed to Board members of the bid awards to USA Contractors for the Church Street Garage (CSG) Restoration Project and Morgan Street Garage (MSG) Sealing Repairs which included interviews with the individuals referenced in the CSG and MSG Bid Award Internal Audit Report.

With reference to the USA Contractor's bids for repairs to the Morgan Street and Church Street Garages, Mr. Kopencey stated that it was the unanimous conclusion of the HPA



Selection Committee that the Internal Audit Procurement Analysis did not provide a clear foundation for the disqualification of the two USA Contractor's bids. Mr. Kopencey also stated that if the Board agreed with the Selection Committee's findings, no new action would be required by the Board. If the Board disagreed with the findings of the Selection Committee then, and only then, would Board action be required. With no objection from the Board, the HPA Board's vote at the November 2007 and December 2007 regular meetings remains the decision of the HPA Board.

3. Church Street Garage Repair Update – Mr. Kopencey said that USA Contractors stated they can mobilize within thirty days to the start Church Street Garage (CHG) repairs subsequent to executing the necessary contracts their receipt of a notice to proceed.

In response to Treasurer LeShane's comments, Mr. Kopencey stated that according to Desman Associates, if the project begins before the onset of the summer, and loose concrete is removed, the improvements should ensure the continued safe usage of the CSG by the public.

4. Procurement Regulations (previously tabled) – Vice Chairman Twilley stated that the item should be tabled because the review of the USA Contractor's bid awards for the CSG Restoration Project and MSG Sealing Repairs analysis presented an opportunity for the Board to incorporate the relevant findings into to the HPA's procurement regulations and further communications with Mr. Nasto, Corporation Counsel, were needed.

Chairman Carson called for a motion to table the agenda item, Procurement Regulations. The motion to table the agenda item was made by Treasurer LeShane, seconded by Commissioner Thompson and unanimously adopted.

## **New Business**

1. Homeland Security Request to Use the Morgan Street Garage in Emergency Conditions – Mr. Turcotte stated that as the City's liaison to the United States Department of Homeland Security and City of Hartford Department of Emergency Management, he was requesting the use of the MSG as a distribution point for goods during a declared emergency.



Chairman Carson called for a motion to authorize the use of the MSG by the United States Department of Homeland Security and City of Hartford Department of Emergency Management as a distribution point for goods during a declared emergency. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

2. Hartford Stage Expansion Update – Mr. Nasto stated that at the MAT Garage, the HPA has the authority and power as the City’s operation agent to recommend to the City that the City sell, lease as lessor, transfer or dispose of any MAT Garage property or interest and the HPA can exercise that responsibility with respect to the pending negotiations with the Hartford Stage.
3. Proposed Revision to By-Laws (previously tabled) – Vice Chairman Twilley stated that the item should be tabled until such time that the HPA’s procurement policy and procedures have been established because the USA Contractor’s CSG Restoration Project and MSG Sealing Repairs Bid Awards Analysis discussed in today’s Regular Board meeting presented some new insights that will have an effect on the proposed revisions to the HPA’s By-Laws that were drafted and distributed previously.

Chairman Carson called for a motion to table the agenda item, Proposed Revision to By-Laws, until the HPA’s procurement policy and procedures have been established. The motion was made by Commissioner Thompson, seconded by Treasurer LeShane, and passed unanimously.

4. Treasurer’s Report/Financial Update – Treasurer LeShane reported that citation collections were below budget but expenses were also below budget across each profit center. Mr. Michalik stated that citation collections were below year-to-date budget by \$194K because expected collections from an outside collection agency did not occur. Mr. Michalik said that \$300K was expected by this time from a collection agency.

Mr. Michalik said further that On-Street Parking expenses are higher in general than other profit centers for two reasons - Treating a percentage of Authority payroll and benefit costs as direct expenses of this center, and the relative proportion of direct operating expenses for this profit center to total direct operating expenses (the basis for allocating remaining General and Administrative expenses).



In response to Commissioner Thompson's comments, Mr. Kopencey stated that the HPA had two respective clients for the MSG commercial space. Mr. Kopencey stated that he plans on more aggressive marketing of the space in June if the current prospects do not materialize.

5. M & T Surface Lot Shuttle – Mr. Kopencey presented a pictorial depiction of the improvements at the M & T Surface Lot and stated that Mr. Lopez request to speak to the Board on a proposed shuttle to service the M & T Lot.

Mr. Lopez stated that he would be willing to operate a shuttle service between the M & T surface lot and the Stilts building provided the HPA would place a shelter within the parking facility which would cost approximately \$7,000 installed.

After discussion it was determined that the funds would not be immediately available; however, the Board committed to funding the pilot project and asked staff to communicate with City representatives to investigate means to fund this request.

6. Open Session – Public Comment
7. 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 Commissioner Thompson, 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.

8. Adjournment - Chairman Carson called for a motion to adjourn. The motion was made by Vice Chairman Twilley, seconded by Commissioner LeShane and carried unanimously. The Regular Monthly Board Meeting for Thursday, April 10 6, 2008 adjourned at 10:05 AM.