

**NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN
MINUTES
BOARD MEETING MARCH 16, 2020
Held by Phone**

Members Present: Mr. Forrester, Mr. Hausladen, Mr. Orefice, Mr. Stewart

Members Absent: Ms. Curran, Mr. Rivera

Staff Present: Mr. Parry, Mr. Seholm, Mr. Staniewicz

Guest: Ms. Jenkins, Development for Good LLC, Consultant
Mr. Breen, Reporter, New Haven Independent

Counsel Present: Attorney Rini and Attorney Merin

Mr. Hausladen said this Meeting is being held to discuss one Motion and the impact of the health care crisis on operations. He asked Attorney Merin to take attendance of those calling in and turned the meeting over to the Chairman.

Chairman Forrester called the meeting to order at 5:35 p.m. He welcomed all and thanked everyone for taking the time to call in. He acknowledged the circumstances surrounding the meeting and his wishes for the wellbeing of all and their families.

APPROVAL OF THE MINUTES

Chairman Forrester requested for all to review the Minutes from the February 18, 2020 Board Meeting for any exceptions. Hearing none he asked for approval. Commissioner Orefice moved to approve the Minutes, Commissioner Stewart seconded and the Minutes were unanimously approved by those present.

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a parking agreement with WE 101 LLC.

Mr. Hausladen said he would turn the concept of this agreement over to our legal team for further explanation. It is a time-sensitive matter and thus the main reason for this meeting. We need to give authorization to the Board of Alders to proceed to work with Winstanley to support downtown economic development and thanked the NHPA management team and Attorneys Rini and Merin for their efforts in developing this agreement.

Attorney Rini made the following points for discussion.

- The Motion essentially allows for us to proceed sending a draft of the parking agreement directly to Carter Winstanley and City's Economic Development for negotiation.

- The agreement is very similar to our agreement with Temple Street Associates that was just extended and approved at the last meeting.

- The minimum number of spaces would be 400, and the maximum would never go above 550.

- All payment has to be made by the developer and has to be for as many units.

- All permits would be at the current market rate for Temple Street and Temple Medical Garages.

- We have agreement that overflow can be parked within a certain distance within the existing garages in NHPA's portfolio.

- Most of the provisions on how we do it will be the same.

Mr. Hausladen said the service drive on the DLDA is a broader issue/conversation and is not part of what the Board will be approving tonight. He is asking for the Board to vote on items 2 and 3 included in the Motion.

In response to Mr. Stewart's questions on the "whereas" points in the Resolution, Mr. Hausladen said they contain the reasons why we are doing it. He said tonight we are voting on items 1 and 2 in regard to the parking agreement with 101 College Street that have been negotiated on. Mr. Hausladen said he would be more than happy to discuss with the Board how the DLDA is progressing and the downtown crossing but service roads have no bearing on any property managed by NHPA in regard to this agreement.

Discussion was held in regard to the following points explained in detail by Attorney Merin.

- He explained the general terms of the agreement with the developer in regard to permits to be provided to the developer in Temple Street and Temple Medical Garages.

- Minimum amount of spaces (400) would go into effect in year 8 and permits would be provided in Temple Medical and Temple Street Garages.

- Maximum would be 550 with the ability to do so over the course of 20 years with the ability of the term to have three additional terms of options for 20 years each.

- In the first seven years there is no minimum for the amount of permits.

- The developer has the ability to ask for additional permits with ninety days' notice.

- The number of permits will never exceed 550 in the first 7 years.

-In year 8 we are looking to lock in 400 permits; but if more than 400, whatever that amount is in year 8, that will be the new cap, and it will never go above the number that it is in year 8; however, it can decrease to allow flexibility.

-Permit fees should equal the adopted monthly public parking rate plus tax, to be billed in group billing segment.

The City will be the limited signatory to the agreement (since they are not our garages) and will provide the Authority the ability to operate the garages throughout the term of the contract.

Commissioner Orefice asked what the current occupancy rate is and what is left unfilled throughout the day and this was discussed.

The general plan is to fulfill the contractual obligation.

Mr. Hausladen said the obligation will come due in 2023.

Mr. Orefice said this is a good way to replace future lost business.

Mr. Seholm said these parking spaces will be made available in Temple Medical and Temple Street Garages through vacancies created by Yale-New Haven Hospital parkers.

There will be a limit of 250 permits in Temple Medical Garage with the balance in Temple Street.

The 400 minimum to 550 maximum will be achieved roughly with the one-to-one loss from Yale New Haven Health.

In response to Mr. Orefice's question, Mr. Hausladen said the reason we are entering this contract is twofold:

1. Help the supply of shared parking and reduce the number of spaces provided by the development itself.
2. Create a medical district out of our George Street structure via a pedestrian bridge.

Mr. Hausladen emphasized this Motion is to give the Authority approval to enter into a parking agreement with Winstanley for 101 College Street and for the attorneys to go to the Board of Alders.

MOTION OF THE NEW HAVEN PARKING AUTHORITY A/K/A PARK NEW HAVEN APPROVING AND AUTHORIZING THE ENTERING INTO A PARKING AGREEMENT WITH WE 101 LLC TO PROVIDE PARKING AT TEMPLE MEDICAL GARAGE IN PART AND TEMPLE STREET GARAGE IN PART SO LONG AS THE CITY AND WE 101 LLC ENTER INTO A DEVELOPMENTAL LAND DISPOSITION AGREEMENT CONCERNING THE DEVELOPMENT OF A MIXED USE FACILITY

OF APPROXIMATELY 200,000 SF ON THE EAST SIDE OF THE COLLEGE STREET BRIDGE OVER ROUTE 34.

The above Motion was moved by Commissioner Orefice, seconded by Commissioner Stewart put to vote and unanimously adopted. (A copy of said Motion is attached hereto for the record.)

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen presented some updates on what he has been working on.

-Union Station 100 Year Anniversary Event

Mr. Hausladen said this event is planned for April 3 at 11:00 a.m. He will forward more details to the Commissioners as they become available.

-Parking Agreement and Downtown Crossing Phase III

He has been working with staff on the parking agreement discussed in the Motion and coordination with the Downtown Crossing Phase III.

He said NHPA has to make changes to the Temple Street Garage to accommodate the right-of-way work as MLK Boulevard will be raised 10 feet and will render our exit at MLK obsolete that will require wayfinding. We will be hearing more from Economic Development on the Phase 3 project in the upcoming months.

-Budget - Mr. Seholm will speak to this.

-Insure Public Parking Supply and Safety re: COVID 19

On March 8, 2020 he met with members of CT Rail Council to go over the changes in protocol for COVID 19 for Union Station Transportation Center.

Air Rights Garage is another essential facility that will need to be maintained.

We will be taking essential precautions, and he would appreciate any input from Board members.

CHIEF OPERATING OFFICER'S REPORT

INCIDENT REPORT

Mr. Parry said the fatality at Air Rights Garage was discussed at the last meeting.

COVID 19

He said our primary focus is on our employees and parking patrons.

OCCUPANCY

Garage occupancy levels are extremely low. It is evident at Union Station where the surface lot that is normally full has very few cars. The numbers at Union Station two weeks ago were 455 tickets on March 2 and on March 16 there were 35 tickets.

This significant change in numbers is seen across the board at all our facilities.

For Air Rights Garage on March 2 there were a little over 1200 tickets and today there were 786. The Hospital is imposing protocols that will make the numbers go down.

Mr. Orefice said to note he just received an e-mail that the hospital is instituting a policy of zero visitors.

Mr. Parry said we will be determining which garages should remain fully open, partially open or fully closed. ARG and Union Station cannot be closed due to the clientele involved.

Temple Street needs to remain open because it serves the downtown community.

Temple Medical may close due to the transient volume being extremely low; however, it has 24 hour keycard access.

Crown would remain open.

Granite Square – the restaurants in the area are closed; however, he needs to consult with the Judicial Department to determine their needs.

Our paramount concern is our employees. Currently we are operating business as normal while abiding by CDC guidelines and recommendations. We are making certain booths and office areas are stocked with proper supplies, hand sanitizers and gloves.

We are reviewing a policy for our employees that is under consideration that falls within governmental recommendations.

Valet Operations at Union Station have ceased, and CDOT is aware and in support of this action.

We are monitoring a day-to-day relationship with our clients and employees and their questions based on CDC regulations.

Mr. Parry said to his knowledge we have no reported cases within our establishments.

Mr. Forrester asked if any of our staff become infected do we have a back-up contingency crew.

Mr. Hausladen said he has discussed with Mr. Parry and said the protocols used when people call out sick will be put in place. The biggest challenge is to have enough staff to cover. As of now we are not seeing it with our essential staff. We are making accommodations for the rapidly changing situation and are trying to focus on having as few people as possible come to work while maintaining service.

Mr. Parry said in regard to the Cashiers and the worst case scenario, we have the option to go to pay in lane or pay on foot.

Mr. Orefice asked with the closing of the New Haven Library, has there been an uptick in indigent folks at Union Station. Mr. Parry said yes, he just spoke to Amtrak PD in regard to this. At this point there is an increase – not to the point of 50 or 60 but an increase.

Mr. Hausladen asked Mr. Orefice if he had has any knowledge of what is happening at 20 York in this regard. Mr. Orefice said he does not as he is working from home.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm said on the Financial end we are going to have to reassess the transient forecast for the year due to what Mr. Parry just spoke about. This will have a critical impact on the budget.

Mr. Seholm said when he reported February results we were doing better as an organization in every category versus budget, and in most cases substantially better than the prior year. However, we have seen financial results in March that had a significant impact and caused him to disregard the transient revenue forecast. At this point it has only been a couple of weeks and we are trying to determine how long the transient decline will last.

Our Monthly revenue and contracted payments are still good.

Another concern is getting the capital programs up and started for next year, since some contractors are not working up to speed due to the COVID #19 issues.

This unprecedented situation is being monitored. We have to reassess and use best guesses as there is no history to refer to.

Mr. Stewart asked how long we can operate like this until we are required to make some adjustments.

Mr. Seholm said at the current level of operations we are okay with the transient decline in revenue, however, there would be an impact on longer term funding of capital projects and other activities. We are limiting employee hours at certain locations. For six months we would have limited to no impact. Beyond six months we would have to develop an impact to staffing. We will also probably see some monthly cancellations, although we have many parkers on long-term agreements and hospital parkers.

Mr. Orefice asked if staffing is based on Union contracts or safety issues. Mr. Seholm said if we decrease staff for security or maintenance it would be best served to close that facility. We have some flexibility with pay in lane and there could be issues with the bargaining unit. We have some flexibility outside the maintenance and security realm.

Mr. Forrester asked if we would have better knowledge at the end of fiscal year. Mr. Seholm said yes we should have a good idea of the impact by the next Board meeting on revenue and project costs.

We will have a few more weeks of COVID impact and will try to incorporate that in the budget. The good news is the contracts with Gateway College and Temple Street Associates that will provide good monthly revenue for a period of time.

Mr. Orefice asked if the Mayor's proposed budget includes a PILOT from the Authority. Mr. Seholm said that would be part of our budget, and he needs to make sure our forecast can support it with the COVID impact.

Mr. Hausladen said the closing of the restaurants and theaters will also affect transient revenue until further notice

Mr. Hausladen said we are trying to determine what disaster declarations mean for us; i.e. lost transient revenue.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz said there are a number of projects that are expected to go out for bid once some normalcy returns to business operations.

Mr. Forrester asked if there are projects that require us to take advantage of the warmer weather. Mr. Staniewicz said some are weather related; however, the construction season usually is seven months, and what is not completed will be carried over.

OLD BUSINESS

\$10.9 MILLION STATE GRANT

Attorney Rini said all documents have gone to the private attorney representing DECD. Approval from the DECD is pending.

Mr. Hausladen said this is great news, and he thanked all for their efforts to get this done.

STATE STREET GARAGE GRAND OPENING

Mr. Stewart asked how plans were coming along for the announcement of the opening of the State Street Garage. Mr. Hausladen said Mr. Staniewicz has ordered the plaque for the rededication that is estimated to be delivered in about four weeks. Mr. Stewart asked how did we decide to have it worded – using the current or past administration. Mr. Hausladen said he will send the final wording to the Commissioners, and it was responsive to the Commissioners' thoughts.

NEW BUSINESS

In regard to the COVID 19 situation, Mr. Hausladen said we are monitoring the situation as it progresses for any updates in the workplace. He asked the Commissioners to contact him with any observations or ideas they would like to share. This is something we have not experienced previously, and we will be bracing for a long period of economic decline.

Mr. Forrester said also to let the Commissioners know of any developments at the City.

ADJOURNMENT

Chairman Forrester asked if there were any other items for discussion; hearing none, Mr. Hausladen moved to adjourn the meeting and Mr. Orefice seconded the Motion. The meeting was adjourned at 6:25 pm.