

**NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN
MINUTES
BOARD MEETING FEBRUARY 18, 2020**

Members Present: Mr. Forrester, Mr. Hausladen, Mr. Orefice, Mr. Stewart
Members Absent: Ms. Curran, Mr. Rivera
Staff Present: Mr. Seholm, Mr. Staniewicz
Guest: Mr. Piscitelli, Economic Development Administrator, City of New Haven
Counsel Present: None

A Regular Board Meeting of the New Haven Parking Authority/Park New Haven was held in their office located at 232 George Street, New Haven, Connecticut.

Chairman Forrester called the meeting to order at 5:37 p.m.

APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the February 3, 2020 meeting for any exceptions. Hearing none, Commissioner Orefice moved to approve, Commissioner Stewart seconded, and the Minutes were unanimously approved by those present.

RESOLUTION A

Chairman Forrester said with this Motion the Authority is requesting approval to accept the request from the developer of 900 Chapel Street for a revision to the number of parking permits they have at the Temple Street Garage for residents of 900 Chapel Street. He deferred to Mr. Hausladen for further explanation.

Mr. Hausladen provided some background and said the developer is changing the use of the building from office space to residential units. This change requires that the number of parking spaces be adjusted to meet zoning requirements.

He said this Motion is to revise the letter agreement with the developer to add fifteen additional spaces at the Temple Street Garage for their tenants. This is the number of parking spaces that are required by the zoning regulations for the additional units that are being planned. The Authority would like to amend the agreement from last year to accommodate their request.

Mr. Seholm said overall Temple Street is typically a daytime-oriented garage, and residential parkers are usually more prevalent in the evening hours where there is availability in the garage. Historically Temple Street Garage even on a Friday night is only at 60% capacity.

Mr. Hausladen said the recommendation is to approve the request.

Mr. Hausladen said the development going on around Temple Street Garage is coming to fruition. Mr. Stewart asked if there were any collective marketing efforts planned or ongoing. Mr. Hausladen said through Economic Development.

Mr. Stewart asked if there is still a requirement that developers need a certain amount of parking spaces to go forward. Mr. Hausladen said yes and no. There is some progressive zoning with parking maximums, and discussion followed.

RESOLUTION A
February 18, 2020

**MOTION TO RATIFY LETTER AGREEMENT CONCERNING PROVIDING UP TO 15
ADDITIONAL UNRESERVED MONTHLY PARKING PERMITS AT THE TEMPLE STREET
GARAGE FOR TENANTS OF 900 CHAPEL STREET.**

Whereas, in 2002, the City of New Haven and the developer of 900 Chapel Street executed an agreement that provided for a certain number of parking spaces to be available at the Chapel Square Underground Garage and at the Temple Street Garage for tenants of 900 Chapel Street; and

Whereas, in 2005, the Authority executed a parking agreement for ten years covering a certain number of monthly unreserved parking permits to be provided directly to the Developer, which agreement ended without renewal in 2015; and

Whereas, in lieu of executing a new parking agreement, the Authority has been accommodating individual requests for monthly parking permits for tenants in 900 Chapel Street in the Temple Street Garage at the current monthly rate as it may be changed from time to time; and

Whereas, the developer requested that the Authority issue a letter agreement to provide up to an additional fifteen unreserved parking permits at the current monthly rate as it may change from time to time at the Temple Street Garage for ten (10) years as part of an application to the City Plan Commission in order to permit ongoing development of 900 Chapel Street; and

Whereas, the provision of up to fifteen additional unreserved monthly parking permits at the Temple Street Garage at the current monthly parking rate as it may change from time to time directly to tenants of 900 Chapel Street is in the interest of the Authority and does not conflict with any other agreements concerning the Temple Street Garage,

Now therefore, it is resolved by the Authority that

1. It is in the best interests of the Authority to provide up to an additional fifteen unreserved monthly parking permits at the current monthly rate as it may change from time to time directly to tenants of 900 Chapel Street, and
2. The execution of that of the attached letter is hereby ratified.

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

MOTION B – DISCUSSED AND TABLED

Chairman Forrester said with this Motion the Authority is requesting approval to establish rates at the Grand/East Pearl Lot. He deferred to Mr. Seholm for further explanation.

Mr. Seholm said the Authority would like to propose rates for this lot that we recently took over to help defray some of our costs, and prior approval is needed before we can implement. A target date has not yet been established to go forward to implement the rates, in particular the monthly residential rate.

Mr. Seholm said the Board will be voting on approval of these proposed rates so they are available to us when it comes time to put them in place.

The following discussion points were made:

-Mr. Hausladen said LCI's funding sources have shifted, and this allows us to collect revenue from this lot.

-Mr. Seholm said initially a daytime rate would be implemented followed by monthly and residential.

-Mr. Hausladen said the lot is well-utilized in the daytime and will be gated at night. Mr. Hausladen said we will be creating a small number of monthly spaces in the back of the lot. We will plow for public safety, put up signs for no dumping, and would like to see some revenue to defray the costs for maintenance and insurance.

-Mr. Stewart asked what the rates are now. Mr. Seholm said no charge, and we are incurring costs to maintain the lot.

-Mr. Stewart asked how we will collect. Mr. Seholm said the day rate will be charged to businesses and would be signed with hang tags provided to their employees.

-Mr. Forrester asked if we pick up the liability, and Mr. Hausladen said yes.

-Mr. Hausladen said there is a policy issue that is being discussed in regard to allowing people to park overnight.

-Mr. Orefice asked if we could work with Yale-New Haven Health on pricing for their parking. Mr. Seholm said we will come back to that as a secondary rate structure for a community benefit.

It was decided to Table this Motion until final approval of accepted rate and date for implementation is determined.

MOTION C

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a professional services agreement for assistance in developing a strategic plan. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said he was requested to go out for proposal to find a consultant to facilitate the strategic plan for the Authority. The usual process was followed and eleven entities expressed an interest in obtaining the documents. Two proposals were received.

1. **Development4Good, LLC of New Haven, CT**

Mr. Staniewicz said Karen Jenkins is the sole proprietor and principal who is an attorney by background.

Mr. Hausladen said Karen Jenkins is local and a relatively new resident of New Haven with many years of experience. She has done work for the Community Foundation team growth grant and for international non-governmental organizations (NGO).

Mr. Staniewicz said she will be the facilitator and assist NHPA staff who will be the authors of the plan. Mr. Hausladen said we would like the consultant to assist with Board level issues and the Board retreat as well.

After consideration it was determined that her proposal was more responsive and the best fit for the Authority's needs.

2. **Nelson/Nygaard** was the second proposer. They are a much bigger firm at three times the cost. After discussion it was determined the value is not there and the scope of their proposal was larger than what we are looking for.

Questions

Mr. Forrester said to verify, her price is \$25,000 plus \$5,000 in contingencies if needed. Mr. Staniewicz said that is correct.

Mr. Orefice asked what the timeframe is for the process to develop the strategic plan. Mr. Staniewicz said it will be a several month process.

MOTION RE: MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT WITH DEVELOPMENT4GOOD, LLC FOR DEVELOPING A STRATEGIC PLAN, NHPA PROJECT #20-014.

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

MOTION D

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a professional services agreement for General Counsel/Legal Services for the Authority. He deferred to Mr. Staniewicz for further explanation.

Mr. Hausladen said the reason we went out for proposal was two-fold. First a message from the Board that we need to bid to get the best options, and second, the complexity of work product that was coming to light with issues such as the purchase of the State Street Garage, Crown Street commercial space issues, and the release of all Union Station retail. This workload will require more time than one attorney can accommodate.

Mr. Staniewicz said we went out for proposals and followed the usual process. Seven firms expressed an interest and two proposals were received.

1. Attorney Rini partnered with Cohen & Wolf out of Bridgeport.
The Authority has worked with Attorney Cliff Merin of Cohen & Wolf previously and the firm has experience in real estate, construction and insurance matters. We would have access to the whole firm and Attorney Merin will be assigned to us on a day-to-day basis.

Mr. Orefice asked if Attorney Rini has worked with them previously, and Mr. Hausladen said that he has.

2. The other firm that responded was Rosenberg, Whewell & Hite, LLC out of Bridgeport who also has a variety of expertise.

Mr. Staniewicz said, after consideration, it was concluded that we should continue with Attorney Rini, and his partnering with Cohen and Wolf gives us additional expertise. We will keep the value of Attorney Rini's experience with the Authority and New Haven combined with the experience of the firm of Cohen & Wolf to meet additional demands.

The agreement is for a five-year term.

When looking at the hourly rate, Rosenberg was lower; however, Attorney Rini has been with the Authority since 1978 and with his background knowledge of the Authority and New Haven, he would have the ability to address matters more quickly.

Questions/Discussion

-Mr. Forrester asked if there would be a retainer involved. Mr. Staniewicz said no, the agreement is strictly for billing by the hour, and there is no guarantee or minimum involved.

-Mr. Forrester said there is a \$50 per hour difference between the two firms. Mr. Hausladen said Attorney Rini has never billed us for attending the monthly Board meetings. Mr. Staniewicz said he has not had an increase in rates for years.

-Mr. Stewart asked if we are satisfied with his performance. Mr. Hausladen said yes, and we are pleased with the addition of the firm of Cohen and Wolf. He said Attorney Rini's history and guidance have been good. Mr. Seholm said with the ability to contact Attorney Merin when Attorney Rini is not available gives us the ability for a quicker response to our needs.

MOTION RE: MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH RINI AND ASSOCIATES / COHEN AND WOLF FOR GENERAL COUNSEL LEGAL SERVICES, NHPA PROJECT #20-026.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen presented an update on the projects he has been working on over the last two weeks since the last meeting.

UNION STATION ISSUES

-Emergency Cold Weather Protocol

Mr. Hausladen said Union Station is not a warming center, and he has had some inquiries in this regard. He is working on clarifying the protocol as to what we can do for those folks looking for assistance.

-Meetings with CDOT

Mr. Hausladen said progress has been made as a result of conversations among the Governor's office, CDOT Commissioner's office, the Mayor's office, and the City's Economic Development team. The City has been asked to put together several scenarios in regard to the second garage and the continuation of the lease for the Parking Authority.

We will be hearing updates from Economic Development on other issues on the agenda with the Governor; i.e., Hill to Downtown, Union Station and Downtown Crossing for the "Together we Grow Plan."

-Union Station 100th Anniversary

Plans for the 100th Anniversary Celebration for Union Station that will be held on April 4 and 5 are underway. It will be a community event, and he will provide more information as it becomes available.

DOWNTOWN CROSSING PHASE III

-Mr. Piscitelli will be joining the Board Meeting later this evening to provide an update to the Board in regard to a long-term parking agreement with the developer of the Downtown Crossing Phase III and how we can make a positive influence and be integral to the next fifty years in the growth of New Haven.

Mr. Hausladen said he is looking for ways to improve the work done at the Authority. He asked if the Commissioners had any suggestions for improvements to contact him with any ideas.

PLAQUE FOR 270 STATE STREET GARAGE

Discussion was held on whether the plaque should focus on the acquisition or rededication of the garage. A decision will be made on the names that will be on the plaque shortly.

CHIEF OPERATING OFFICER'S REPORT

In Mr. Parry's absence, Mr. Hausladen presented some highlights of activity in the Operations Division for the month of January.

•Restaurant Program

The restaurant program brought in a total of \$6,014 in revenue for the month that is slightly higher than what was realized last January.

•Union Station Valet

Valet operations brought in \$1,069 for the month of January that was \$142 better than last year and there were 527 cars parked that is slightly more than last January.

•Security

There were nineteen incidents reported for the month and are the usual types of incidents that we have been seeing.

-In regard to motor vehicle break-ins, there was only one reported this month at the Grand & East Pearl Lot.

-There was an unusual occurrence at State & Mechanic where a zip car was found on cement blocks and all four tires were gone.

-The number of incidents at Union Station Building that relate to providing medical assistance for the homeless continues to trend as the largest category with eight incidents.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm discussed the Financial report for the month, and he said overall results for January were very good.

•Meeting with Mayor Elicker

Mr. Seholm said he and Mr. Hausladen had a discussion earlier today with Mayor Elicker in terms of what contribution the City is expecting from the Authority.

As part of that the City has asked we go beyond the \$1,500,000 they receive from Air Rights Garage surplus funds. We have been asked to find new revenue options. This process of looking at market rates to accomplish this could impact rates on most if not all of our facilities.

Mr. Stewart asked if this request is based on projected income. Mr. Hausladen said somewhat; however, he feels they were asking us to find new revenues instead of taking projects away from the capital plan. The Mayor has indicated there is a gap that needs to be filled in the City's budget, and what can the Authority do to fill it. A one time sale of assets is off the table unless there is a specific need.

Mr. Seholm said we will work on how we can generate a little more revenue to help the City.

Mr. Stewart asked what other Authorities help the City and discussion followed, with the NHPA being the largest.

•Preparation for Budget 2021

Mr. Seholm called attention to the fiscal year 2021 budget timeline/calendar located at the end of the CFO Report. He anticipates having the draft budget ready in May. The City has asked that we contribute more than the \$1.5 million from the Air Rights Garage surplus, and we are trying to determine what we can do to help. Discussion followed.

Mr. Forrester said we know there is a gap in the City's budget, and he asked if there was an official request from the City. Mr. Hausladen said no, but they are using parking revenues to generate funds.

Mr. Hausladen said he is fairly confident the Mayor's office will be contacting Mr. Forrester as their budget process develops.

•Unrestricted Facilities

Mr. Seholm called attention to page three of the CFO report where you can see the Unrestricted Facilities are \$1,173,000 better than budgeted this year to date. That number takes into account the \$1,200,000 we are contributing to the City this year, and is already funded in this year's operating budget as the fiscal 2021 PILOT. The Coliseum revenue and revenue from Sherman/Tyler had not been planned for and have a significant positive impact on the budget; however, neither is sustainable.

•State Street Garage

Mr. Seholm said we budgeted this garage to be at a loss of \$80,000 YTD, and results for the garage were \$208,000 better than budget. The garage is able to generate some revenue, and we are keeping expenses under control. The agreement associated with the garage dictates that we can't take money out of that garage for thirty years. We will need to use unrestricted dollars for capital repairs to get this garage up to our standards.

•Union Station

Mr. Seholm said we now have seven months of good data on a comparison of 2018 versus 2019 on how the Hartford line will impact us on transient revenue. He will continue to monitor this.

Patrons with longer term stays of five to seven days are still coming to Union Station. He will continue to monitor to see where the heavy impacts are.

Mr. Stewart asked if we track the numbers in from the trains. Mr. Seholm said we do not have any good year-over-year numbers yet because they trail slightly. Total passenger traffic through the Station is up but parkers are fewer. These patrons could be using Uber or Lyft.

Mr. Hausladen asked if there was a decrease in monthlies, and Mr. Seholm said no.

Mr. Stewart asked about the cost of savings on contracted snow removal. Mr. Seholm said the minimal number of events generated big savings and the money budgeted was not expended.

CAPITAL PROJECTS REPORT

Mr. Staniewicz updated capital projects that are in progress and what he has been working on over the last several weeks.

-He said he is working on the capital budget to determine what projects can be done next year.

-He has been working on developing the agreements for the Consultant for Strategic Plan and General Counsel that were presented tonight.

-A number of bids are being worked on that will go out in the next few months.

-Air Rights Garage Concrete and Waterproofing. This is basically concrete and waterproofing throughout the structure.

-Air Rights Garage Lighting. New LED fixture samples are being evaluated. We have samples that our maintenance staff will install, using two or three of each type, at Air Rights and Temple Street Garages. A design check will be done to see if the overall parameters are the same.

Mr. Stewart asked if it would be less expensive to buy direct from the manufacturer than go through the contractor. Mr. Staniewicz said having the contractor purchase them puts any risk on them, and we have seen a high level of damaged goods received from the manufacturers, as well as the need to safely store them.

-At **270 State Street Garage** we are also focusing on concrete and waterproofing along with some plumbing and roof repairs.

-Union Station Family Restroom

Mr. Forrester asked if there was an update on the feasibility of the family restroom.

Mr. Staniewicz said the design consultant indicated they can come down on the price; however, the same basic inefficiency problem exists with it being a small space with a lot of trades involved. Mr. Stewart said the issue produced the relatively high cost per square foot.

Discussion followed and it was agreed the cost would have to be reduced significantly to make it financially feasible to use the space currently being looked at. Mr. Hausladen said his focus is to find an alternate location, possibly in the west wing, and to hold until a later date when the Union Station reconfiguration is in progress.

EXECUTIVE SESSION

Chairman Forrester moved to go into Executive Session, and Commissioner Hausladen seconded the Motion. Chairman Forrester and Commissioners Orefice, Stewart, and Hausladen, and staff - Mr. Seholm and Mr. Staniewicz along with Mr. Piscitelli went into Executive Session at 7:15 p.m. to discuss a real estate matter and the Downtown Crossing Project presented by Mr. Piscitelli.

Chairman Forrester moved to go out of Executive Session, and Commissioner Hausladen seconded the Motion. Chairman Forrester and Commissioners Orefice, Stewart and Hausladen, and staff - Mr. Seholm and Mr. Staniewicz along with Mr. Piscitelli came out of Executive Session at 7:45 p.m.

No votes were taken.

ADJOURNMENT

Chairman Forrester moved to adjourn the meeting, Commissioner Hausladen seconded the Motion, and the meeting was adjourned at 7:50 p.m.