

NEW HAVEN PARKING AUTHORITY
MINUTES OF THE JULY 20, 2020 BOARD MEETING

When: Monday, July 20, 2020 5:30 PM-8:00 PM America/New_York.

Where:

<https://newhavenct.zoom.us/j/98051933291?pwd=Z0FLd3lvVVhjUnh2b1hITEwM1Jtdz09>

Join from a PC, Mac, iPad, iPhone or Android device:

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Password: 1wVPHk\$7

Description: The Board of Commissioners of the New Haven Parking Authority invites you to join the June 2020 board meeting.

For more information please visit: <https://parknewhaven.com/board-documents/>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

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Webinar ID: 980 5193 3291

Password: 776743

International numbers available: <https://newhavenct.zoom.us/j/arpOE8KII>

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

Members Absent: Mr. Rivera

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

Counsel Present: Attorney Rini, NHPA General Counsel

Attorney Merin, NHPA Deputy General Counsel

Commissioner Hausladen was the Moderator, and he called the meeting to order at 5:37 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

ITEM I. PUBLIC COMMENT

Chairman Forrester welcomed everyone. He asked if there were any requests from the public to speak in the Public Comment session, and no requests were received.

**ITEM II. APPROVAL OF THE MINUTES FROM THE
JUNE 15, 2020 MEETING**

Commissioner Orefice moved the Minutes for discussion and Commissioner Stewart seconded. Chairman Forrester asked if there was any discussion or if there were any exceptions. Hearing none, a vote was taken:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The Minutes were unanimously approved as written.

ITEM III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to establish the proposed transient hourly parking rate of \$1 per hour for the State and Trumbull and State and Pulaski Lots. Commissioner Hausladen asked that Mr. Parry, the Chief Operating Officer, provide further explanation.

Mr. Parry said in addition to the monthly parking rates that are currently in effect at the stated lots, the Authority is proposing to establish a transient rate of \$1 per hour effective August 1, 2020 to further monetize the lots. After taking into consideration the day and night businesses and restaurants in the area, it was felt to be a fair rate for the State Street corridor and is consistent with other Parking Authority lots.

Commissioner Orefice questioned the rate of \$1 when the nearby meters in the area are \$1.50 per hour.

Mr. Parry said this rate is proposed to be consistent and competitive. Other factors considered were that the average length-of-stay at a restaurant would be two hours and that would result in a \$2 fee or two and one-half hours would be \$3. These rates are within the range of what the Parking Authority charges at other facilities and would be amenable to restaurant patrons.

Mr. Seholm asked if we wanted to set a daily maximum as well. Mr. Forrester asked what the daily maximum would be. After discussion, Mr. Parry said we don't want to encourage overnight parking. For example to park overnight at \$1 per hour would be \$24 and less attractive than a daily maximum of \$18.

Commissioner Hausladen moved the Motion as written and Commissioner Stewart seconded. Commissioner Hausladen said this will give us an opportunity to see how people are using the lot; and based on the behavior of parkers, the rate can be adjusted at a later date if necessary.

MOTION RE: TO APPROVE THE NEW TRANSIENT HOURLY RATES THAT THE NEW HAVEN PARKING AUTHORITY PROPOSES TO ESTABLISH AT THE STATE AND TRUMBULL AND STATE AND PULASKI LOTS EFFECTIVE AUGUST 1, 2020 AS INDICATED (\$1 PER HOUR).

Chairman Forrester asked for any further discussion. Hearing none, he called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The Motion was unanimously approved as written.

MOTION B

Chairman Forrester said with this Motion the Parking Authority is requesting to renew the service contract with PlastiCard Systems, the employee identification badge system to provide remote service/assistance with the program software and repairs to the ID card printer for a one-year period.

Commissioner Hausladen said we are passing on Motion B at this time and asked Attorney Rini to comment. Attorney Rini said the Authority is in the process of reviewing sole source procedures, and this agreement will need to be looked at in order to establish a proper procedure.

MOTION C

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a professional services agreement with Desman, Inc., the designated consultant as a result of Request for Proposals and Board action of May 21, 2018. Commissioner Hausladen asked Mr. Staniewicz, the Chief Engineer, to provide further explanation.

Commissioner Hausladen moved the Motion for discussion, and Mr. Orefice seconded.

Mr. Staniewicz said in 2018 the Authority went out for proposal for services to designate a structural engineering firm to visit the facilities to review their conditions and list repairs that are needed. This process is critical to the capital budget. The inspection includes all parking garages, Union Station Building and the surface lot Under Air Rights Garage. This agreement allows them to continue this process and produce this year's survey and report.

MOTION RE: MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF NEW HAVEN PARKING AUTHORITY TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH DESMAN, INC., THE DESIGNATED CONSULTANT AS A RESULT OF REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS AND AS PER BOARD ACTION OF MAY 21, 2018, TO CONDUCT CONDITION SURVEYS AND INSPECTIONS OF NEW HAVEN PARKING AUTHORITY'S STRUCTURED FACILITIES FY 2021, IN AN AMOUNT EQUAL TO \$42,910.00.

Chairman Forrester asked if there was any further discussion. Hearing none, he called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The Motion was unanimously approved as written.

MOTION D

Chairman Forrester said with this Motion the Authority is requesting approval to enter into Amendment No. 1 to the Agreement with Yale-New Haven Hospital for the dedicated use of Air Rights Garage Level 4 to include Levels 6 and 8 for patient and visitor parking. Mr. Hausladen asked that Mr. Seholm provide further explanation on this.

Commissioner Hausladen moved the Motion for discussion and Commissioner Stewart seconded.

Mr. Seholm said this Motion was drafted by Counsel. It summarizes the purpose of entering into an Amendment No. 1 to the existing agreement with Yale-New Haven Hospital for the dedicated use of Level 4 and provides for two more sequestered decks 6 and 8 for patient and visitor parking, by fencing and gating them in.

The Hospital would pay a monthly fee for all spaces that exist on the decks prior to their being sequestered. The fee is based on full occupancy that was seen at the highest level over the last twelve months prior to the onset of COVID 19. This creates a condition so the Hospital can set \$1 an hour rate and a \$25 rate for over seven hours. Revenue on decks 6 and 8 will always be as if the garage is full regardless of whether transient activity is up or down.

The cost for the creation of the sequestered area with wiring, gates etc. based on information from preliminary bids, is in the range of \$120,000. Yale-New Haven Hospital will pay up to \$120,000 for this and the request is that a cost not to exceed \$145,000 be approved. The remainder of the cost will be paid by Air Rights Garage.

As the COVID environment is impacting us today, we are looking at 55% of the revenue we saw last June under normal conditions. This agreement will translate to about \$60,000 additional revenue per month where currently the garage is not fully utilized.

The highest level of risk for the Authority is Air Rights Garage paying up to \$25,000 to create the additional sequestered levels.

Mr. Seholm said this would be a tremendous benefit for FY 2021 revenue, and the cost is anticipated to be recovered very quickly. The concept will create stability and positive revenue for the garage.

Optimistically, if contractors are available, it is desired to roll this out by October 1, 2020.

Commissioner Hausladen asked Mr. Parry if he had anything to add. He said Mr. Seholm covered it well, and in terms of the distribution, he agreed the concept is good.

MOTION RE: ENTER INTO AMENDMENT #1 TO THE AGREEMENT WITH YALE-NEW HAVEN HOSPITAL FOR THE DEDICATED USE OF AIR RIGHTS GARAGE LEVEL 4 TO INCLUDE LEVELS 6 AND 8 FOR PATIENT AND VISITOR PARKING.

Chairman Forrester asked if there was any further discussion.

Commissioner Hausladen said this will further the effort of making more short-term parking available for patients and visitors, and is a great effort by the Hospital and Parking Authority staff to fully utilize the spaces.

Chairman Forrester asked why do this now, have we seen any increased usage or demands on those levels. Mr. Parry said currently not to a large extent, there is only 50% to 60% occupancy; however, this would be a seamless process, and we are anticipating the numbers will be there. Additionally, this will eliminate a lot of the validations that are now in place.

Chairman Forrester called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	Abstained (due to his position at YNHH)
Commissioner Stewart	Approved

The Motion was unanimously approved as written.

IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry presented highlights of activity in Operations for the month of June.

Incident Report

He said there were three incidents he would like to report on.

- There was a small spike in the number of incidents that is mainly related to break-ins reported, more specifically at the State & Wall Lot. To help prevent them, an extensive camera surveillance system was discussed; however, the cost was prohibitive. As a result he consulted with the stakeholders in the area. The Children's Museum located across from the lot has agreed to allow NHPA to place a camera at their facility. This is anticipated to give us the ability to capture the break-ins on video to help find the persons involved.

- An attempted suicide was reported at Air Rights Garage that was successfully prevented by Yale Protective Services Officers. (Details available are included in his report).

- An assault took place on level 4 at the Temple Street Garage. A woman from one of the restaurants in the area was assaulted by eight teens and she sustained minor injuries. NHPD is handling the case and the report from them is pending.

We are addressing this situation by doubling security coverage with the addition of one Security officer using the security vehicle. Additionally a partnership has been established with NHPD by providing them keycards so they will have easy access to our garages and can drive through at various times and serve as a second set of eyes to maintain security measures.

Occupancy Report

Mr. Parry said there have not been any significant changes for the month of June since the last meeting.

- Occupancy at ARG is 50% - 60% with parkers going up to levels 6 & 7.

- Other facilities have seen only very small increases for June, and when looking at July only small increases are seen as well.

- We are hopeful some increases will be realized by the next Board meeting.

Commissioner Stewart asked what will make the change for August.

Mr. Parry said we are monitoring how New York is going as it will have a direct effect on Union Station. Also, the physical return of students to Gateway College will generate increases at Temple Street Garage. Mr. Parry said he spoke with staff at Gateway, and they are not certain if they will be opening for a physical return to classes as yet. Crown Street Garage last week had 150 parkers and that was 50% over the previous week; possibly due to restaurant openings.

Commissioner Stewart asked if we have factored in the whole work paradigm with more people working from home.

Mr. Parry said yes, people are working different schedules. He said NHPA has been considering various options for this and needs to discuss further internally. Once we have more information and a plan has been developed, it will be brought to the Board.

Chairman Forrester asked when we will know if Gateway will reopen for in-person classes. Mr. Parry said next week.

Contact-less Payment Solutions for COVID 19

Mr. Parry said taking into consideration COVID 19 awareness and safety measures; NHPA is focusing on providing our customers with contact-less payment solutions.

Using "Text to Park" is one option that we are exploring that provides the ability for parkers to pay using their cell phones. Mr. Parry expects to have more details on the proposal to present to the Board by next month.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented an overview of the Authority's financial position for the month of June, the end of the fiscal year.

•Impact COVID 19 had on Year-End Results

-He called attention to Page 3 of his report that showed YTD Net Income variances. He said fortunately the facilities were performing fairly well prior to the last quarter and before COVID 19 hit.

-The impact to Union Station was so dramatic it was not able to stay ahead of budget for the year. Most of the other facilities came in close or better than budget.

-Air Rights Garage was \$45,000 better than budget.

-State Street Garage was \$300,000 better than budget; however, we budgeted conservatively.

-USG and Building were \$600,000 worse than budget.

-The Unrestricted facilities were \$1.1million better than budget.

-NHPA as a whole was \$900,000 better than budget.

•Transient Revenue From mid-March to June 30, 2020:

-ARG was down \$409,000 for transient revenue.

-Union Station was \$1.1 million down in revenue.

-Unrestricted Facilities were \$606,000 down in transient revenue.

-For Union Station monthlies the State waived three months of parking fees.

-Compared to results for a normal month, the following was realized:

-ARG was 55% of what we see in normal month of June

-USG -3%

-Crown Street -16%

-Temple Medical -15%

-Temple Street -17%

-The fact that the Parking Authority was in a good position prior to the COVID 19 impact, the Authority will finish the year in a reasonable condition.

-Mr. Seholm said he is monitoring Union Station weekly revenue. He called attention to the transient ticket sheet and said it is evident that there is not a really strong trend back to normal yet.

-Looking to Fiscal 2021 he will be monitoring and focusing attention to monthly permit revenue as well. What that means is looking at numbers for employees working downtown that are not transients. Crown Street Garage was down 104 monthlies last month. Crown Street Garage is \$20,000 under prior year for monthly permits.

-When the audit is complete he will have more trending information for the last three and one-half months.

-Mr. Seholm said the Authority is in a strong enough cash position to enter Fiscal 2021 with adequate cash reserves to meet the parking and capital needs that were approved in the budget presented in June.

-Commissioner Stewart asked how, if any, this will impact the amount of money we give to City for the PILOT.

Mr. Seholm said the impact of the \$2.5 million PILOT FY2021 as presented in the budget would put stress on the cash position of the Authority, and as provisionally approved will be reviewed at mid-year with a recommendation in regard to payment.

-Commissioner Stewart asked if the budget submitted by the Mayor to the Board of Alders included the \$2.5 million PILOT from the Authority that is included in our budget. Mr. Seholm said yes, the \$1.5 million from Air Rights Garage and the \$2.5 million that is included in our budget with the caveat presented last month of mid-year review, was included in the City's budget presented to the Alders.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz provided further information on the major projects included in his report.

- 1) State Grant: Mr. Staniewicz said NHPA received comments back from DECD that he is reviewing with Attorney Rini and Attorney Merin. Most of the comments are related to bid procedures or construction contract terms and conditions. It appears major adjustments will be required to our bid procedures for MBE and WBE contractors to be in compliance with the State and their requirements for this contract.

In conjunction with this review the State Historic Preservation Office also was required to review, and they have comments on the construction process and techniques. Mr. Staniewicz will be further discussing this matter with them tomorrow via phone conference.

- 5) Air Rights Garage Repairs Project: A large maintenance and repair project is being bid for Air Rights Garage. Essentially it involves concrete and waterproofing with some incidental plumbing throughout the facility.

We have given extra attention and focus on our MBE and WBE program. A Zoom conference was held with the Minority Business Council, and we are continuing to work with the City Small Business Initiative as well. SBI is reaching out to people and had over a dozen contractors in attendance at a meeting last Friday, with some new companies in attendance. As a result of that meeting, we extended the bid opening for the ARG Repairs Project another week. It is the hope that will provide a positive result.

Chairman Forrester asked if the deadline was being extended because the response was low so far. Mr. Staniewicz said the SBI meeting was held later in the process, and we wanted to give everyone that was at the meeting on Friday a better opportunity to respond.

Chairman Forrester asked if the attendees were mostly from New Haven or throughout Connecticut and New England. Mr. Staniewicz said the first meeting with the Minority Business Council was attended by mostly New Haven contractors. The second meeting was set up by the Small Business Initiative, and we have not seen the list of attendees yet. He said he noticed there were a lot of contractors from New Haven, and some were from area towns as well. It was a good opportunity to meet some new contractors and generate interest in the bid.

12) Amtrak Ticket Window Modifications

A meeting is scheduled for next week with Amtrak, CTDOT Office of Rail and CTDOT's building official to discuss this matter on-site.

The project requires a significant modification to the ticket window to accommodate persons with disabilities.

14) Dog Park

Mr. Staniewicz said together with legal counsel the license agreement for the dog park is being produced and is in final review. Once completed it will be sent to Town Green. It has a lot of unique features in regard to the chemicals being applied to the ground and existing easements that are involved; i.e., the 152 Temple Street building cooling tower and its underground cooling and electrical lines, placement of trash bins, and public pedestrian walkways.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen provided a brief summary of what he has been working on in June.

•Summer Saturday Program

He said NHPA is pleased to partner with Market New Haven, Town Green and the City to provide discounted rates for Summer Saturday parking in the Crown Street and Temple Street Garages to support downtown businesses.

•Union Station Memorandum of Understanding/100th Anniversary of Union Station

Mr. Hausladen said the MOU is progressing and conversations with the Mayor's Office and the State are continuing.

Plans for the 100th Anniversary Celebration for Union Station are continuing in conjunction with the MOU, and we are still planning on a larger ceremony to take place.

•State Street Garage Opening Ceremony

It is now a full fiscal year that we are operating the garage and plans for the opening that were delayed due to COVID 19 will be picked up. We will reach out next month for some dates in the fall and work on installation of the plaque.

•Return to Work

He said the transition of back to work with operations is going well. He thanked Mr. Parry, Mr. Seholm, and Mr. Staniewicz for their help in speaking with employees and colleagues, answering their questions and making sure all are safe.

•Air Rights Garage – MBE/WBE

He complimented Mr. Staniewicz on the contributions he made at the meeting set up by SBI last Friday in regard to improvements of the MBE/WBE program.

•Downtown Crossing Phase 3

The 101 College Street project that was presented by Carter Winstanley at our Board Meeting in May is progressing well. We are working through the site plan review process, and it is anticipated groundbreaking will begin soon.

•NHPA Sale of Surplus Rolling Stock

Commissioner Hausladen said NHPA surplus vehicles will be going on sale soon. He asked Attorney Rini to elaborate. Attorney Rini said when the vehicles get to a point where they are old and we don't need them, we can allow a bidding process for their purchase and anyone (not involved with the bid) will be able to bid on them. Commissioner Hausladen said NHPA will publish this like any other bid.

•New Software – for Ticket Issuance

Commissioner Hausladen said enforcement teams are working with Mr. Parry on training.

•New Parking Rates on State Street

Mr. Parry will distribute flyers announcing the new parking rates with assistance from the Upper State Street Association.

•Changes on College Street

Outside the Crown Street Garage you will notice changes on College Street where room was made to accommodate tables and chairs for outside restaurant patrons. Some garage exits needed to be slightly modified, and he asked the Commissioners if they heard any comments in the district to please let him know.

•Bike New Haven

Commissioner Hausladen said NHPA has received the 300 bikes from Bike New Haven and they are stored in the old Alchemy space. A proposal on what will be done with them and the possible launch of a new program will be brought back to the Board prior to proceeding.

•Civic Innovation Contest

Commissioner Hausladen said the Authority is partnering with the City and Make Haven to provide assistance for the Civic Innovation contest at the national science foundation. The Authority will hold an outreach event with Make Haven.

•Restaurant Validation Program Expansion

The State Street Garage has been added to the restaurant validations, and we will be reaching out to the restaurants located in Ninth Square for additional participation.

-Chairman Forrester asked Commissioner Hausladen if he could provide a quick review of the Summer Saturday Promotion.

Commissioner Hausladen said it is for Saturdays in July. Market New Haven partnered with a number of businesses and restaurants in the area to bring people downtown safely. During the hours of noon to 4:00 PM NHPA is offering \$3 parking at the Temple and Crown Street Garages to support the downtown businesses. Prix fixe lunch specials were offered and some sidewalk sales held in an effort to get people back out and shopping in New Haven.

V. NEW BUSINESS – NONE

VI. OLD BUSINESS – NONE

VII. EXECUTIVE SESSION

Commissioner Hausladen moved to go into Executive Session, and Commissioner Orefice seconded. Chairman Forrester and Commissioners Curran, Hausladen, Orefice and Stewart along with Attorneys Rini and Merin went into Executive Session at 6:37 PM to discuss real estate and personnel matters.

Commissioner Hausladen moved to go out of Executive Session, and Commissioner Orefice seconded. Chairman Forrester and Commissioners Curran, Hausladen, Orefice and Stewart along the Attorneys Rini and Merin came out of Executive Session at 7:00 PM. No votes were taken.

VIII. ADJOURNMENT

Chairman Forrester moved to adjourn the meeting and Commissioner Hausladen seconded the Motion. The Meeting was adjourned at 7:15 PM.