

Draft copy to be approved at the September 21, 2020 Meeting
MINUTES OF THE NEW HAVEN PARKING AUTHORITY BOARD MEETING
AUGUST 24, 2020

Date Time: August 24, 2020 05:30 PM Eastern Time (US and Canada)

Topic: New Haven Parking Authority Board of Directors

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Commissioners Present: Mr. Forrester, Mr. Orefice, Ms. Curran, Mr. Hausladen

Commissioners Absent: Mr. Rivera, Mr. Stewart

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

Guests: Attorney Rini, General Counsel
Attorney Merin, Deputy 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 1. PUBLIC COMMENT

Chairman Forrester welcomed everyone. He asked if there were any requests from the public to speak. Commissioner Hausladen said there was one request that was addressed prior to the meeting.

ITEM II. APPROVAL OF THE MINUTES FROM THE JULY 20, 2020 MEETING

Commissioner Hausladen asked for all to review the Minutes from the July 20, 2020 meeting for any exceptions. Hearing none, Chairman Forrester called for a vote.

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

The Minutes were unanimously approved without exception by those present.

ITEM III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to enter into an agreement with Frank Capasso & Sons, Inc. for Air Rights Garage Repairs, NHPA Project #20-002. He deferred to Mr. Staniewicz for further explanation.

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

Mr. Staniewicz said the project was successfully bid and extra effort was put forth to increase the interest and participation of Minority Business Enterprise (MBE) contractors. A zoom meeting was held with the MBE Council and local MBE contractors as well as an on-site meeting that was sponsored by the City's Small Business Initiative (SBI). Both meetings were well attended and this prompted the Authority to extend the bid response deadline for several weeks to provide enough time and opportunity for those participating in the meetings to respond.

Six bids were received, and Frank Capasso & Sons was the lowest responsible bidder. Their bid came in at the engineering estimate and within budget; and that provided a level of assurance that it is appropriate.

Their bid exceeded MBE qualifications with 34%. They also have one subcontractor, Ruotolo Plumbing, from New Haven who is on the City's SBI list. Chairman Forrester asked for clarification on Ruotolo. Mr.

Staniewicz said although not an MBE, they are a small contractor based in New Haven that is on the City's SBI list.

The Authority has worked with this contractor in the past, and has been pleased with their work.

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 AN AGREEMENT WITH FRANK CAPASSO & SONS, INC. FOR AIR RIGHTS GARAGE REPAIRS, NHPA PROJECT #20-002, IN AN AMOUNT NOT TO EXCEED \$1,695,153.50, AS A RESULT OF PUBLIC BID AND SUBJECT TO COMPLIANCE WITH REQUIREMENTS OF THE BID DOCUMENTS.

FURTHERMORE, IT IS MOVED THAT A CONSTRUCTION CONTINGENCY ACCOUNT IN AN AMOUNT NOT TO EXCEED \$170,000.00 BE AND HEREBY IS APPROVED FOR THIS PROJECT, AND THAT THE EXECUTIVE DIRECTOR BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO EXECUTE CHANGE ORDERS AS MAY BE NECESSARY.

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

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

The Motion was unanimously approved as written.

MOTION B

Chairman Forrester said with this Motion the Authority is requesting approval to enter into Amendment #1 to the license agreement with Yale-New Haven Hospital (YNHH) for Level 4, to add Levels 6 and 8 for the dedicated use at Air Rights Garage for patient and visitor parking. He deferred to Mr. Seholm for further explanation.

Commissioner Hausladen moved the Motion for discussion, and Chairman Forrester seconded the Motion.

Mr. Seholm said this is a follow-up Motion to the one already approved by the Board for Level 4. This Amendment #1 adds Levels 6 and 8 to the Agreement for the dedicated use of patient and visitor parking.

Levels 6 and 8 would be leased at a cost of \$142,466.94 per month based on existing revenue per space.

YNHH would reimburse the Authority for up to the first \$120,000 for improvements including fencing, bollards, and access and egress equipment to sequester the area from the rest of the garage. They would also do the restriping and wayfinding signage directing patients to Levels 4, 6, and 8.

This will be executed as an amendment to the existing Smilow agreement for Level 4 and will be coterminous with that agreement and the garage operating agreement that is in effect until 2058.

The Authority will still have the same oversight rights, and NHPA's Board will approve the fees the Hospital will charge for patients/visitors. These fees will be collected by the Authority and will be reimbursed to the Hospital as a credit to the monthly license fee; however, it shall not exceed the monthly license fee. Any fees in excess of the monthly license fee shall remain as part of the Air Rights Garage revenues. NHPA will continue to receive the full amount of revenue per space.

This will greatly simplify administration by replacing over 200 validations that are currently in place -- leaving one for the general hospital and one for the parking office.

Mr. Hausladen wanted to confirm with Attorney Rini that Commissioner Orefice will need to abstain due to his position at the Hospital and if so, that would preclude a quorum being present. Attorney Rini concurred and said the Motion could be tabled until the next meeting or passed on until and if another Commissioner joins the meeting.

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 AMENDMENT NO.1 TO THE LICENSE AGREEMENT BY AND BETWEEN NEW HAVEN PARKING AUTHORITY (LICENSOR) AND YALE-NEW HAVEN HOSPITAL (LICENSEE) REGARDING THE DEDICATED USE OF THE AIR RIGHTS GARAGE LEVELS 4, 6 & 8 FOR PATIENTS AND VISITORS OF THE HOSPITAL.

It was agreed to pass on this Motion and Chairman Forrester moved to proceed with the Senior Staff Reports.

ITEM IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry presented an overview of activity in Operations for the month of July.

SECURITY

Mr. Parry said this month motor vehicle break-ins were the biggest challenge. There were six system-wide and most notably four at the State/Wall Lot.

In the short term, the decision was made to install a camera on site to serve as a deterrent and provide the ability to view video of the lot. A vendor was also contacted to provide an assessment; however, the cost was prohibitive. We will address this internally with a camera for about \$1,000.

Chairman Forrester said we have been dealing with this for a while and asked if parkers are leaving items visible in their cars that would attract people to break in. Mr. Parry said parkers are instructed not to leave valuables in sight when they sign up for monthly parking. Some cars are broken into and nothing is taken.

Mr. Parry said some patrons are cancelling due to the break-ins while others are signing up, and it is hoped the cameras will deter the activity. He discussed this with his colleagues in the area at LAZ, Propark, etc., and it appears break-ins are happening throughout the city and are not targeted specifically at NHPA facilities.

OCCUPANCY

Mr. Parry said there were no major changes in occupancy numbers from last month, and he provided the respective scenarios for the garages as follows:

-Air Rights Garage is doing well comparatively to the other facilities in the portfolio. Although the numbers are not where they were pre-COVID, gradual increases are being seen.

-Temple Street Garage numbers are not very good. Mr. Parry has talked with representatives from Yale University and students will be returning to school on August 31, going home November 11 and the University will reopen next year. The Knights of Columbus parkers will not be returning until next year and this is affecting Temple Street Garage and some of the lots. Gateway College will operate at 10% capacity, with only those students that need to be there in person (nursing, auto mechanics etc.) and all others will be participating in classes on line. They are not certain about next year's schedule yet.

-Union Station Garage is averaging 73 parkers opposed to one thousand plus pre-COVID. Transient revenue is not forthcoming. Our survival is based on monthly parkers.

-Crown Street garage is seeing a slight increase in the evenings compared to last month, most probably due to the opening of some restaurants. He asked Commissioner Curran for her thoughts. Commissioner Curran said her restaurant opened last week for the first time. Some restaurants in the vicinity are tentative about opening up, and some that did open, closed due to light traffic.

Chairman Forrester said it seems like the traffic on the weekend downtown is there. Mr. Parry said he consulted with Market New Haven and they also felt the foot traffic has increased downtown. Chairman Forrester said it appears the outdoor seating at the restaurants is being utilized.

-Mr. Parry said last month Commissioner Stewart asked if we had any ideas on how to increase the numbers. Mr. Parry said the people are not there for us to attract; they are not going to work or frequenting downtown establishments. However, we are forging relationships with different departments with the City, Town Green (summer parking deals), and Market New Haven (Restaurant Week) opposed to slashing rates. The Authority's goal is to try to keep the parkers we have.

•State & Trumbull Lot – Transient Rates

Mr. Parry said August 17 was the launch of full transient operations at State & Trumbull at the rate of \$1 per hour. There were some concerns about why the lot is being changed to a pay lot that were addressed; however, strict enforcement has not started in order to give people time to get used to the payment

options. Flyers were passed out to surrounding businesses, etc. announcing that beginning September 1 full enforcement will go into effect.

•Union Station 100th Anniversary Celebration

Mr. Parry said the event will be held on September 10 at 1:00 PM. NHPA's Operations Group is basically handling the logistics, i.e., implementing the installation of buntings, burner installation etc. Commissioner Hausladen will discuss this further in his report.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm provided an overview of the Financial Statements for July with explanations for the variances.

-Most numbers were fairly close to budget as shown in the financial report.

-Actual numbers for transients are coming back to some degree for some locations and more significantly at Air Rights Garage.

-Recently there has been some loss of monthly parkers that is being monitored.

-Consideration needs to be given to the forgiveness of monthly parking for three months at Union Station at the request of State. Monthly parkers were billed again starting in July. There were just fewer than 100 cancellations. We have gone through the wait list at Union Station and replaced under 20 of them. Some of the patrons contacted said to put them back on the list, but don't want a permit now as they are not sure how long they will be working remotely. Union Station Garage had most cancellations that were called in so were able to get the reason.

-Most locations are starting to be impacted by monthly cancellations including Crown, Temple and Temple Medical.

-For the State Street corridor, the State Street lots are down about 50% from last year's budget at this time. State/Wall Lot is down to 40%, which equates to about 60 permits at the end of July.

-Monthly cancellations for the garage are nominal compared to the lots.

-For July transient revenue has been returning, not to prior levels, but nearly sufficient to offset monthly losses for the restricted facilities.

-Union Station transient numbers are not positive due its environment being commuter based.

-Air Rights Garage is showing a strong return for transients with visitor restrictions at the YNHH now at a lower level and their monthlies remain strong.

-Overall, revenue on the consolidated level for July was fairly close to budget being slightly better and expenses a little better that were explained in detail in his report.

BUDGET FY 2021

Mr. Seholm wanted all to be aware that there was an error in the excel worksheets on the FY21 Union Station Garage Operating Budget page. The Total Operating Expense Line for the months of October through June contained a calculation error which followed through to each subsequent total line. The error did not impact the total year budget column or any consolidated page.

Our internal check system caught everything in the total for the organization and the Transportation Center.

Subtotals were impacted for those months and a corrected page will be distributed.

He called attention to the transient ticket charts that are showing positive signs.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz provided an update on the major capital projects, and he highlighted some of the projects in his report.

Item 3. 270 State Street Repairs

This will be the next project out for bid, and the hope is to get it out soon.

Item 4. 270 State Street Garage/9th Square Courtyard Site Improvements

A license agreement was planned, however, after review it will be addressed as an amendment to the easements.

Item 9. Air Rights Garage – Water Leak in Pizza Restaurant

It has been determined the leak is related to waterproofing items above it in the garage that are related to the main entrance ramp. While work is being done on this project, repairs will be done to the entire ramp. Weekend work is being planned to minimize the impact to traffic, and this project is planned to start in the next month or so.

Item 11. Union Station Amtrak Ticket Window Modifications

Amtrak feels they are exempt and don't have to comply with the State Historic Preservation Office (SHPO) review. CDOT and SHPO disagree and have notified Amtrak of their findings that there are laws that require them to follow State Historic Preservation guidelines. The project is on hold.

Item 13. Crown Street Garage Silo Area Dog Park

Chairman Forrester asked if this was related to item number 4. - 270 State Street Garage. Mr. Staniewicz said the dog park is strictly related to the Crown Street Garage. The agreement for the dog park has been sent to Town Green for review and is pending.

Commissioner Hausladen shared the community participation MBE report as updated with the Air Rights Garage project noted in Motion A. Mr. Staniewicz said the Authority exceeded City, State and National goals. Commissioner Hausladen thanked him for the effort he put in to achieve the percentages.

EXECUTIVE DIRECTOR'S REPORT

•Union Station – 100th Anniversary Celebration

Mr. Hausladen said the Union Station 100th Anniversary Celebration will be held on September 10 at 1:00 PM, and he asked for all to mark their calendars. He said there will be a delegation of notables, elected officials and honorary invitees for the launch of the Union Station partnership. The event will be socially distanced, and it is hoped to be streamed live as well. Commissioner Hausladen hopes Chairman Forrester will be able to attend and represent the Parking Authority along with the Commissioner of Transportation and the Mayor. Chairman Forrester said he plans to attend.

•Storm Isaias

Mr. Hausladen said the generator switch at Union Station failed two days prior to the tropical storm. Due to some quick thinking and creative maintenance and engineering, NHPA staff was able to address the issue and avoid any interruption in service at the Station when the power was out. Commissioner Hausladen thanked Mr. Parry's group, Mr. Zdru, Mr. Zannis from Turner Construction, and Mr. Staniewicz for their assistance to keep Union Station operational.

•Downtown Dining Decks

Commissioner Hausladen thanked Operations for the assistance they provided to Economic Development and Transportation, Traffic and Parking with the distribution of the dining decks to provide more outdoor seating for the downtown restaurants.

•State Street Garage Opening Ceremony

Commissioner Hausladen said an opening ceremony for the State Street Garage will be scheduled tentatively in September. The Commissioners will be contacted in regard to their availability.

V. NEW BUSINESS NONE

VI. OLD BUSINESS – NONE

VII. EXECUTIVE SESSION

Commissioner Hausladen moved to go into Executive Session, and Commissioner Orefice seconded the Motion. Chairman Forrester, Commissioners Hausladen, Orefice, and Curran along with Attorney Rini, Mr. Parry, Mr. Seholm and Mr. Staniewicz went into Executive Session at 6:22 PM to discuss a real estate matter. Attorney Rini said to note Attorney Merin will not participate in Executive Session due to a potential client conflict.

Commissioner Hausladen moved to go out of Executive Session and Commissioner Orefice seconded the Motion. Chairman Forrester, Commissioners Hausladen, Orefice, and Curran along with Attorney Rini, Mr. Parry, Mr. Seholm and Mr. Staniewicz came out of Executive Session at 7:17 pm. Due to the Executive Session being related to a real estate matter, no information was given.

VIII. ADJOURNMENT

Chairman Forrester asked for a vote to adjourn the meeting.

Commissioner Orefice	yea
Commissioner Curran	yea
Commissioner Hausladen	yea
Commissioner Forrester	yea

The meeting was unanimously adjourned at 7:20 p.m.