

**MINUTES
NEW HAVEN PARKING AUTHORITY BOARD MEETING
SEPTEMBER 21, 2020**

MEMBERS PRESENT Mr. Forrester, Mr. Orefice, Mr. Rivera, Mr. Hausladen, Ms. Curran,
Mr. Stewart

STAFF PRESENT: Mr. Parry, Mr. Seholm, Mr. Staniewicz

COUNSEL PRESENT: Attorney Rini, General Counsel for the Authority
Attorney Merin, Deputy Counsel for the Authority

Date Time: September 21, 2020 5:30 PM Eastern Time (US and Canada)

Topic: New Haven Parking Authority Board of Directors

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9 Password: 1wVPk\$7 Description: The Board of Commissioners of the New Haven Parking Authority invites you to join the September 2020 board meeting.

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Commissioner Hausladen was the Moderator, and he called the meeting to order at 5:35 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, and no requests to speak were received.

ITEM II APPROVAL OF THE MINUTES FROM THE AUGUST 24, 2020 MEETING

Commissioner Hausladen moved the item for discussion and Commissioner Orefice seconded. Chairman Forrester asked for all to review the Minutes from the August 24, 2020 meeting for any exceptions; hearing none he called for a vote:

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

The Minutes were approved with an abstention from Commissioner Stewart who was not present at the meeting.

ITEM III MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to enter into an agreement with Text2Park LLC (a mobile contactless parking application) in the stated lots. He deferred to Mr. Parry, Chief Operating Officer, for further explanation.

Mr. Parry said to initiate a timely intervention due to the current COVID environment, Text2Park will provide patrons a contactless, cashless option to pay for their parking, by way of using their smart phones within the stated lots/facilities.

There is an initial, one time set up cost of \$269.

The agreement includes one year renewal options, with a requirement of thirty days' notice to terminate.

Discussion/Questions

Commissioner Hausladen moved for discussion as presented by staff, and Commissioner Curran seconded the Motion.

Commissioner Orefice asked how Text2Park makes money on this. Mr. Parry said patrons will be charged a processing fee of 3% plus \$.50 per transaction (rounded to the nearest \$.25).

Chairman Forrester said to confirm, the customer pays \$11 for parking if their bill is \$10. Mr. Parry said yes, the \$1 goes to Text2Park. Mr. Forrester said basically this is a convenience fee.

Commissioner Curran asked if the customers would be made aware of the convenience fee up front. Mr. Parry said yes, and before they initiate payment.

Commissioner Stewart joined the meeting and said he would abstain from the approval of the Minutes as he was not present at the meeting.

MOTION RE: TO APPROVE ENTERING INTO A MASTER SERVICE AGREEMENT (MSA) WITH TEXT2PARK LLC TO PROVIDE ALTERNATIVE MOBILE SERVICE PAYMENT FOR PARKING WITHIN RESPECTIVE PARK NEW HAVEN FACILITIES (LOTS) INCLUDING: ORANGE AND GEORGE, STATE AND FAIR, STATE AND PULASKI, STATE AND TRUMBULL, WHALLEY BLAKE, AND STATE AND MECHANIC.

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

Chairman Forrester	approved
Commissioner Orefice	approved
Commissioner Rivera	approved
Commissioner Hausladen	approved
Commissioner Curran	approved
Commissioner Stewart	approved

MOTION B

Chairman Forrester said with this Motion the Authority is requesting approval to authorize the Executive Director to disburse to Yale-New Haven Hospital their portion of the Air Rights Garage 2020 distribution in accordance with the Garage Operating Agreement. He deferred to Commissioner Hausladen and Mr. Seholm for further explanation.

Mr. Seholm, Chief Financial Officer, said approval of this Motion will authorize the Executive Director to disburse \$1,516,543.76 to Yale-New Haven Health (YNHH). This is fifty percent of the total amount to be distributed under the garage operating agreement. Fifty percent goes to the City of New Haven and fifty percent goes to the YNHH. The Board authorized the City's portion to be disbursed in June, and is now being asked to distribute the Hospital's portion this month (September) in accordance with the authorizations set forth in the garage operating agreement.

Discussion/Questions

Commissioner Hausladen moved to discuss and Commissioner Stewart seconded.

Commissioner Hausladen asked Mr. Seholm to go over the obligations and history in regard to this distribution.

Mr. Seholm said the Garage Operating Agreement is a result of the Series 2002 Bond refinancing. During the time the bonds were outstanding there was no distribution to either the City or Hospital. Satisfaction of the bonds triggers events where many covenants are held to be enforced for the duration

of the agreement. In lieu of bonds, it defines the bond payment of one year as the minimum distribution to be made to the Hospital and the City for the duration of the agreement.

The City and Hospital elected to allow any excess revenue over their distribution to stay within the garage for capital improvements each year since the bonds were satisfied.

Commissioner Rivera asked if the amount of the distribution is after cost. Mr. Seholm said yes, it is the net amount available after all capital expenses and programs are funded.

MOTION RE: MOVED THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED TO DISTRIBUTE UP TO \$1,516,543.76 TO YALE-NEW HAVEN HOSPITAL AS REQUIRED UNDER THE AIR RIGHTS GARAGE OPERATING AGREEMENT.

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

Chairman Forrester	approved
Commissioner Orefice	<i>abstained due to his position at the Hospital</i>
Commissioner Rivera	approved
Commissioner Hausladen	approved
Commissioner Curran	approved
Commissioner Stewart	approved

The Motion was approved with an abstention from Commissioner Orefice.

MOTION C

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 for Level 4 to add Levels 6 & 8 for dedicated use for patient and visitor parking. (This was postponed at last meeting due to lack of quorum without Commissioner Orefice due to his position at the Hospital.)

Commissioner Hausladen moved the item for discussion as approved in part at last month's meeting and written by staff and Commissioner Rivera seconded.

Discussion/Questions

Commissioner Stewart asked for further explanation.

Commissioner Hausladen said this is an effective way to create better parking options for visitors and guests.

Mr. Seholm said this Amendment was requested by the Hospital to create additional nested areas in Air Rights Garage similar to Level 4. It will involve putting up bollards, fencing, etc. to segregate the area. The amendment would be coterminous with the garage operating agreement and end in August 2058 with the end of Garage Operating Agreement.

He provided the following discussion points.

- Upon entrance to the garage the parking ticket is recoded to \$1 for seven hours and anything over seven hours would be invoiced at \$25 for up to 24 hours. This amount is credited back to the Hospital.
- Levels 4, 6 and 8 will have the same system in place.
- This will eliminate hundreds of validations within YNHH system that will be replaced by two validations.
- It will reduce staffing pressures and revenue will be maximized for levels 4, 6 & 8 to the peak of last year.

Commissioner Rivera said to confirm, if the rate collected exceeds the monthly license fee, anything over that goes to Air Rights Garage. Mr. Seholm said yes.

Mr. Seholm said the current rate coming to the Board for approval was \$1 per hour for the first seven hours. A flat \$25 will be charged for any time after that up to 24 hours. This is done to provide an incentive for transients and discourage employees and others to not park long term in this nested space.

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 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.

Chairman Forrester asked if there was any further discussion; hearing none he called for a vote

Chairman Forrester	approved
Commissioner Orefice	abstained
Commissioner Rivera	approved
Commissioner Hausladen	approved
Commissioner Curran	approved
Commissioner Stewart	approved

The Motion was approved with an abstention from Commissioner Orefice due to his position at YNHH.

ITEM IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry presented an overview of major activities in Operations.

•Union Station 100th Anniversary

Mr. Parry said the 100th Anniversary of Union Station was commemorated on September 10. He extended his recognition and gratitude to the Maintenance team led by its Director, Mr. John Zdru. The team was instrumental to the logistics of the event and made certain all flowed smoothly. He also wanted to thank Mr. Lue Hemingway, the Facility Manager for Union Station, who was another primary conduit between CDOT and NHPA. He engaged the efforts of his staff to make the Authority proud. Mr. Parry said he appreciated the efforts put forth by his staff and commended them for a job well done.

Chairman Forrester thanked the Commissioners that attended. He said the Station was spotless and ready for the event and thanked all for their efforts, and all the Commissioners concurred.

INCIDENT REPORT

Mr. Parry said there was a slight increase in the total number of incidents across the Board for the month of August (21) compared to July (18). This is associated with the increase of foot traffic.

There were no incidents of major concern to highlight, and normal occurrences were seen at the respective facilities. The largest category was “*providing medical assistance*.” This is largely in regard to helping the homeless at Union Station Transportation Center.

Commissioner Rivera noted the larger number of requests for medical assistance at Union Station this month, and he asked if it was known what caused the increase. Mr. Parry said you can see from the incident descriptions in his report they relate to assisting the homeless, and it is an ongoing situation.

OCCUPANCY REPORT

Mr. Parry said August numbers were not impressive. Occupancy was flat and trending similar to the last few months.

Mr. Parry said he is keeping in mind Commissioner Stewart’s suggestion about looking into avenues to pursue that would increase occupancy. He continues to consult with other parking companies and all concur that the parkers are not there. Some of the larger companies, e.g., Knights of Columbus, will not go back to work until next year, and Gateway occupancy is down to 8%. Additionally, he is working with Market New Haven on special deals to provide incentive for patrons to park at Crown Street Garage, and restaurant validations have been extended to 3:00 AM. He has had some discussions with groups of twenty to fifty parkers in regard to monthly parking; however, these deals have not materialized as yet.

VALET: Mr. Parry said the valet has not resumed due to the decrease of parkers at the Station.

RESTAURANT PROGRAM: He said a slight increase was seen, and it is anticipated to increase for September.

He asked Commissioner Curran what she has experienced with her restaurant. She said each week she sees a slight increase with the majority of patrons coming in on Friday and Saturday. She said the Restaurant Week promotion appeared to help. Commissioner Stewart asked if she knew if the patrons were local or from out of town. She said local, those that are attempting to support the restaurants. She is seeing some people come in two and three times a week in support. He asked Commissioner Curran if the patrons are using validations, and she said yes, if the patrons ask for them.

Commissioner Curran said the Yale students are pretty much staying on campus and encouraged not to leave. Mr. Parry said the Authority did not see the typical number of Yale students (monthly parkers) return to park in our garages.

Chairman Forrester asked why the students are not spending locally. Commissioner Curran said it is a liability issue for Yale with COVID when the students go off campus and are out of their control and then return.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented highlights of the August Financial report and explanations for the larger variances.

He called attention to page 2 of the CFO report. He said as is evident from the charts, Air Rights Garage is more resilient in coming back in terms of revenue compared to the others. A return to the health district is happening more quickly.

He discussed the following points in regard to monthly cancellations:

- The lots are being impacted from the number of monthly cancellations ,
- A total of 406 monthly passes were cancelled - mostly individuals,
- At State Street Garage groups are holding fairly steady,
- The big areas hit in regard to monthly cancellations include the lots in the State Street corridor: 50 at State Wall, 64 at the rest of the State Street lots,
- Crown Street Garage with 120 cancellations is the highest.

Mr. Seholm said additionally we have not seen the typical return of Yale students. We did not budget for a large number of students to return and a conservative approach was used in developing the budget for revenue and spending.

Commissioner Stewart asked if the State/Wall Lot is where the State Judicial Department leases spaces. Mr. Seholm said no, for the most part there are small groups and individuals in that lot. The State Judicial parkers are at Granite Square and State & Audubon.

FY 2020 Audit

Mr. Seholm said the audit underway by T. M. Byxbee is progressing as good or better than prior years; and it is being managed with remote access. If they are able to get the statements completed in time, we are hoping to present the audit results in October; however, November will be used as a back-up.

Union Station Issues

Mr. Seholm said Union Station Transportation Center was budgeted conservatively, and there has not been a significant return in transients or monthlies as can be seen in the variance report.

Monthlies are cancelling, and we are not able to fill the openings from patrons on the waiting list who have indicated either they will not be coming back or are not ready to return.

For the next quarter we will require a request to transfer funds from the general reserve fund to cover the operations shortfall. We will be discussing this at the Joint Advisory Committee meeting next week. If they concur, he will come to the Board to advise them that we will be making the transfer.

Commissioner Orefice asked for clarification on who makes up the JAC. Mr. Seholm said this is the Joint Advisory Committee that provides joint oversight for the Union Station Transportation Center. It is made up of representatives from CDOT, the City and the Parking Authority. This Committee was set up in the Lease & Funding Agreement that is used to operate Union Station.

PILOT Payment to the City

Mr. Seholm is working to update the full year budget and make recommendations on how to address the City's PILOT request that was included in our budget. He will be meeting with Commissioner Hausladen and report back to the Board in December with a recommendation for their consideration.

Overall results are fairly close to budget for YTD despite some shortfalls.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz provided a status on the major active projects that were detailed in his report.

•Item #2 - Temple Street Garage

Mr. Staniewicz said the MLK exit ramp at Temple Street Garage was planned to be closed as part of the Downtown Crossing project. However, due to City funding limitations the MLK exit ramp will now be unaffected and can remain open. The need to spend \$1 million on the planned garage modifications to accommodate the ramp closure will no longer be required. It may be required when the Downtown Crossing moves to Phase 4, which will involve the construction of the Temple Street Bridge over the Route 34 connector project.

Chairman Forrester asked what will happen to the million dollars that will not be used. Mr. Staniewicz said most of it was supposed to be reimbursed by the City.

Commissioner Stewart asked how that affects the bottom line. Mr. Seholm said we had not budgeted to cover the City's portion; however, we did budget \$200,000 for the design. He said this will help in terms of capital reserves for the unrestricted facilities.

•Item #3 - 270 State Street Repairs

He said this project mainly involves concrete and waterproofing, plumbing and drainage, and repairs to the elevator/stair tower roof membrane. The project is out for bid, and bids are due on October 14. The Authority is working with the Minority Business Council and will coordinate with the Small Business Initiative Department at the City as well.

Commissioner Stewart asked what the budget for the project is. Mr. Staniewicz said around one million dollars.

Commissioner Stewart asked if it will be started this year. Mr. Staniewicz said most likely construction will start next spring. This provides time to receive bids and get paperwork in place.

•Item #5 -Air Rights Garage Repairs

This project has been awarded to Frank Capasso & Sons, who are in the process of getting the paperwork together. Weather permitting they may get some work started in this season.

•Item #8 - ARG – Security System Maintenance Services

Our existing service contract for the security system is now on a month-to-month basis. We have tried negotiating with the current vendor about renewal, and they are asking for a five-year contract, with a cancellation clause of one year severance that amounts to \$100,000. Mr. Staniewicz said he cannot recommend that.

Additionally, internal discussions are ongoing in regard to limiting sole source procurement to situations where there is no practical alternative. The Authority has checked with their security consultant and there are four or five companies that can service the software we have at Air Rights Garage; consequently, we are going out for proposal. Commissioner Stewart asked who currently has the contract. Mr. Staniewicz said JCL has the computer portion backed by N & S Electric.

Commissioner Stewart asked when we are going out for proposal. Mr. Staniewicz said we are working with Attorney Rini and Attorney Merin on preparing a draft form of service agreement for inclusion in the proposal, and the technical aspects of the scope are also being developed. Our goal is to have the draft form of the service agreement in a standard format so there is no question about what is required and proposers have an opportunity to comment if they have concerns. This limits the number of potential arguments after the fact and provides expediency in the award of a contractor.

•Item #11 - Union Station Amtrak Ticket Window Modifications

Amtrak had a dispute with the State Historic Preservation Office and CDOT in regard to the need for historic review of the project requirements. Amtrak has since been convinced of the State law and lease requirements and have agreed to State review, which has now been completed.

Additionally at Union Station work involving the stenciled colored concrete for the front driveway and sidewalks is complete, and we are pleased with the outcome. There were sections which had to be redone due to damage from snow plows, etc.

Construction Management Contract: Commissioner Stewart asked about the status of the construction management contract. Mr. Staniewicz said the RFP is being drafted and is approximately 75% complete.

•Item #17 - Sale of Surplus Rolling Stock

Chairman Forrester asked for an update. Mr. Staniewicz said we have all the information on the inventory, and the bid documents are being prepared.

EXECUTIVE DIRECTOR'S REPORT

Commissioner Hausladen presented updates on projects he has been working on.

•Union Station 100th Anniversary Held on September 10

Commissioner Hausladen said most importantly he wanted to reiterate Mr. Parry's sentiments along with his gratitude to NHPA's Maintenance and Operations teams, and the whole NHPA team and for the support the Commissioners have provided throughout the process. He also wanted to thank Mayor Elicker, his team and Mr. Piscatelli and everyone that brought the *Union Station Partnership* forward and to fruition. He shared the letter announcing the new partnership.

He said a new item of business will be to start to draft the Lease and Funding Agreement that will be in place for the next fifty-five years.

He discussed some of the concepts that will be included in the Union Station partnership:

- The CDOT Commissioners and Mayor's team worked to create an *Executive Oversight Panel* that will meet annually and provide budget direction and resolution to problems/issues to assist the Joint Advisory Committee (JAC) that meets monthly, in regard to redevelopment plans for Union Station.

- The JAC is being rebranded as the *Union Station Partnership Operations Committee* and will meet monthly to implement policies and directives of the Governor, CDOT Commissioners and the Mayor.

- In addition to the construction management consultant, there will be the addition of a new entity that will report through the Operations Committee to link up timelines for leasing, construction and funding.

- The State Street Station will be incorporated into the Authority's realm of oversight - (Maintenance and Operations) creating one-stop shopping.

- He discussed development opportunities that were being proposed for the west and east lots that include the following:

- For the West Lot we have a commitment from the Mayor and Governor to produce a mixed use intermodal center with opportunities for development at Air Rights Garage. It is hoped to get the shuttles off the Street, inter-city buses off the right of way and onto the West Lot.

- A two story transit center is also being proposed that can connect to Union Station on the second floor that brings new opportunities for redevelopment and a merchandising plan.

-On the East Lot there is a desire for a public/private partnership that will include 600 structured spaces, and an additional 200 structured spaces to be approved by the Executive Oversight panel in recognition of growth.

-The need for more retail has been recognized with plans to revamp the basement levels and first and second floors for retail options as well as including additional restrooms.

-Financing for the plans is being researched, and there are some State bond funds; however, we will look to monetize Union Station income first and are reviewing options to monetize revenue with the existing 1200 spaces.

-We plan to make the campus broader and add pedestrian/bike access.

-There is a desire to connect the Long Wharf District to Union Station, however, funding has not yet been identified.

-We are looking to enhance streetscape and wayfinding experiences for the Union Station and State Street Stations.

-Handout memorabilia from the 100th anniversary will be mailed to the Commissioners.

-If anyone is interested in more specific details, Mr. Hausladen will ask the City's Economic Development team and State partners to join a Board meeting.

Chairman Forrester asked for a status on the handicap bathroom that has been discussed previously, and how it fits in with the plans. Commissioner Hausladen said we are looking into a family restroom to be incorporated into the redevelopment plans that will include a handicap bathroom along with a lactation room. We are targeting this to be part of the enhanced customer experience.

Commissioner Stewart commended the team and the amount of work and effort that was put in to create these exciting plans, and said a lot of good things will come out of this for New Haven. All the Commissioners concurred.

Commissioner Hausladen continued with the following updates:

•270 State Street Garage Ceremony: He will be reaching out to the Mayor's office to obtain his availability to schedule the opening event. The bronze plaque is ready to be installed. This garage is crucial to the health and vitality of the State Street Station, and the pieces are now coming together.

•Downtown Crossing Phase 3 – Draft Land Development Agreement (DLDA): Chairman Forrester signed the DLDA and parking agreement with 101 College Street last Friday and forwarded it to the City for signature. Our partnership on this project relates to providing parking in the Temple Street and Temple Medical Garages.

•Coliseum Lot - 275 South Orange Redevelopment: The next site plan review with the developers will be held on October 7, 2020.

•**Monetization of State Street Lots:** Commissioner Hausladen asked that if the Commissioners hear of any issues with the State Street hourly rates that are now in effect to please contact Mr. Parry or him.

•**Restaurant Program State Street Garage:** He and Mr. Parry are working on getting more of the Ninth Square restaurants to sign up for the program. Along with that, the State Street Garage is now ready for twenty-four hour access to the public.

•**Transit Screens:** -There has been a request to have the transit screens at Union Station and Temple Street enhanced. Once the audit is over, he will be working on this with Mr. Seholm to include intermodal connectivity.

•**Sale of 40 to 60 Temple Street:** Once the new owners close on the sale, the opportunity for a management contract for the Authority will be discussed with them.

•**Parking Ticket Software Change:** There has been a change in parking ticket software at the City, and Commissioner Hausladen asked if anyone hears of any issues to please let him know. The Parking Authority uses the same software as the City for ticketing.

•**Bike Share:** Work continues on developing a program that will be finalized in the next few months and presented to the Board for approval.

Chairman Forrester thanked Commissioner Hausladen for a job well done, and all agreed that he can rely on the support from his team at the Authority as well.

Chairman Forrester also commended what the Mayor has done with Union Station Transportation Center, and his collaborations with the State.

ITEMS V. OLD BUSINESS/ITEM VI. NEW BUSINESS

No old or new business was presented.

ITEM VII. EXECUTIVE SESSION

Commissioner Hausladen moved to go into Executive Session, and Commissioner Stewart seconded the Motion. Chairman Forrester and Commissioners Curran, Hausladen, Orefice, Rivera and Stewart along with Attorneys Rini and Merin went into Executive Session at 6:58 PM to discuss a personnel matter.

Commissioner Hausladen moved to go out of Executive Session, and Commissioner Orefice seconded the Motion. Chairman Forrester and Commissioners Curran, Hausladen, Orefice Rivera and Stewart along the Attorneys Rini and Merin came out of Executive Session at 7:15 PM. No votes were taken. *Commissioner Curran left the meeting.*

ITEM VIII. ADJOURNMENT

Commissioner Orefice moved to adjourn the meeting, Commissioner Stewart seconded the Motion, and the meeting was adjourned at 7:20 PM.

Chairman Forrester called for a vote.

Chairman Forrester	approved
Commissioner Orefice	approved
Commissioner Hausladen	approved
Commissioner Rivera	approved
Commissioner Stewart	approved