

Draft Minutes to be Approved at the November Board Meeting

NEW HAVEN PARKING AUTHORITY

MINUTES

BOARD MEETING

OCTOBER 19, 2020

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, General Counsel for the Authority
Attorney Merin, Deputy General Counsel for the Authority

GUESTS: Mr. Stiewing from T. M. Byxbee Co.

Mr. Berkowitz, Mr. Murphy (to discuss the Skate Park)

Date Time: October 19, 2020 5:30 PM Eastern Time

Topic: New Haven Parking Authority Board of Directors

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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.

I. PUBLIC COMMENT

Chairman Forrester welcomed everyone. He asked if there were any requests to speak from the public, and Commissioner Hausladen said no requests were received.

II. REVIEW OF ANNUAL AUDITED FINANCIAL STATEMENTS AND MANAGEMENT LETTER FYE JUNE 30, 2020 PRESENTED BY T.M. BYXBBE CO.

Mr. Seholm, Chief Financial Officer, introduced Mr. Stiewing from T. M. Byxbee Co. who presented the audit results for the year ending June 30, 2020 that were previously sent to the Commissioners.

Mr. Stiewing thanked Mr. Seholm and Mr. Wydra for their efforts this year. He said records were presented in a timely and accurate manner, and the audit process worked well even though the majority of it was necessary to be done remotely.

Mr. Stiewing presented an overview and made the following points for discussion.

-The audit opinion was a clean report with an unqualified opinion which represents the highest level of assurance.

-The results were presented in four parts, the Financial Statements that include the Auditors Report, Management Discussion & Analysis, Balance Sheets, Results of Operations, Footnotes and Supplemental Schedules that represent the user required reporting and the Management Letter.

-He provided an explanation on the differences between the restricted and unrestricted facilities.

-Restricted facilities include Air Rights Garage, Union Station Garage and 270 State Street Garage. There are limits to what can be done with the revenue these facilities generate and that revenue must remain in the respective facility.

-Unrestricted facilities – the remainder of the portfolio falls into this category and are the facilities that the Board has the most control over.

-He presented a schedule that showed revenue including net income (before the PILOT payment) and cash balance of the unrestricted facilities. He noted that until March revenue was increasing and so were cash balances and net income. After March, as is evident in the unaudited results as of September 30, 2020, the cash balance, although down slightly, held its own and revenue is down.

-Management & Discussion Analysis – this is the introduction to the basic financial statements in an easy to read narrative - some highlights discussed were:

Change in revenue from operations; there is a decrease in revenues of \$2 million;

Operating expenses after depreciation decreased by \$750,000 solely due to depreciation expense;

Net revenues from Union Station and the surplus payment required by the Lease and Funding Agreement to the State of Connecticut. This year one half \$367,000 goes to the State and the other \$367,000 will remain in capital for Union Station.

-CFO narrative contains the past accomplishments of the Authority and statements in regard to how the Authority will be moving forward.

Following are the tables that show a summary of what is in the financial statements. He called attention to Table 4 that showed PILOT payments that were made to the City over the last eleven years, including the surplus distributions from Air Rights Garage, PILOTs from the unrestricted facilities, and rent payments made on City lots. The Authority's contribution was just short of a total of \$33 million over the last eleven years.

Capital Needs: In regard to the five-year capital plan provided by Desman Associates, there are no plans to spend significant funds at the restricted facilities next year. The following year will be paid for with the DECD grant.

Basic Financial Statements

These show the net position for the restricted and unrestricted facilities with a comparison of 2019 to 2020.

For the restricted facilities, accounts receivable went from \$885,000 to \$1.1 million. The bulk of this is attributed to Yale-New Haven Hospital being three months in arrears and this has been discussed with them.

For the unrestricted facilities the shortfall is at the Coliseum Lot. Propark normally pays in advance and has made arrangements with the Authority to defer payments until later in the year.

There was a \$2.25 million decrease in the cash balance for the restricted facilities due to under performance at Union Station resulting from the decrease in transient revenue from the impact of COVID 19.

Also, employees were not able to use accrued time during the COVID shutdown and this has been building on the books. Commissioner Forrester asked for clarification on this and said if employees don't use their time, how it will be accounted for. Mr. Seholm said if they use it, our liability will decrease and it will be a payroll expense and reverse the accrual. If not used, it will have a positive effect on the income statement and be a reduction of payroll expense.

Statement of Revenues Page 13

He called attention to the decrease of \$2 million in net revenue. Expenses are down just over \$700,000 with the bulk being depreciation expense.

There is a voluntary Pilot Payment to the City of \$1.2 million from the unrestricted facilities put in the budget for this year, and there was none last year.

Other surplus distributions include the payment from Air Rights Garage to the Hospital and City and the payment from Union Station to the State.

Statement of Cash Flow: This shows where the funds are coming from with \$9 million coming from operations.

-Overall the total cash position decreased by \$1.3 million.

-He discussed the drops in investment income due to the lower interest rates paid on the State of Connecticut Short Term Investment funds.

-There are no significant new footnotes. One footnote of interest is the Sales tax owed to the State of Connecticut paid on a monthly basis. This went down and the bulk can be attributed to the decrease in transient parkers.

-The Authority has made the assumption that the State will take the surplus owed to them from Union Station and leave the other half to capital reserves. Mr. Seholm said he hopes to receive affirmation on this at the Joint Advisory Committee meeting next week.

-Page 30 contains separate Balance Sheets, Income Statements and Cash Flow just for the Restricted facilities – Air Rights, Union Station and 270 State Street. -Revenue at Air Rights Garage is down slightly, Union Station down significantly, and 270 State Street has not been open for the entire fiscal year.

-Discussion then followed on the supplemental schedules.

-The last schedule was the Statement of Operating Income that showed the net income before depreciation of non-cash items as a whole. Three years of information was shown for each facility and there were decreases across the board.

He said the required communications to the Board and the Management Letter will be discussed in Executive Session.

Questions

Commissioner Stewart asked Mr. Stiewing if he could summarize the major points as to the cash position of the Authority.

Mr. Stiewing said overall expenses are flat and mirror those of last year, administrative expense is down and revenue is down as expected. Commissioner Stewart asked what the percentage of decrease in revenue is. Chairman Forrester said about 8.3% across the Board, and Mr. Stiewing concurred. Mr. Stiewing said revenue from the larger groups of monthly parkers is keeping the Authority stable with transient revenue being significantly lower.

Commissioner Stewart asked how the 8.3 percentage decrease will affect the PILOT to the City. Mr. Stiewing said the cash position has not gone down for the unrestricted facilities. Mr.

Seholm said even though the cash position is relatively stable, the Authority's ability to generate cash has been impacted by COVID, and it is critical to protect that cash to pay for the \$1.8 million in capital needs coming up in 2021 and 2022. There is an excess of \$6 million in capital needs for the unrestricted facilities that will not be funded by the \$10.9 million State grant. The cash position becomes even more perilous until a return of transient parkers is seen.

Mr. Stiewing said there were eight months of better than budget activity that helped. Capital projects when resumed will decrease the cash position. At some point the decrease in revenue will have an effect on what the Authority can pay the City.

Mr. Seholm said as recent as March of 2020 the Authority was \$2.4 million better than budget year-to-date - through March the Authority was doing extremely well.

Chairman Forrester said the Authority was fortunate to have a great eight months and may have to think about some fiscal conservative measures in the future.

Commissioner Stewart asked what does the Authority attribute the \$2.4 million over budget situation to and how can it be duplicated.

Mr. Seholm said across the Board most revenue was better than budget and expenses were lower for most of the facilities year-to-date. The other big factor that impacted expense was the 1.5 times base pay for those bargaining unit employees who came in during the COVID shutdown. This negatively impacted compensation which went up dramatically. He said the key points are: the return of transient revenue, and we are also seeing a steady decrease in monthly parkers. We need to reestablish monthly parkers by a few hundred which is significant. We also need to continue to manage overtime

Mr. Stiewing said the last two items he wanted to discuss were the required communication to the Board and the Management Letter that will be done in Executive Session.

Commissioner Orefice moved to go into Executive Session and Commissioner Stewart seconded. Chairman Forrester, and Commissioners Curran, Hausladen, Orefice, and Stewart along with Attorneys Rini and Merin went into Executive Session to discuss the Management Letter at 6:16 PM.

Commissioner Orefice moved to go out of Executive Session and Commissioner Curran seconded. Chairman Forrester, and Commissioners Curran, Hausladen, Orefice, and Stewart along with Attorneys Rini and Merin came out of Executive Session at 6:40 PM.

III. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the September 21, 2020 meeting for any exceptions and discussion. Hearing none, he called for a vote.

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

The Minutes were unanimously approved as written.

IV. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a professional services agreement with Desman for elevator and escalator modernization and service at New Haven Parking Authority facilities. He deferred to Mr. Staniewicz for further explanation.

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

Mr. Staniewicz said there is a substantial amount of elevator work included in the capital budget to modernize and update the elevators to meet the latest code requirements. The project includes elevators at four garages: Air Rights, Temple Street, Temple Medical, and 270 State Street, with a significant capital expenditure of \$8.5 million.

It is desired to have the same company that repairs and modernizes the elevators also service them. This has worked successfully for us in the past, and consequently the modernization will be coupled with the service contract that includes regular maintenance, emergency call backs and periodic inspections as required by State code.

The Authority relies on a specialized team of Desman; Sterling Elevator Consultants for specialized elevator advice and design; Silver Petrucelli & Associates for mechanical, electrical and plumbing engineering for heating and cooling of the machine rooms, and Svigals + Partners for architectural services.

The proposal is favorable in regard to the overall costs, and Mr. Staniewicz recommended to engage these professional services to produce procurement documents for the elevator modernization and service. This is the design piece. The modernization and service agreement with the elevator company to be selected by the procurement process will be a separate approval when the time is appropriate.

Commissioner Stewart said this is a good price.

Chairman Forrester asked for clarification as to what is included in the \$8.5 million. Mr. Staniewicz said the \$8.5 million is the preliminary, pre-design estimate for the modernization work and contingencies only. The design fee is a separate additional cost.

Chairman Forrester asked for further explanation on the difference between modernization and new construction. Mr. Staniewicz said modernization is the term the elevator industry uses for upgrading the existing elevator equipment to make it up-to-date, efficient and reliable, whereas new construction refers to building a new elevator where none existed.

Commissioner Stewart asked how many elevators are involved. Mr. Staniewicz said thirteen and there are different types some are hydraulic, some are traction and with a different number of floor levels or stops which they serve.

Commissioner Stewart asked if an entire elevator needs to be replaced, is there was any room in the \$8.5 million to do this. Mr. Staniewicz said there is some room due to the contingency that is included for the project; however, our elevator consultant, Sterling has examined the condition of the elevators and has a good handle on the scope of 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 SERVICE AGREEMENT WITH DESMAN, INC., THE DESIGNATED CONSULTANT AS PER BOARD ACTION OF MAY 21, 2018, FOR ELEVATOR AND ESCALATOR MODERNIZATION AND SERVICE AT NHPA FACILITIES, NHPA PROJECT #21-011, IN AN AMOUNT NOT TO EXCEED \$365,000.00.

Chairman Forrester asked for any further questions. 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 Authority is requesting approval of the draft audit results FYE June 30, 2020 as presented by T. M Bisbee Co. at the Board Meeting on October 19, 2020.

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

MOTION RE: TO APPROVE THE DRAFT AUDIT RESULTS FYE JUNE 30, 2020 AS PRESENTED BY T.M. BYXBEE CO. AT THE BOARD MEETING ON OCTOBER 19, 2020.

Chairman Forrester asked for any further discussion on Mr. Stiewing's presentation, and there was none. He called for a vote.

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

The draft audit results were unanimously approved.

V. SENIOR STAFF REPORTS

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented the overall financial results for September and highlighted areas of concern.

Human Resources

Mr. Seholm said to meet the new required State guidelines, the Authority contracted with a provider to set up sexual harassment training for all employees. This program provides employees the opportunity to work on the training at their own pace, and good progress is being made with the number of employees that have completed the training to date. The deadline for completion has been extended to November 1, 2020 due to COVID.

Commissioner Orefice congratulated the staff on getting the training up and running. He asked if those employees doing the training from home will get compensated for the time spent. Mr. Seholm said yes, and it is a two-hour program. Those bargaining unit employees that exceed the forty hour work week will get paid at an overtime rate.

Financial Results

Mr. Seholm said as is evident from the charts in the reports, transient numbers have not improved dramatically.

He called attention to Page 5 of the CFO Report that showed results for July, August, and September, three months into the fiscal year and six months into a COVID environment.

Looking at September 2020 there was some return of transient parkers and some monthly parkers were lost.

Page 5 shows revenue per space trend. The revenue per space indicates how we pay bills, fund capital programs, pay insurance and employee benefits. This information is used to determine how every facility is doing. He said the percentages for the facilities were down from 2019 as shown by the chart.

The Temple Street Garages have the benefit of long term contracts.

Sherman/Tyler, Orchard Sherman and Under Air Rights Garage are wholly leased to the medical district and look fairly solid.

This is one of the tools we are using to monitor results and to complete an updated budget to provide a better forecast on revenues and expenses.

Revenues: Mr. Seholm said for revenue overall we are doing somewhat better than budget; however, looking at year-on-year results we are facing challenges.

Ticket Results: Even though September year-on-year is negative for revenue per space, if we look at Crown Street there is a gain in tickets and it continues to increase. Temple and Temple Medical show less of a decrease.

YTD Location Budget to Actual September 2020

Mr. Seholm said performance as an organization is \$257,000 better than budget against a very conservative budget; however, not necessarily favorable compared to other years.

Total revenue for the organization is down \$2 million in the first quarter of the fiscal year. It is significant because a massive uptick in parkers has not been seen; and it is not known if we will be in a strong position to reverse it by the end of this fiscal year. This is sobering when comparing it to results from last year at this time.

Chairman Forrester said to confirm, for revenue we are down approximately 28% to 29% versus last year, and Mr. Seholm said that is correct.

Mr. Seholm will come back to the Board with a revised recommendation for the City's PILOT given the slow return of transients and funds required for capital needs.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz highlighted several items in his report.

Item 3. 270 State Street Repairs

Mr. Staniewicz said this project mainly involves concrete, waterproofing, plumbing, roof repairs and repairs to the glass stair tower enclosure on the roof where water is leaking.

The project is out to bid. The City has requested to extend the bid deadline to October 28, and there has been a good response to date.

The Authority is working with the Minority Construction Council, and a Zoom meeting was held with Minority Business contractors on September 24, 2020, which was well received.

Commissioner Stewart asked if the bid is for a prime contractor, and Mr. Staniewicz said yes, and there will be subcontractors for the trades on aspects of the job which the prime contractors don't do in-house.

Commissioner Orefice asked why the City requested the extension to the bid deadline. Mr. Staniewicz said they wanted to provide additional time on their end to gain more minority business enterprise participation and support.

Item 5. Air Rights Garage – Repairs

This project involves work similar to the 270 State Street Project. The Contractor is awaiting approval from the Commission on Equal Opportunities, which has been delayed due to staff shortages and illnesses; however, if the approval comes soon the Contractor hopes to get some work done this season, weather permitting.

Item 7. Air Rights Garage/Dedicated Yale-New Haven Hospital Parking on Levels 6 and 8

Construction is progressing to make levels 6 and 8 ready for dedicated parking. Bollards will be installed to cordon off the area. Other work includes line striping, construction of equipment islands and the parking access and revenue control equipment, which is the last piece.

Item 15. Union Station – Subway Restaurant Request for Renovations

A request from the Subway tenant to make extensive renovations to their space has been received and reviewed. Some components of the renovations are not in line with the design standards that they agreed to in their lease. The plans were returned to them to make modifications to fit lease requirements.

Item 18. Sale of Surplus Rolling Stock

Bids for the sale of surplus trucks, autos, trailers and a power sweeper, (equipment that is in poor to junk condition), are due on November 10, 2020. Equipment will be sold to the highest bidder for each individual piece of equipment.

Chairman Forrester asked if the equipment was listed on our website. Mr. Staniewicz said a legal ad was placed in the New Haven Register, the New Haven Independent, La-Voz, and the Inner-City News. The ads are currently running or will be running next week. He said possibly two vehicles could be made road worthy, and the remainder could be used for parts.

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry provided an overview of activity in Operations for the month of September.

Occupancy: He said occupancy numbers correspond to the financial results that Mr. Seholm presented and made the following points.

-Although there is a small increase in foot traffic at Union Station Building, it does not translate to parkers in the garage.

-Occupancy across the board is flat with the exception of Air Rights Garage that appears to be increasing monthly.

-In regard to marketing efforts, steps are being taken to get people into our garages. Flyers have been developed promoting our rates for the 270 State Street Garage that will be distributed this week. Additionally, the Authority is working with City agencies, Market New Haven, and Economic Development on opportunities for use of the Orange and Elm Lot.

There has been some improvement in the usage of validations for the restaurant program – June’s numbers were 354 and September increased to 995. Although this is not where we want to be compared to last year, some improvement is being seen.

Security: The most significant incident occurred at Air Rights Garage that involved an accident with an employee being hit by a vehicle; however, the employee did not want medical treatment. Details are documented in the Operations report. There were no other significant incidents to highlight.

Chairman Forrester asked if there was any change in the number of break-ins at the State/Wall Lot. Mr. Parry said we did contact a vendor and asked them to make an assessment to address this; however, the cost involved for their services was excessive (\$12,000) that would involve the installation of cameras. It was decided that we would explore this possibility that could be done by in-house staff at a reduced rate. There were no break-ins at the State/Wall Lot for the month of September.

EXECUTIVE DIRECTOR’S REPORT

Mr. Hausladen reported on issues he has been working on.

Skate Park Proposal

Commissioner Hausladen introduced Mr. Berkowitz and Mr. Murphy who have been working with NHPA’s executive staff on a design for a temporary skate park under the Temple Street Garage.

Commissioner Hausladen said the concept would provide a good use for the spaces that are currently not being utilized by parkers, and he is looking for this initiative to be at no cost to the Authority. It will provide an amenity for the downtown community and those parking in our garages. He is not asking for a Board vote tonight as this concept is still being discussed with our legal team.

He shared the design of the skate park that basically will involve installing a few obstacles for skaters in a relatively small area that will include a mini ramp and quarter pipes.

Attorney Merin described what research he has done to date in regard to potential liability. He elaborated on differences between discretionary versus ministerial acts that would be involved.

Attorney Rini added we are checking on the impact it would have on our insurance rates. He said in regard to the assumption of risk, not enough is known about the practical matters at this point. We don’t want anyone to get injured or parked cars to get damaged.

Commissioner Orefice asked who will be responsible to maintain and pay for the ramps and fencing involved. Mr. Hausladen said we will accept gifts for the ramps and quarter pipes. The Authority will do the fencing if it can be relocated for future use elsewhere. The idea is that there will be no cost to the Authority right now.

Commissioner Orefice asked if the ramps would be attached to the decks or free standing. Mr. Berkowitz said they will be freestanding and thanked him for his enthusiasm.

Commissioner Hausladen said this concept is possible due to the low utilization of the space and will periodically be revisited to assure it is not needed for parkers.

Commissioner Orefice asked if consideration was given to vandalism such as spray painting and the unwelcome element. Mr. Berkowitz said based on his experience on what he has seen from the Edgewood/Westville Skate Park where they sanction spray painting and the Skantlebury Skate Park, they generally remain graffiti free. That is his opinion so far; however, it is something we will need to keep an eye on.

Commissioner Stewart asked if any revenue will be generated. Mr. Berkowitz said he is encouraging the City to do an economic impact study on the Westville skate park as many skateboarders that use it are from out of town. Commissioner Hausladen said there will not be direct revenue to the Authority, but indirect support from those using the park and possibly parking in the garage above and supporting retail in the area.

Chairman Forrester asked how many are anticipated to use the skate park. Mr. Berkowitz said about fifty plus are seen in Westville; however, that is a much larger space. He estimates possibly twenty to forty could use it. The area is well lit and covered to provide activity on rainy days.

Commissioner Hausladen added this will be the only covered skate park in the City. Additionally, it would be a genesis for the Parking Authority to show an interest in skateboarding that is an upcoming Olympic sport, and it will provide access to the sport for the New Haven community youth.

Commissioner Hausladen said he will continue to work with the legal team and Mr. Berkowitz and Mr. Murphy who thanked the Board for the opportunity to work with the Parking Authority on this concept.

Italian Heritage/Indigenous People Day – Land Remembrances

Commissioner Hausladen asked the Commissioners for their interest regarding posting land remembrances on our garages - installing plaques in regard to who lived on the land 400 to 500 years ago. He wanted to get the Board's feedback before going any further.

Commissioner Orefice said it sounds interesting, and he would like to see the mock-ups when available. Commissioner Stewart said we can't go wrong with this. Chairman Forrester and Commissioner Curran agreed as well.

Commissioner Hausladen said he will reach out to those knowledgeable in this regard to obtain more information.

270 State Street Garage Dedication

Commissioner Hausladen said he does not yet have confirmation on a date for the plaque installation/dedication ceremony and will continue to work on this.

Sale of 40 – 60 Temple Street

Commissioner Hausladen said the building has been sold, and the sale will be brought to the City Plan Commission hearing on Tuesday.

Ice Skating Rink at Union Station Transportation Center

Commissioner Hausladen said activity has not yet returned to the Union Station parking lot; and with our downtown partners we are looking for an interim use for that space that would benefit the community. We are working with the Health Department, Economic Development and Economic Development Corporation to create a 60 x 100 foot ice skating rink. There will be some fundraising efforts, and we are trying to determine if this makes sense to support downtown needs. The concept includes possibly having some small concession tents surrounding the rink as well. The hope is to create a safe outdoor recreation for individuals, families and opportunities for businesses that will create a COVID friendly option to be outside.

VI. NEW BUSINESS

None

VII. OLD BUSINESS

None

VIII. EXECUTIVE SESSION

Commissioner Orefice moved to go into Executive Session and Commissioner Curran seconded. Chairman Forrester, and Commissioners Curran, Hausladen, Orefice, and Stewart along with Attorneys Rini and Merin went into Executive Session to discuss a personnel matter at 8:10 PM.

Commissioner Orefice moved to go out of Executive Session and Commissioner Curran seconded. Chairman Forrester, and Commissioners Curran, Hausladen, Orefice, and Stewart along with Attorneys Rini and Merin came out of Executive Session at 8:17 PM and no votes were taken.

IX. ADJOURNMENT

Chairman Forrester called for a vote to adjourn the meeting.

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

The meeting was adjourned at 8:20 PM.