

MINUTES
NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN BOARD
MEETING
NOVEMBER 16, 2020

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

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

COUNSEL PRESENT: Attorney Joseph Rini, General Counsel to the Parking Authority
Attorney Clifford Merin, Deputy General Counsel to the Parking Authority

You are invited to a Zoom webinar.

When: Nov 16, 2020 05:30 PM Eastern Time (US and Canada) Monthly:

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Topic: New Haven Parking Authority Board of Directors

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Commissioner Hausladen was the Moderator and 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, and he asked if there were any requests to speak from the public. Commissioner Hausladen said no requests were received.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the October 19, 2020 meeting for any exceptions or further discussion. Hearing none he called for a vote.

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

The Minutes were unanimously approved as written.

III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to publish the rates for Levels 4, 6 and 8 at Air Rights Garage. He deferred to Mr. Seholm, Chief Financial Officer, for further explanation.

In summary this Motion is requesting approval to publish these rates (as noted on the attached) in the garage to provide patients and visitors easier access and direction to those three levels and reduce processing time for the Authority and the Hospital.

Commissioner Hausladen moved to approve the Motion as presented by staff and Commissioner Orefice seconded.

MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY APPROVES THE PUBLISHED RATES FOR LEVELS 4, 6 AND 8 AT AIR RIGHTS GARAGE EFFECTIVE DECEMBER 1, 2020 AS INDICATED ON THE ATTACHED.

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

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

The Motion was unanimously approved as written.

MOTION B

Chairman Forrester said with this Motion the Authority is requesting approval to enter into an agreement with Frank Capasso & Sons, Inc. for repairs and improvements at the 270 State Street Garage. He deferred to Mr. Staniewicz, Chief Engineer, for further explanation.

Mr. Staniewicz said Seven bids were received and opened on October 28, 2020. Frank Capasso & Sons was the lowest responsible bidder, are experts in this type of construction and have done work for the Authority in the past.

Commissioner Stewart said he was concerned that there was no New Haven MBE participation. Commissioner Hausladen asked Mr. Staniewicz to outline the subcontractors and MBE participation of other bidders. Mr. Staniewicz said he would prepare the information and send it to Commissioners Forrester, Hausladen and Stewart.

Discussion followed on there being no requirements in the City's bid process or the Authority's that require the contract to be awarded with a New Haven MBE subcontractor and that it would need to become a regulation.

Commissioner Hausladen moved the Motion for approval and Commissioner Curran seconded.

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 AN AGREEMENT WITH FRANK CAPASSO & SONS, INC. FOR REPAIRS AND IMPROVEMENTS AT 270 STATE STREET PARKING GARAGE, NHPA PROJECT #20-005, IN AN AMOUNT NOT TO EXCEED \$659,085.00, 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 \$70,000.00 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	Abstained
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	Approved
Commissioner Rivera	Approved
Commissioner Stewart	Approved

The Motion was approved as written with an abstention from Chairman Forrester.

MOTION C

Chairman Forrester said with this Motion the Authority is requesting approval to purchase holiday gift cards for all NHPA employees in the amount of \$35 each. He deferred to Commissioner Hausladen, Executive Director, for further discussion.

Commissioner Hausladen moved approval of Motion C as drafted by staff and Commissioner Rivera seconded.

MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY BE AND HEREBY IS AUTHORIZED TO PURCHASE FOOD GIFT CERTIFICATES IN THE AMOUNT OF THIRTY-FIVE DOLLARS EACH FOR ALL EMPLOYEES OF THE NEW HAVEN PARKING AUTHORITY FOR THE HOLIDAY SEASON 2020.

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 Rivera	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 #5 to the Agreements with two contractors for snow removal and snow plowing services. He deferred to Mr. Parry, Chief Operating Officer, for further explanation and discussion.

Mr. Parry said he is requesting approval to enter into Amendment #5 to the contracts with Laydon and Executive Landscaping for snow plowing and removal services. Approval of these contracts is requested annually, and all components of the contracts including type of service and price have not changed from last year. These contractors have been able to honor services upon request with our special requirements.

Commissioner Stewart moved the Motion as written and Commissioner Orefice seconded.

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 #5 TO THE AGREEMENTS WITH LAYDON INDUSTRIES AND EXECUTIVE LANDSCAPING, EACH IN AN AMOUNT NOT TO EXCEED \$100,000 FOR SNOW REMOVAL AND SNOW PLOWING SERVICES AS NEEDED.

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 Rivera	Approved
Commissioner Stewart	Approved

The Motion was unanimously approved as written.

MOTION E

Chairman Forrester said with this Motion the Authority is requesting approval for a temporary transfer of \$1,079,080.00 of Union Station unencumbered capital reserve funds to be deposited into the Union Station Transportation Center Operating Account to cover first half Fiscal Year End 06/30/21 operating deficits as budgeted. He deferred to Mr. Seholm, Chief Financial Officer, for further explanation.

Mr. Seholm said he is recommending authorization for a temporary transfer of funds within Union Station accounts due to the current budgetary cash flow losses at the Station stemming from COVID conditions.

After discussion, Mr. Seholm confirmed there would be reimbursement of funds and funds will come directly to the Parking Authority for replenishment of Union Station funds for cash reserves only.

Commissioner Stewart moved the Motion as written and Commissioner Rivera seconded.

MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY AUTHORIZES THE TEMPORARY TRANSFER OF \$1,079,080.00 OF UNION STATION TRANSPORTATION CENTER UNENCUMBERED CAPITAL RESERVE FUNDS TO BE DEPOSITED INTO UNION STATION TRANSPORTATION CENTER OPERATING ACCOUNT TO COVER FIRST HALF FISCAL YEAR END 06/30/21 OPERATING DEFICITS. THIS LOAN WILL BE MADE WITHOUT INTEREST AND IS SUBJECT TO APPROVAL OF THE JOINT ADVISORY COMMITTEE.

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 Rivera	Approved
Commissioner Stewart	Approved

The Motion was unanimously approved as written.

IV. DIRECTORS' REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry presented an overview of activity in Operations.

Occupancy

Mr. Parry said there were no major changes in occupancy numbers and broke the numbers down between the Restricted and Unrestricted facilities.

-Restricted Facilities: Air Rights Garage is showing a steady improvement in occupancy levels and continues to be the best in the portfolio. Union Station Garage is flat with only single digit increases.

-Unrestricted Facilities: For Crown, Temple Medical, and Temple Street, there have been no significant changes in occupancy compared to last month. A small increase is being seen at Granite Square; however, numbers are considerably less than normal occupancy.

-No major increases have been seen in the Lots. At Orange & Trumbull there is some revenue from the restaurants and some daily activity.

Overall outside of Air Rights Garage, occupancy remains flat.

He hopes to see a possible increase of as many as one hundred parkers by the first of the year.

Security

Mr. Parry said there were no significant incidents to report for October.

However for November there have been some issues of aggressive behavior toward NHPA Security Officers at Union Station. Specifically, there was one incident where pepper spray was used on an Officer and another where an object was thrown at an Officer. No major injuries resulted; however, NHPD was called in both incidents. We will continue to work on options to address the situation. The individuals involved have been identified as homeless, and Amtrak and MTA PD have also been made aware of this.

In regard to the break-ins that have been seen at State and Wall, cameras have been installed by our Maintenance staff at that lot, and signs to alert the public of this have been posted. Mr. Parry said there were no break-ins reported at the State & Wall Lot last month.

Maintenance

Mr. Parry said snow removal equipment is ready, supplies are in-house and contractors are in place if needed.

Staff Wellness – In Relation to COVID

Chairman Forrester asked about the overall attitude and health of the employees. Mr. Parry said overall it has been positive with no excess absenteeism that would be an indication to him. There have been no complaints in regard to lack of PPE, and sanitizing materials, gloves and masks are readily available for use by staff. He has not received any adverse feedback from employees.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented the financial statements for the month of October, and highlighted significant issues.

He said he wanted to focus on occupancy particularly as it relates to the Unrestricted facilities and opportunities presented to backfill monthlies. He made the following points for discussion:

-YTD the Unrestricted Facilities are down \$174,000 from budget for monthly and down \$317,000 versus last year on monthly.

-We are \$188,000 YTD better than budget on transient income, but this is offset by monthly shortfalls. Groups are fairly stable but individuals are not as strong.

-Unrestricted transient validations were \$550,000 worse than last year.

-Total Unrestricted actual net revenue as seen on page 3 of the CFO Report shows positive net income to budget due to operating efficiencies with field personnel.

-For the Restricted facilities, Air Rights Garage has a greater resurgence in revenue, and good cost control is keeping it on target with budget.

-270 State Street Garage had some monthly account cancellations.

-Union Station Garage is down \$658,000 in cash. Last year Union Station had a positive \$800,000 in cash. NHPA is doing all that can be done within its control.

-The transient ticket graphs mirror what Mr. Parry spoke about.

-After receipt of the Board's acceptance of the audit results, the required filings have been issued to the trustee and bond holders. Staff, even though working remotely, was able to get the audit done in a timely fashion to be able to report to the bond holders on time. This is the first time we were able to accomplish this in a number of years.

-By the next Board meeting there will be enough information available to begin initial discussions on budget revisions as they relate to the PILOT for the City and what the Authority can provide. The Authority's cash flow from the Unrestricted facilities at this time is not adequate to cover the funding of capital reserves that are required for repairs noted in the Desman Report. It will be necessary to protect critical cash needed for the Unrestricted operations.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz presented an overview of major capital projects.

•#2 Elevator and Escalator Modernization and Service: He said this is a major design contract for elevator modernization. Consultants are visiting various mechanical rooms, and putting together documents. It is a significant procurement of approximately \$8.5 million for the predesign cost estimate.

•#4 Air Rights Garage/Improvements: The contractor was given notice to proceed on November 9. Commissioner Stewart asked if Capasso is doing the work, and Mr. Staniewicz said yes, they started work on the roof today.

•#16 Professional Construction Program Management Services: Commissioner Stewart asked if this contract has been put out to bid yet. Mr. Staniewicz said he is hoping to finish it after the New Year. Commissioner Stewart asked Mr. Staniewicz to send him a copy of the bid documents when they are complete.

•-MBE Requirements: -Discussion followed on MBE requirements not being included in NHPA bid documents and the City's.

-Chairman Forrester said he would like the Authority to be certain we are giving the appropriate amount of work to those who live and pay taxes in New Haven and be the lead on this.

-Commissioner Hausladen said the quarterly MBE report included with Mr. Staniewicz's report is helpful in tracking this, and NHPA will continue to improve outreach and track this information. Commissioner Stewart asked how do we track this and Attorney Rini said it is on page 2 of the quarterly MBE report.

-Commissioner Stewart said as the Authority has an allegiance to the City as an agency of New Haven, as a matter of course we should use New Haven contractors. Mr. Staniewicz will work with the attorneys in regard to adding a statement to our documents that we encourage the contractor to seek New Haven businesses.

-Attorney Rini said he and Attorney Merin have discussed this with NHPA staff, and they are moving to increase outreach to City MBE. In the process we have found some that don't want to fill out the paperwork involved. We do have names of businesses who want to register with the City and the State, and will follow-up on that by reaching out to determine if they need assistance to get on the list so they are on it when bids go out.

Commissioner Orefice said given what Commissioner Stewart said with New Haven contractors paying taxes in New Haven and outside ones are not, we need to determine how we can level the playing field. He asked if the Authority can write a letter to the Alders to change this. Commissioner Stewart said the outside contractors don't have to go under the same scrutiny.

Attorney Rini said this is an ordinance of the City and discussion followed that this could be added to NHPAs statement of qualifications. He likes the idea of getting more of the SBE's registered and to push that. If we push them to get on the City's list, it is hoped this will get them noticed and selected by

contractors; even if they don't get work from us they could get other work. We hope to have a more definitive program to discuss next month.

Commissioner Hausladen said he will include this topic as part of his report, and if Commissioner Stewart desires, will bring him into the working group to get people into the program and get that program into our documents.

Chairman Forrester asked to put it on the agenda under New Business.

EXECUTIVE DIRECTOR'S REPORT

•**Temple Street Garage Tenant:** Commissioner Hausladen said he has been having conversations with the tenant at Temple Street Garage in regard to being behind in rent and will provide an update at the next meeting.

•**NHPA Tenant Portfolio Concerns:** He is concerned on the general state of our portfolio due to COVID. Enterprise Rental Car, (tenant) has moved out of 270 State and the Hair Salon at 270 State Street is requesting a month-to-month renewal on the extension to their lease. There will be new issues to sort out since this is the first new rental agreement for 270 State since the purchase.

•**COVID Issues:** COVID continues to increase in the region and is having a significant impact. In general the charge for NHPA is to move forward and manage well. NHPA is assuring PPE is available and employees are self-administering CDC protocol before coming to work.

•**270 State Street Dedication:** Commissioner Hausladen is working with the City and is anticipating this will be scheduled in the first two weeks of December. Ms. Coursey will be reaching out to Chairman Forrester and the Commissioners to schedule a date.

•**Union Station Partnership:** A term sheet has been presented from the State and is being worked on. The second working group meeting will be held tomorrow on the term sheet and lease document. Mr. Piscitelli is helping to shepherd this through with the CDOT Deputy Commissioner and Rail Commissioner.

He wished all a safe and happy Thanksgiving.

•**CDC Protocol:** Chairman Forrester asked for Commissioner Hausladen to elaborate on the CDC protocol for those who are not familiar with it.

Commissioner Hausladen said basically there is a self-questionnaire recommended by the CDC that employees should use along with a temperature check. If they answered yes to any of the questions, had a fever or are symptomatic they should contact their Supervisor. Thermometers are available at 232 George Street and Temple Street offices in the event anyone forgets to check their temperature before coming to work.

•**Downtown Crossing:** Commissioner Hausladen provided updates as follows:

-A fully executed copy of the DLDA for 101 College Street is on file at the 232 George Street office.

- The land transfer to the City for 101 College and Parcel B, the other property for development, will be signed in the next few weeks. He will notify the Commissioners if there is an associated event
- In regard to Phase 3, the road project for South Frontage and MLK, and installing a traffic signal at MLK has been awarded.
- The development at the Coliseum Site was approved at the City Plan Commission.
- Construction continues for the winter on Orange Street.

V. NEW BUSINESS

Employees' Annual Holiday Luncheon

Commissioner Orefice continued the discussion with his suggestions for alternatives on the annual holiday luncheon. Due to COVID conditions it was agreed the format for the annual holiday luncheon with employees would need to be changed to assure safety for all. Commissioner Orefice said NHPA's employees are front line workers and it is appropriate to show them respect and appreciation. The Commissioners unanimously agreed.

Chairman Forrester asked for the Commissioners thoughts on alternatives to the luncheon.

Several ideas were discussed as presented by the Commissioners, and Mr. Parry discussed his past experiences based on feedback he received from the employees. The Commissioners said they enjoyed the personal interaction with the employees and their visual presence is valuable if there is a way to do it safely. Commissioner Curran noted her thoughts as a restaurateur. The Commissioners offered their support to assist management with any plans.

Commissioner Orefice asked about the cost that is budgeted for the lunch. Mr. Seholm responded with the budget and the number of employees. Mr. Seholm noted a Motion may not be necessary to move this item, as the dollar amount is within Commissioner Hausladen's authorized range of approval.

Chairman Forrester said he will work with Commissioner Hausladen and management to make a decision on what could be done safely, that will meet the desires of the Board to show their appreciation to employees for the holiday season.

VI. OLD BUSINESS – (none)

VII. EXECUTIVE SESSION

Commissioner Orefice moved to go into Executive Session and Commissioner Curran seconded. Chairman Forrester, and Commissioners Curran, Hausladen, Orefice, Rivera and Stewart along with Attorneys Rini and Merin went into Executive Session to discuss a personnel matter at 7:14 PM.

Commissioner Orefice moved to go out of Executive Session and Commissioner Curran seconded. Chairman Forrester, and Commissioners Curran, Hausladen, Orefice, Rivera and Stewart along with Attorneys Rini and Merin came out of Executive Session at 7:45 PM. No votes were taken.

VIII. ADJOURNMENT

Chairman Forrester asked if there were any other items for discussion. Hearing none he asked for a vote to adjourn.

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

The meeting was adjourned at 7:55 PM.