

MINUTES
NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN
DECEMBER 21, 2020

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

MEMBERS ABSENT: Mr. Orefice, Mr. Rivera

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

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

GUESTS: Ms. Rakel Tanibajeva and Ms. Madeleine Paz Zaritsky – from Yale University

Commissioner Hausladen was the Moderator and called the meeting to order at 5:34 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

I. PUBLIC COMMENT

Chairman Forrester welcomed all and said there were no requests to speak. He was informed that Commissioner Hausladen would be having two guests who will be making a short presentation included in the Executive Director’s report.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the November 16, 2020 meeting. He asked if there were any exceptions or further discussion. Hearing none, he called for a vote.

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

The Minutes were unanimously approved as written by staff.

Chairman Forrester asked all to review the Minutes from the Special meeting of November 30 continued to December 7, 2020. He asked if there were any exceptions or further discussion required. Hearing none, he called for a vote.

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

The Minutes were unanimously approved as submitted by staff.

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 miscellaneous concrete repairs, waterproofing and drainage repairs at the Union Station Parking Garage, NHPA Project #18-016. He deferred to Mr. Staniewicz who provided details on project description, outreach that was done, and costs associated with proposals received.

Commissioner Hausladen moved the Motion and Commissioner Stewart seconded.

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 MISCELLANEOUS CONCRETE REPAIRS, WATERPROOFING & DRAINAGE REPAIRS AT THE UNION STATION PARKING GARAGE, NHPA PROJECT #18-016, IN AN AMOUNT NOT TO EXCEED \$94,525.00, 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 \$10,000.00 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 Curran	Approved
Commissioner Hausladen	Approved
Commissioner Forrester	Approved

IV. SENIOR STAFF REPORTS CHIEF OPERATING OFFICER'S REPORT

Mr. Parry reported on major activity in Operations for the month of November.

SECURITY

Mr. Parry said there were incidents at two garages that he wanted to discuss.

- At Union Station two assaults on NHPA Security Officers were reported. Pepper spray was used on one officer and an object was thrown at another. Complete details can be found in his report.
- At Temple Street garage there was an armed robbery in December that involved two young boys (16 or under) that resulted in \$60 taken from a patron. The patron was frightened; however, no major injuries were sustained. NHPD was called to investigate the incident. Discussion was held on additional

measures that will be put in place to help secure the garage. Installation of cameras and the cost implications will be revisited, and Mr. Parry will present a recommendation to the Executive Director. Chairman Forrester agreed with this plan of action. Commissioner Hausladen said NHPA has a good relationship and response with the District I NHPD Manager and City Hall and will continue to work with them as well.

OCCUPANCY

Mr. Parry said occupancy in general is poor and the trends for the respective facilities remain the same with Air Rights Garage continuing to have the best performance. Union Station continues to have a significant loss due to COVID that required financial measures be taken to supplement operating revenue that were approved by the Board last month.

Commissioner Stewart said to continue to pursue residential developments and try to change the City's perspective to encourage developers to have parking leases with the Authority. Commissioner Hausladen agreed, and the Authority will take the lead and work with City Plan.

SNOW REMOVAL

Mr. Parry was pleased with the results of the work done by NHPA's Maintenance staff and external contractors on snow removal at all facilities; and positive comments were received from CDOT in regard to clearing the Transportation Center.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented the financial results for November and issues related to the significant negative impact COVID is having on the facilities.

Air Rights Garage: Actual Net Income for Air Rights Garage YTD was \$1.746 million. Total net income for the entire organization was \$2.1 million. This shows the dramatic positive impact Air Rights is providing on overall income for the organization.

Union Station Garage: Mr. Seholm said Union Station Garage is being hit very hard with an \$800,000 loss YTD. The challenge with revenue continues; however, there have been major wins on the operations side to keep expenses down and under control. Last month the Board approved the temporary transfer of funds (\$500,000) from capital reserves to the operating account, and the transfer will be made this week. Additionally, the Finance Officer at CDOT indicated he has approval and submitted for reimbursement about \$500,000 in Cares funding that went in today. It is anticipated these funds will be received by the end of next week.

He called attention to Page 4 of the CFO Report where you can see the variances of the facilities that have been impacted by loss of monthly parkers as well.

In regard to the tickets issued for Crown, Temple, and Temple Medical, an upward turn was being seen from April, but this month there was a slight setback that is hoped to be short term.

Recommendation On PILOT To The City: Mr. Seholm said he is finalizing the recommendation he will be making to the Executive Director in regard to NHPA's ability to pay the PILOT to the City from unrestricted funds that is in the budget. The PILOT from Air Rights Garage surplus to them will be achievable.

Chairman Forrester had some questions that were discussed on the impact the PILOT payment would have on the Authority and the City. Commissioner Hausladen met with Mr. Gormany at the City last week to discuss the state of parking revenues and the challenges the Authority is facing waiting for revenue to bounce back. Commissioner Stewart said we need to think outside the box, find alternative uses for the structures and can't anticipate business will come back as it was. Chairman Forester and Commission Hausladen agreed. The Commissioners discussed Mr. Hausladen's idea of having a Board retreat to brain storm and all agreed.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz presented an overview of the capital projects report he submitted. Projects that were discussed included:

State Grant for Crown, Temple and Temple Medical Garages: Project #17-006 (concrete repairs and waterproofing at Crown Street Garage and Temple Street Garage) is one of the three projects associated with the State grant. Bid documents for Project #17-006 were recently resubmitted to the State Department of Economic and Community Development, addressing their review requirements.

Professional Construction Program Management Services: Commissioner Stewart asked when this RFP will be complete. Mr. Staniewicz said he will focus on it when he gets back in January and as requested will send a copy to Commissioner Stewart when it is ready.

EXECUTIVE DIRECTOR'S REPORT

MBE: Mr. Hausladen said he has been working with Mr. Staniewicz and legal counsel on the bid documents for projects that will be funded with the \$10.9 million DECD grant. Bid documents were revised and resubmitted to the State to be in compliance with State requirements. We are waiting for the State to respond to our comments.

Winstanley Requests for Proposals: Mr. Hausladen said the Authority will be responding to Requests for Proposals for the management of three of Winstanley's structures including 230 George Street, 100 College Street and 340 George Street. The proposals are due on January 4, 2021.

Additionally, meetings were held with PMC properties to solicit additional work in the City, and a proposal was submitted to them for 23 Crown Street. We do want to grow and will continue to provide excellent service.

Greening The City:

Mr. Hausladen introduced Rakel Tanibajeva and Madeleine Paz Zaritsky from Yale University part of the team working on the “Greening the City” project. They presented three draft proposals for possible use at the Crown Street Garage. The draft proposals included 1) **Green Roof** – a roof top garden/urban tree canopy, 2) **Green Wall** – a vertical garden, and 3) **Green Space**- transforming the area into a small park.

The Commissioners agreed the concepts presented were good. Discussion was held on funding options and how these concepts could be developed to positively impact the bottom line. Commissioner Hausladen noted the High Line in New York was a rail line until it became a park.

Dedication of State Street Garage: Commissioner Stewart asked if a date had been scheduled. Commissioner Hausladen said he is looking at the first quarter of 2021. Chairman Forrester suggested this be done after the COVID vaccine is made available to all.

V. NEW BUSINESS AND VI. OLD BUSINESS - NONE

VII. EXECUTIVE SESSION

Commissioner Stewart moved to go into Executive Session and Commissioner Curran seconded. Chairman Forrester called for a vote:

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

Chairman Forrester along with Commissioners Curran, and Stewart with Attorney Rini and Attorney Merin went into Executive Session at 7:05 p.m. to discuss a personnel matter.

Chairman Forrester along with Commissioners Curran, and Stewart with Attorney Rini and Attorney Merin came out of Executive Session at 7:21 p.m. No votes were taken.

VIII. ADJOURNMENT

Commissioner Hausladen moved to adjourn the meeting and Commissioner Stewart seconded. Chairman Forrester called for a vote.

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

The meeting was unanimously adjourned at 7:24 PM