

NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN

Minutes of the March 15, 2021 Board Meeting

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

Commissioners Absent: Mr. Rivera

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

Counsel Present: Joseph L. Rini, General Counsel for the Parking Authority

Guests: Mr. Coulom, Programs Director, Representing Desegregate Connecticut

Press: Mr. Breen, from the New Haven Independent

Commissioner Hausladen was the Moderator, and he 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 everyone. He said he has been informed that there were no requests to speak from the public. Mr. Hausladen has invited Michael Coulom from Desegregate Connecticut to speak in regard to Motion E.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the February 16, 2021 Board Meeting. He asked if there were any exceptions or further discussion. Commissioner Stewart moved for approval and Commissioner Curran seconded.

Chairman Forrester 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 by staff.

III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting the Board to approve the New Haven Parking Authority Community Subcontractor Utilization Program for all NHPA construction contracts except those that are financed by the City of New Haven or any other governmental entity under which a different set of provisions may apply. (This Motion was presented last month to allow

time for all to review, and will be voted on tonight.) He deferred to Commissioner Hausladen for further explanation.

Commissioner Hausladen thanked Mr. Staniewicz, the legal team and Turner Construction for their time, efforts and perseverance to develop the program as requested by the Board. He asked Mr. Staniewicz to provide further explanation.

Mr. Staniewicz said the Authority's program is based off the State's program with enhancements and will offer four times more minority business work than the State's program. A new component requires contractors to have a minimum of 10% of their total contract be devoted to New Haven businesses. He followed with a comprehensive overview of the program that was documented in the Motion.

Attorney Rini spoke about the removal of the good faith efforts component replaced with a requirement that is being well-received by the Contractors.

Commissioner Hausladen moved the Motion and Commissioner Orefice seconded.

Commissioner Stewart extended his appreciation to the team for the amount of time and effort they put into bringing this program to fruition. He felt they went over and above what the Board wanted to be done and made it happen in record time. Commissioner Curran and Orefice echoed his sentiments and also thanked Commissioner Stewart who pursued this program for the benefit of the City. Chairman Forrester concurred and said it will help make a difference for New Haven businesses.

MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY AMENDS ITS SUBCONTRACTOR UTILIZATION PROGRAM IN FORM SUBSTANTIALLY SIMILAR TO THE ATTACHED DRAFT AND UPDATE ITS RELATED BID DOCUMENTS FOR ALL NHPA CONSTRUCTION PROJECTS, EXCEPT THOSE THAT ARE FINANCED BY THE CITY OF NEW HAVEN OR ANY OTHER GOVERNMENTAL ENTITY, UNDER WHICH A DIFFERENT SET OF PROVISIONS MAY APPLY; THIS AMENDED PROGRAM IS NOW CALLED THE NEW HAVEN PARKING AUTHORITY COMMUNITY SUBCONTRACTOR UTILIZATION PROGRAM.

Chairman Forrester 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 by staff.

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 Crown Street Parking Garage and Temple Street Parking Garage, NHPA Project #17-006. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said this contract is one of three construction projects funded by the \$10.9 million State grant that is funded by the Department of Economic and Community Development. A Request for Proposals was released and four bids were opened on March 1, 2021 with prices ranging from \$5.4 million to \$10.6 million as listed in the motion. Frank Capasso and Sons was the lowest, qualified bidder and specialize in this type of work. Their price is on budget and requirements of the new program (detailed in Motion A) are met, which demonstrates they are achievable.

Commissioner Hausladen moved the Motion as presented and Commissioner Orefice seconded.

Chairman Forrester raised the question on the ability for the contractor to substitute any sub-contractors that are currently presented in their bid. Mr. Staniewicz said they can only substitute per stipulations described in the bid that include very specific reasons. The contractor can't swap out with one that is less expensive for them.

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 THE CROWN STREET PARKING GARAGE AND TEMPLE STREET PARKING GARAGE, NHPA PROJECT #17-006, IN AN AMOUNT NOT TO EXCEED \$5,374,421.00, AS A RESULT OF PUBLIC BID AND SUBJECT TO COMPLIANCE WITH REQUIREMENTS OF THE BID DOCUMENTS AND APPROVAL BY THE STATE.

FURTHERMORE, IT IS MOVED THAT A CONSTRUCTION CONTINGENCY ACCOUNT IN AN AMOUNT NOT TO EXCEED \$500,000.00 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 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 by staff.

MOTION C

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a professional services agreement with Turner Construction Company for professional construction program management services, NHPA project #20-055. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said this contract for program management involves oversight and management of several projects at one time. Turner is the advisor currently being used and they hold no contracts with designers or construction companies.

In response to the Request for Proposals that was put out, eleven companies requested proposals and six proposals were received. Mr. Staniewicz prepared a summary comparison of the responses provided

by each proposer with regard to the pertinent information requested in the proposal documents. A summary is attached to this Motion.

Turner offers a distinct advantage in a number of ways, including adding 7 Summits Construction, LLC, a Black American Minority Business Enterprise sub-consultant for field representation. In regard to minority business outreach, Turner had the most extensive outreach program and also operates a training school for MBEs.

Attorney Rini said to ensure the integrity of the bid opening; blind proposals were opened by Attorneys Rini and Merin with Mr. Staniewicz in attendance.

Commissioner Hausladen moved the Motion and Commissioner Stewart 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 A PROFESSIONAL SERVICE AGREEMENT WITH TURNER CONSTRUCTION COMPANY FOR PROFESSIONAL CONSTRUCTION PROGRAM MANAGEMENT SERVICES, NHPA PROJECT #20-055, AS A RESULT OF REQUEST FOR PROPOSALS.

Chairman Forrester 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 by staff.

MOTION D

Chairman Forrester said with this Motion the Authority is requesting approval to amend the general check signing policy to allow the Director of Finance or Chief Financial Officer to sign payroll checks generated from the Authority's payroll system and drawn on the Authority's payroll bank account. He deferred to Mr. Seholm for further explanation.

Mr. Seholm said on occasion a supervisor might omit an employee when transmitting payroll data to the processor in Finance. At times that check needs to be remitted during the same pay week and a manual check needs to be generated, which requires the signature of a Board member who may not be readily available. Consequently, an amendment to the check signing policy is being requested to comply with the State regulations to secure the timeliness of employee pay. This has been discussed with the Authority's auditors, T.M. Byxbee, and was part of their recommendation in the Management Letter FY2020.

Mr. Seholm recommends this exception for authorization of payment would only be for the payroll account and for an amount up to \$3,000. If there are any checks signed using this process, a list will be required to be presented to the Board each month.

The Motion was moved by Commissioner Hausladen, seconded by Commissioner Orefice.

Chairman Forrester asked what the policy is for staff signing their own checks. Mr. Seholm said it is an internal policy that staff is not allowed to sign for a distribution to them.

MOTION RE: MOTION TO AMEND THE GENERAL CHECK SIGNING POLICY TO ALLOW THE DIRECTOR OF FINANCE OR CHIEF FINANCIAL OFFICER TO SIGN PAYROLL CHECKS GENERATED FROM THE AUTHORITY'S PAYROLL SYSTEM AND DRAWN ON THE AUTHORITY'S PAYROLL BANK ACCOUNT.

Chairman Forrester 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 by staff.

MOTION E

Chairman Forrester said with this Motion the Authority is requesting approval to sign on as a supporting organization for Desegregate Connecticut, and to authorize the Executive Director to participate and provide support in his role. He deferred to Commissioner Hausladen for further explanation.

Commissioner Hausladen said as discussed last month he would like approval for the Authority to sign on as a supporting organization. He introduced Michael Coulom, Programs Director, at Desegregate Connecticut who presented a comprehensive overview of who they are and what they hope to accomplish. Desegregate Connecticut is a coalition of organizations that are working to change the structure of the land use policy through legislation not litigation. Mr. Coulom said SB1024, that will amend existing zoning laws in Connecticut, is before the Planning & Development Committee today. Many entities are submitting testimony on behalf of Desegregate Connecticut in support of SB1024 including Mayor Elicker and other representatives from the City. He elaborated on the three basic reasons to support zoning reform to promote Equity, Economy and the Environment.

Commissioner Stewart said removing parking requirements for developers would benefit the Authority by promoting the use of a shared parking system. Commissioner Hausladen said this is seen with the 101 College Street development building a smaller parking space with overflow going to the Temple Street and Temple Medical garages. Mr. Seholm provided the cost of new construction of parking spaces.

Commissioner Hausladen moved the Motion and Commissioner Curran seconded.

MOTION RE: MOTION TO AUTHORIZE THE NEW HAVEN PARKING AUTHORITY TO SIGN ON AS A SUPPORTING ORGANIZATION FOR DESEGREGATE CONNECTICUT, AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PARTICIPATE AND PROVIDE SUPPORT IN HIS ROLE.

Chairman Forrester called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved

Commissioner Orefice
Commissioner Stewart

Approved
Approved

The Motion was unanimously approved as written by staff.

IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry presented highlights of activity in Operations for the month of February.

SECURITY: Mr. Parry said the Authority is managing a challenge that has been experienced over the last three weeks with large groups of teens on bikes (30 – 50) riding through the garages and pulling the alarms. NHPD has been alerted along with the NHFD who is resetting the alarms. No injuries have been reported.

Chairman Forrester asked if Mr. Parry thought this was a consequence of COVID. Mr. Parry said possibly to an extent; however, this situation has occurred previously with much smaller groups but has escalated. He has been told these events are orchestrated on a website, and teens take the train to New Haven to participate.

MAINTENANCE: Mr. Parry said NHPA performance went well in terms of snow plowing and client (State and Hospital) satisfaction.

OCCUPANCY: For the Restricted Facilities, Union Station Garage continues to trend very low for February with a very slight increase seen for the first two weeks in March. Air Rights Garage experienced some increase, and it is anticipated March results will be better with the changes in visitor restrictions.

The Unrestricted Facilities are flat with very slight changes from January. The latest modifications to COVID restrictions with churches opening, restaurant occupancy increased, etc. are expected to bring more people in.

•**Restaurant Validations:** No major movement has been seen with restaurant validations. Last February we had over 3,600 validations generating \$7,000 in revenue. This February there were 557 validations that generated revenue of \$1,000.

•**New Business Opportunities:** Mr. Parry said we continue to work with different partners/business establishments, developers on parking opportunities, however, there is nothing concrete yet.

•**Happy or Not Management Report** – (customer satisfaction feedback): Chairman Forrester asked about satisfaction trends. Mr. Parry said results are trending in the 70% category with generally positive feedback. We are working to improve pain points under our control that are noted; e.g., maintenance, customer service entrance and exit points. Complaints on other entities are also included in the report for MTA, Amtrak and the retail establishments and are brought to their attention.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm reported on financial results for February, major variances and the impact of a COVID environment is having on revenue.

•HUMAN RESOURCES: In regard to personnel changes he was sad to report that unfortunately there was a long-time employee who passed away and will be missed.

-Bargaining Unit Contract Renewal: Demand letters from the Union to begin bargaining unit negotiations were received on March 1, 2021.

•FINANCIAL RESULTS: The revenue charts continue to have a slight positive turnaround pattern in transient revenue. This is offset by surprise losses in monthly passes that have been seen for the last two months. He shared the information he prepared on total monthly permits outstanding by facility and their impact for budget purposes that will continue to be monitored.

A reduction in revenue was planned for and some positive cash flow in the restricted facilities contributed to positive results versus budget YTD. Net Operating Income for the State Street Garage is down \$130,000 versus actual YTD from last year. This is important to note because total revenue for that facility is down \$160,000 YTD from actual last year at this time.

•2022 BUDGET: Mr. Seholm said the 2022 budget will be ready for staff review next week. The first draft will be presented to the Board next month.

He said it is important to take into consideration the potential losses of two large cash generating surface lots: 1) Sherman Tyler – that is anticipated to be lost on September 30, 2021 which will mean \$480,000 lost in annual revenue, and 2) The Coliseum Lot will potentially be lost to development and equates to a \$240,000 loss in annual revenue to the Authority. In addition to the challenges presented from COVID, there will be a total loss of \$720,000 from these two surface lots along with the decline in monthlies from budget and prior year. This will impact how we pay for capital repairs next year.

•VOLUNTARY PILOT TO THE CITY OF NEW HAVEN: An e-mail has been sent to the City Comptroller, Michael Gormany, stating that it will be the Chief Financial Officer's recommendation to the New Haven Parking Authority's Board through Commissioner Hausladen that we cannot make the PILOT FY 2021 as requested. Due to a greater decrease in cash flow at this point there will be no recommendation to make a payment for 2022 other than the \$1.5 million PILOT from the Air Rights Garage. Discussion followed on the known challenges going into 2022.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz said there was a lot of activity that has been devoted to achieve the first three Motions on the agenda tonight that has already been discussed, and he thanked the Commissioners for their support. He highlighted the following two projects.

23. Union Station/Interior Space Improvements Planning with CDOT: A key subcommittee that Park New Haven is involved with that is related to the Union Station partnership involves the interior space improvements planning at Union Station. Many ideas are being discussed which are not captured in one

document that need to be organized and put together with a cost-estimate to advance the proposed improvements. A kick-off meeting was held on March 9, 2021 with the consultant team and subcommittee members to start this process.

25. Condition Surveys: As Mr. Seholm reported, budgets are being worked on and the annual condition surveys help to prioritize the capital plan consistent with the limited funds that are available. Chairman Forrester asked if there are projects that can be put off to another year due to budget constraints. Mr. Staniewicz asked the consultants to identify those projects. At no point would safety be compromised.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen said many of the projects he has been working on with the team have already been presented by his colleagues. He again wanted to thank staff and the legal team for their time and effort put in to further enhance the New Haven Parking Authority Community Subcontractor Utilization Program.

Mr. Hausladen said he was also sad to report as Mr. Seholm previously said that we did have an employee with many years of service pass away, and condolences have been sent from the Commissioners and staff to his family.

Downtown Crossing Update: He shared a screen showing Church Street South to Union Station that will reopen along with a new route to the highway. South Orange will open next April. He will be asking those working on the Downtown Crossing and 101 College Street to present their program for the rest of 2021 at an upcoming Board meeting.

Commissioner Stewart commended Commissioner Hausladen and staff on their ability to continue operations under difficult environmental conditions as well as exploring new opportunities.

Chairman Forrester said even with the challenges presented over the last twelve months, the future looks brighter at this point and extended his thanks to Commissioner Hausladen, the Board and NHPA staff.

V. NEW BUSINESS - NONE VI. OLD BUSINESS - NONE VII. EXECUTIVE SESSION

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

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

Chairman Forrester and Commissioners Curran, Orefice, and Stewart with Attorney Rini went into Executive Session at 7:24 PM. to discuss a personnel matter.

Chairman Forrester and Commissioners Curran, Orefice, and Stewart with Attorney Rini came out of Executive Session at 8:19 PM. No votes were taken.

VIII. ADJOURNMENT

Chairman Forrester asked if there were any other items for discussion. Hearing none he moved to adjourn the meeting and Commissioner Curran seconded the Motion. The meeting was adjourned at 8:25 PM.