

NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN

MINUTES OF THE MAY 17, 2021 BOARD MEETING

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

COMMISSIONERS ABSENT: Mr. Orefice, Mr. Rivera

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

COUNSEL PRESENT: Joseph L. Rini, General Counsel for the New Haven Parking Authority
Clifford Merin, Deputy General Counsel for the New Haven Parking Authority

Commissioner Hausladen was the Moderator and called the meeting to order at 5:34 PM via Zoom teleconference. 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 no requests to speak from the public have been received.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the April 19, 2021 Board meeting. He asked if there were any exceptions or further discussion. Hearing none, Commissioner Stewart moved to approve the Minutes and Commissioner Curran seconded.

Chairman Forrester 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.

III. MOTIONS

MOTION A: Chairman Forrester said with this Motion the Authority is seeking approval to enter into a renewed parking agreement with the State of Connecticut for up to 279 parking permits per day at the Granite Square Garage and up to 28 parking permits per day at the Audubon Parking Lot. In the event the Audubon Lot is not available, NHPA shall offer to provide up to 28 parking permits at a different facility subject to acceptance by the State. He deferred to Mr. Parry for further discussion.

Mr. Parry said this Motion is for the renewal of an agreement that is currently in effect between the New Haven Parking Authority and the State Department of Administrative Services for the benefit of the Department of Justice parking.

Discussion followed on the two key components of the agreement that are critical to the survival of the Granite Square Garage:

- The Authority requested a renewal term of five years versus annually that was agreed to by the State and will be more expeditious;
- Rates included will not be stagnant as they have been and will change to 80% of what the current public market rate is.

Discussion followed on Commissioner Stewart's question of how the agreement translates into dollars. Mr. Parry said it brings \$359,556 per year to the garage. Mr. Seholm said the garage is currently in a negative cash position; however, this agreement helps to close the gap in negative cash flow and is positive to the budget.

Further discussion followed on Commissioner Stewart and Chairman Forrester's concerns as to how to get the garage to a positive cash flow situation and/or break even.

Commissioner Stewart questioned the length of contract being for five years. Mr. Parry said the State has an extensive approval process where contracts go through many steps/State Departments, which make a five-year term preferable.

The Motion was moved by Commissioner Hausladen and seconded by Commissioner Curran.

Chairman Forrester called for a vote and Commissioner Stewart abstained that resulted in the absence of a quorum for approval. Commissioner Hausladen moved to withdraw the Motion and Commissioner Stewart seconded. Chairman Forrester asked if further discussion could ensue to further clarify how the agreement will help the Authority's position so as not to delay the additional revenue it will provide. Commissioner Hausladen and Mr. Seholm provided further points to discuss and Commissioner Stewart withdrew his abstention.

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 RENEWED PARKING AGREEMENT WITH THE STATE OF CONNECTICUT FOR UP TO 279 PARKING PERMITS PER DAY AT THE GRANITE SQUARE GARAGE AND UP TO 28 PARKING PERMITS PER DAY AT THE AUDUBON PARKING LOT. IN THE EVENT THE AUDUBON LOT IS NOT AVAILABLE, NHPA SHALL OFFER TO PROVIDE UP TO 28 PARKING PERMITS AT A DIFFERENT FACILITY SUBJECT TO ACCEPTANCE BY THE STATE.

Chairman Forrester called for a vote.

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

The Motion was unanimously approved as presented.

MOTION B: Chairman Forrester said with this Motion the Authority is requesting approval to enter into Amendment #1 to the professional services agreement with Desman, Inc. for New Haven Union Station interior improvements, conceptual plan for selected retail and commercial attraction strategies, NHPA Project #21-024. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz explained one of the subcommittees created by the Union Station Partnership deals exclusively with the internal improvements at Union Station looking at options for restaurants, bathrooms, freight elevators, electrical mechanical systems infrastructures, etc. As the study went forward, CDOT requested that additional

details be provided that require the need to increase the funding of the contract to a new limit of \$75,000. The consultants are charging on an hourly basis for their work and will only bill the Authority for what they use.

Commissioner Hausladen added that CDOT is impressed with the product provided by the subcommittee and the synthesizing of information to date.

Commissioner Hausladen moved the Motion and Commissioner Stewart seconded.

MOTION RE: MOVED THAT THE EXECUTIVE DIRECTOR BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO ENTER INTO AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH DESMAN, INC. FOR NEW HAVEN UNION STATION INTERIOR IMPROVEMENTS, CONCEPTUAL PLAN FOR SELECTED RETAIL AND COMMERCIAL ATTRACTION STRATEGIES, NHPA PROJECT #21-024, INCREASING THE CONTRACT LIMIT TO \$75,000.

Chairman Forrester called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	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 adopt the Operating Budget and Capital Plan for the period July 1, 2021 through June 30, 2022. He deferred to Mr. Seholm for further explanation.

Mr. Seholm provided detailed information on version V2 of the Budget. The minor changes made in version V2 were fully discussed along with the major components that impacted the budget including:

- The Fiscal Year 2022 budget was prepared using the very limited information that was available and the uncertainty about the future return of parkers to the Authority's facilities after COVID with some optimism on activity returning.

- Overall significant increases in insurance are anticipated: Health, Workers' Compensation and Property and Liability were noted.

- For 2021 Union Station shortfalls have been reimbursed from State COVID funds. It is not known if these reimbursements can continue in FY2022. The temporary use of capital resources from deferred capital projects (transfer of capital funds to meet operating shortfalls to the operating account) have been approved for use at Union Station.

- Revenue of \$904,000 will be lost from the closing of the Sherman/Tyler and State/George lots in October 2021. The full impact in 2022 will be over one million dollars. This is significant on top of COVID losses.

- The new agreement for Levels 4, 6 & 8 at Air Rights Garage will be positive for revenue for that facility.

Given the COVID environment, the Authority is in the best possible position and revenue is anticipated to be up 4%.

Capital Plan: Mr. Seholm made the following points for discussion:

- Capital Budget needs are based on the Desman Report that will be presented to the Board next month.
- Three large projects at Temple, Crown and Temple Medical will be funded by the \$10 million DECD grant.
- For Union Station there is a recommended deferral of \$1.9 million in new projects to preserve funds. There are \$4 million in active projects at Union Station that were in the budget and will continue.
- Air Rights Garage has fairly substantial projects that will be covered from funds carried forward at that facility.
- The Authority will start carrying remediation funds for the Crown Street retail space that will be added for future years that are not included in the Desman Report and will not impact fiscal 2022.

Commissioner Stewart asked how the significant cash losses at Union Station will affect operations there and discussion followed on a plan that included anticipating the State will continue to reimburse for losses at Union Station Transportation Center, and the temporary loan from the capital reserves account to the operating account, and no option to restrict services. Following the State's projections, a break-even could potentially be seen in twelve to eighteen months. The budget is at 24% of what the State projects from results seen this year. If it comes out better, there will be a net positive to the Station. Should the State not be able to provide reimbursement, \$3,778 will remain.

Chairman Forrester said this is not a good outlook but we do have to make a decision and hope as the State reopens there will be some movement. He emphasized the vote was on Version 2 of the Budget as presented.

Commissioner Hausladen moved the Motion and Commissioner Curran seconded.

MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY ADOPTS THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022. (THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN ARE ATTACHED HERETO FOR THE RECORD. VERSION 2 AS DISCUSSED TONIGHT WILL BE POSTED ON THE AUTHORITY'S WEBSITE.

Chairman Forrester called for a vote and emphasized that the vote was on Version 2 of the Budget.

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

The Operating Budget and Capital Plan Version 2 were approved as shown on the screen and the Authority's website will be updated to Version 2.

MOTION D: Chairman Forrester said with this Motion the Authority is requesting approval to renew the service contract with PlastiCard Systems, for the employee identification card badge system, to provide remote service/assistance with the program software and repairs to the ID card printer for a one-year period. He deferred to Mr. Seholm for further explanation.

Mr. Seholm said this is a small amount (\$833.28), but the contract does have carry-over provisions that require Board vote. The system has been used for a number of years; however, it is operational and we are trying to delay any purchases that we can due to the limited funds that are available. The cost of the service agreement is

about one-third of what it would cost for service if the hourly rate was paid without a service agreement and until funds are available to purchase a new system.

MOTION RE: TO RENEW THE SERVICE CONTRACT WITH PLASTICARD SYSTEMS, THE EMPLOYEE IDENTIFICATION CARD SYSTEM, TO PROVIDE REMOTE SERVICE/ASSISTANCE WITH THE PROGRAM SOFTWARE AND REPAIRS TO THE ID CARD PRINTER FOR A ONE-YEAR PERIOD.

Commissioner Hausladen moved to approve the Motion and Commissioner Stewart seconded the Motion.

Chairman Forrester called for a vote:

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

The Motion was approved as written by staff.

MOTION E: Chairman Forrester said with this Motion the Authority is requesting approval to ratify the issue of a purchase order to Gengras Ford, Inc. for the purchase of two Ford Escape S 4 Door AWD vehicles. He deferred to Mr. Parry for further explanation.

Mr. Parry said the purchase of these two vehicles will replace vehicles that are eight and nine years old and were approved by the Board in last year's budget cycle for use by Security Officers and the Managers. Due to COVID it was decided to delay the purchase last year. At this point because of the need and the lengthy waiting period for new vehicles, it was decided we should take advantage of the favorable price available of approximately \$23,141 per vehicle. The Commissioners agreed this was a very good price.

Commissioner Hausladen moved to approve, and Commissioner Stewart seconded the Motion.

MOTION RE: MOVED TO RATIFY THE ISSUE OF A PURCHASE ORDER IN THE AMOUNT OF \$46,282 TO GENGRAS FORD INC. OF PLAINVILLE, CT FOR THE PURCHASE OF TWO (2) FORD ESCAPE S 4 DOOR AWD VEHICLES FOR SECURITY OFFICERS AND MANAGERS' USE.

Chairman Forrester called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Stewart	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 April.

OCCUPANCY REPORT: Overall for the month of April there were no significant increases in the number of cars parked in the garages compared to recent months. The increase in pedestrian traffic experienced at Union Station is not corresponding to the number of vehicles parked. The Arts & Ideas Festival will be taking place this year, and the Authority is working with them on parking for the event that is anticipated to attract more visitors to the City.

Restaurant Validations: There has been some increase in restaurant validations that had a positive effect on transient revenue at the Crown Street Garage, and it is hoped the trend will continue as the State continues to open up.

SECURITY: No significant incidents were reported. Medical assistance (for the homeless) was the most populated category followed by minor hit-and-run accidents where patrons are finding or claiming damage to their vehicles upon their return.

Request for Movie to be filmed at Union Station: The Parking Authority is working with all stakeholders in regard to this production. As soon as more information is finalized, it will be brought to the Board.

CHIEF FINANCIAL OFFICER'S REPORT

-Mr. Seholm presented the financial report for the month of April and said overall the Authority is doing fairly well with actual results compared to a conservative COVID budget. Most variances are what we have seen year-to-date. He noted the following points for discussion.

- The best performer continues to be Air Rights Garage mainly as a result of the new contracts in place for levels 4, 6 & 8.
- The Unrestricted Facilities are performing well with a strong performance from Crown Street Garage.
- He called attention to page six of the CFO Report that reinforces what Mr. Parry reported in regard to occupancy being flat.
- The large decline in monthly permits has stopped.
- Transient tickets at Temple Street and Temple Medical Garages remain flat, and we continue to see an uptick from November 2020 for Crown.
- For Union Station, cash shortfall reimbursements from the State have been received through March.
- The Authority continues to make lease payments to the City on their lots, and the Air Rights Garage PILOT to the City and the Hospital will be made.

CHIEF ENGINEER'S REPORT - Mr. Staniewicz highlighted several capital projects that were included in his report.

Item 1. State Grant for Crown, Temple and Temple Medical Garages (Project #17-006 Concrete and Waterproofing at Crown and Temple Garages): All required approvals from the State Department of Economic and Community Development (DECD), the State Commission on Human Rights and the City's Commission on Equal Opportunities have been received for this project and the Notice to Proceed with construction was issued to the contractor on June 14, 2021. The State also gave us approval to include our MBE program in the State bids. Commissioner Stewart asked if the contractor has named his subcontractors. Mr. Staniewicz said they have, and they have exceeded our MBE requirements. The subcontractor Information will be forwarded to Mr. Stewart per his request. Mr. Stewart emphasized his appreciation for the work the Authority has accomplished on their MBE program.

Item 3. 270 State Street Repairs: This project mainly involves concrete and waterproofing and will result in big changes. They are working with drainage on the bottom and top of the garage. The project is progressing well with no significant impact to customers.

Item 7. Air Rights Garage/ Under Air Rights Garage City Storm Water Retention System: The City Engineering Department is considering putting in large storm retention basins under ARG and wants to make sure it has no impact on our structure. The next step is for them to take soil borings to make certain what they are proposing will work. Three or four options or a combination of such are being reviewed that will help lessen the flooding situation.

Item 15. Union Station/Subway Restaurant Renovations: Subway is a second tier subtenant at Union Station and is planning to do some extensive renovations; however, because the tenant leases are still on a month-to-month basis, we want them to acknowledge this. Consequently, our attorneys have been requested to develop a document that indicates they are making the investment at their own risk.

EXECUTIVE DIRECTOR'S REPORT - Commissioner Hausladen reported on major projects he has been working on.

FY 2022 Budget: Commissioner Hausladen thanked Mr. Seholm and the entire Finance team for their work on the FY2022 budget that provided an unprecedented challenge for forecasting due to the unknown return of activity.

Downtown Crossing and 101 College DLDA: A lot of time has been spent working with the downtown Crossing team and on the 101 College DLDA. There are a number of issues being presented that will be a challenge to our tenants at Air Rights Garage. We are working with Winstanley along with their development team and the City on the DLDA for 101 College Street. South Frontage Road will close on June 1, 2021 that will have a considerable impact on traffic and will reopen by the end of 2021.

Retail Space – Crown Street Garage: Fundamentally nothing has changed from the finances; however, Commissioner Hausladen has been contacted by several entities that have an interest, including the Shubert in regard to their desire to look at the space again. Due to the significant remediation expense that will be involved (there is no fire/life safety in the space), the Authority will be looking for grants and funding partners. Currently marketing efforts are not being actively pursued; however, staff is focusing on cleaning the space. The property that was owned by the tenants was taken by court action. The Authority is consulting with their legal team on how the transfer act will apply to making it clean and safe. Commissioner Hausladen will report back at the next meeting or at a separate meeting on this.

Union Station Partnership: Subcommittees continue to meet, consuming fifteen to twenty hours a week plus follow-up work that is involved. Attorneys Rini and Merin are included in negotiations on the Lease and Funding Agreement conversations and other work. It is anticipated that by late summer or early fall a draft document will be available to bring to the Board of Alders and this Board.

On Wednesday, Columbus Avenue between Church Street South and South Orange was reopened. Columbus Avenue has been designated as US Route 1 giving the City the right of way in front of Union Station that allows the City and NHPA to be more creative with shuttles, pedestrian space, etc.

Business Development: The Authority continues to pursue new business opportunities. Three proposals were submitted in response to Request for Proposals, and we are waiting to hear back on them. The Authority will be submitting a proposal to continue management of the Coliseum lot as well.

Skate Park: Commissioner Hausladen has met with representatives from the Schwarzman Center and “Push to Skate.” The surface lot on George Street is being looked at for this while not displacing customers. Additionally, the purchase of the 270 State Street Garage came with surface lots (Crown and Orange surface lot and the vacant lot next to that) which are also being looked at for this purpose.

Restaurant Program/Outdoor Seating: The Authority has provided bollards and lattices to several restaurants to assist with their outdoor seating along with supporting the Westville Renaissance for their Art Walk celebration. The application for restaurants to use is now on the Park New Haven website.

Drone Project: Chairman Forrester asked about the status of the drone project. Commissioner Hausladen said the students have moved on and were not successful in obtaining the required FAA clearances.

IV. NEW BUSINESS – NONE V. OLD BUSINESS – NONE

VI. EXECUTIVE SESSION

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

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

Chairman Forrester and Commissioners Curran and Stewart along with Attorneys Rini and Merin went into Executive Session at 7:15 PM. to discuss a personnel matter.

Chairman Forrester and Commissioners Curran and Stewart along with Attorneys Rini and Merin came out of Executive Session at 7:45 PM. No votes were taken.

Commissioner Curran moved to continue the meeting and Commissioner Stewart seconded the Motion.

Chairman Forrester called for a vote:

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

The meeting will be continued to May 26 at 4:30 PM.

**NEW HAVEN PARKING AUTHORITY MINUTES OF THE
CONTINUATION OF MAY 17, 2021 BOARD MEETING TO MAY 26, 2021**

COMMISSIONERS PRESENT: Mr. Forrester, Ms. Curran, Mr. Orefice, Mr. Hausladen, Mr. Rivera

COMMISSIONERS ABSENT: Mr. Stewart

COUNSEL PRESENT: Attorney Rini, General Counsel for the New Haven Parking Authority

Attorney Merin, Deputy General Counsel for the New Haven Parking Authority

Commissioner Hausladen was the Moderator and turned the meeting over to Chairman Forrester. Chairman Forrester called the continuation of the Executive Session of the May 17, 2021 Board Meeting to order at 4:37 PM via Zoom teleconference.

EXECUTIVE SESSION

Chairman Forrester, Commissioners Curran, Orefice, and Rivera along with Attorneys Rini and Merin went into Executive Session at 4:38 PM to continue discussion on a personnel matter.

Chairman Forrester, Commissioners Curran, Orefice, and Rivera along with Attorneys Rini and Merin came out of Executive Session at 6:42 PM. No votes were taken.

CONTINUATION OF THE MEETING

The Executive Session will be continued to May 27, 2021 at 3:30 PM via Zoom teleconference.

**NEW HAVEN PARKING AUTHORITY
MINUTES OF THE CONTINUATION OF EXECUTIVE SESSION FROM THE
MAY 17, 2021 BOARD MEETING TO MAY 27, 2021**

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

COMMISSIONERS ABSENT: None

COUNSEL PRESENT: Attorney Rini, General Counsel for the New Haven Parking Authority

Attorney Merin, Deputy General Counsel for the New Haven Parking
Authority

Commissioner Hausladen was the Moderator and turned the meeting over to Chairman Forrester. Chairman Forrester called the continuation of the Executive Session of the May 17, 2021 Board Meeting to order at 3:35 PM via Zoom teleconference.

EXECUTIVE SESSION

Chairman Forrester, Commissioners Curran, Orefice, Rivera, and Stewart along with Attorneys Rini and Merin went into Executive Session at 3:37 PM to continue discussion on a personnel matter.

Chairman Forrester, Commissioners Curran, Orefice, Rivera and Stewart along with Attorneys Rini and Merin came out of Executive Session at 4:57 PM. No votes were taken.

ADJOURNMENT

Commissioner Orefice moved to adjourn the meeting and Commissioner Stewart seconded the Motion. The meeting was adjourned at 4:59 PM.