

**NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN  
MINUTES  
BOARD MEETING JUNE 21, 2021**

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

COMMISSIONERS ABSENT: Mr. Rivera, Mr. Stewart

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

GUESTS: Mr. Kenneth Sugarman, Representing Desman Associates  
Mr. Delvon Davis, Intern, Cohen and Wolf (Guest of Attorney Merin)

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

**I. PUBLIC COMMENT**

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Chairman Forrester said he has been informed that there were no requests to speak.

**II. PRESENTATION OF THE ANNUAL CONDITION APPRAISALS FY 2021  
By Desman Associates**

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Commissioner Hausladen introduced Mr. Sugarman from Desman Associates and thanked him for his work on the Condition Appraisals of the Authority's facilities as well as for the information he has provided to the Union Station Partnership subcommittees.

Mr. Sugarman said the Authority uses the annual condition appraisal updates to develop a capital needs plan to keep the facilities in the best condition possible. A five-year projected plan of capital needs is included to help the Authority prioritize capital requirements. He presented highlights for each facility and the recommended projects over the next five years with total costs.

He called attention to the chart on the last page of the report that indicates how the funding is allocated for each facility with the majority going to Air Rights and Temple Street Garages. The total of recommended repairs for all facilities over the next five years is \$55.8 million.

Discussion: Chairman Forrester asked how the Authority's facilities compare to other facilities of the same age in the area. Mr. Sugarman said there is no simple answer due to the various ages and configurations. In comparison to other garages, the Authority's are unique, well maintained, and issues requiring repair are recognized and addressed.

Chairman Forrester asked about functional obsolescence of the garages. Mr. Sugarman said in this regard keeping up with signage, revenue control and other functional issues i.e., mechanical and electrical etc., will extend the life of the garages.

### III. APPROVAL OF THE MINUTES

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Chairman Forrester asked for all to review the Minutes of the following meetings for any exceptions or further discussion:

- May 17, 2021 meeting continued to May 26, 2021 and continued to May 27, 2021
- Special meeting of June 16, 2021

It was agreed to make a friendly amendment to the Minutes of June 16, 2021 meeting to include Commissioner Hausladen as being in attendance in the Executive Session.

Chairman Forrester called for a vote on the Minutes noted above.

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

The Minutes were unanimously approved with the friendly amendment to the Minutes of the June 16, 2021 special meeting.

### IV. MOTIONS

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#### **MOTION A**

Chairman Forrester said with this Motion the Authority is requesting approval for the Executive Director to disburse to the City of New Haven their portion of the Air Rights Garage 2021 distribution in accordance with the Garage Operating Agreement not to exceed \$1,516,543.76. Commissioner Hausladen moved for discussion and Commissioner Orefice seconded the Motion.

Commissioner Hausladen deferred to Mr. Seholm to provide further explanation. Mr. Seholm said the distribution to the City as required by the Garage Operating Agreement is scheduled for June 2021. This agreement is among the City, Yale-New Haven Health, and the New Haven Parking Authority (as the operator of the garage). It has been in effect since September, 1978 and goes through August, 2058. Once the bonds were paid off, the excess net revenue beyond capital needs is distributed - half goes to the City of New Haven and half to Yale-New Haven Health.

Commissioner Orefice asked if the decline in revenue generated from the garage due to COVID had an impact on the distribution. Mr. Seholm said the amount required was included in the budget. With the revenue associated with the new contracts for levels 4, 6 and 8 along with a conservative budget, the garage performed better than budget.

**MOTION RE: MOVED THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED TO DISTRIBUTE UP TO \$1,516,543.76 TO THE CITY OF NEW HAVEN AS REQUIRED UNDER THE AIR RIGHTS GARAGE OPERATING AGREEMENT.**

Chairman Forrester called for a vote.

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

The Motion was unanimously approved as written by staff.

**MOTION B**

Chairman Forrester said with this Motion the Parking Authority is requesting approval to ratify the acceptance of the option to renew the lease with the State of Connecticut for the State/Trumbull Parking Lot. He deferred to Commissioner Hausladen for further explanation. Commissioner Hausladen moved to discuss the Motion and Commissioner Orefice seconded.

Commissioner Hausladen said the lease on this lot will be expiring July 30, 2021, and the Authority wishes to renew. The Authority built this "green" lot and capitalized all expenses. Net Operating Income is now positive, and it is in good condition. The new term will run from August 1, 2021 to July 31, 2026 at a cost of \$1,700 per month.

**MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY ACCEPT THE OPTION TO RENEW THE STATE LEASE AT THE STATE TRUMBULL PARKING LOT FOR AN ADDITIONAL FIVE-YEAR TERM COMMENCING ON AUGUST 1, 2021 AND ENDING ON JULY 31, 2026 AT A RENTAL FEE OF \$1,700 PER MONTH, AND THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO SIGN THE RENEWAL DOCUMENT.**

Chairman Forrester called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	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 VOIP (Voice Over Internet Protocol) Agreement with Net2Phone Office. Commissioner Hausladen moved the Motion for Discussion and Commissioner Orefice seconded. Mr. Seholm provided further explanation.

Mr. Seholm said the agreement for the phone system at 232 George Street is up for renewal for a cost similar to what the Authority is currently paying. Additionally, the old equipment at the One Temple Street Office that is in need of repair will be replaced. Because it is a three-year contract, it is being brought to the Board for approval.

Commissioner Orefice asked why that provider was selected. Mr. Seholm said the phone system was originally procured using the Request for Proposals procedure. The provider was selected based on their responses, pricing, service, and recommendations provided by their clients.

Chairman Forrester asked if this system was compatible with the phones at the other facilities. Mr. Seholm said at this time we are not using VOIP at the other garages; however, an analysis on what the cost would be to install VOIP by location is being done.

**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 TWO AGREEMENTS FOR VOIP (VOICE OVER INTERNET PROTOCOL) COMMUNICATIONS SERVICE AT THE 1 TEMPLE STREET AND 232 GEORGE STREET OFFICES WITH NET2PHONE OFFICE FOR A PERIOD NOT TO EXCEED THIRTY-SIX MONTHS NOR EXCEED A TOTAL VALUE OF \$13,313.16.**

Chairman Forrester called for a vote.

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

The Motion was unanimously approved.

#### **MOTION D**

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a Preventive Maintenance Agreement with Automated Building Systems (ABS) for the heating, ventilation and air conditioning system at Union Station Building. Commissioner Hausladen moved the Motion for discussion and Commissioner Orefice seconded. Commissioner Hausladen asked Mr. Parry to provide further explanation.

Mr. Parry said the agreement is for a preventive maintenance plan for the HVAC system that controls Union Station Building. ABS has been used for the last five years and the agreement expires this month.

Chairman Forrester asked if there had been any issues with ABS and if their service has been satisfactory. Mr. Parry said their software is proprietary and service and response time has been good. Their pricing is competitive, and they have provided a preferred client rate of \$114 - \$123 per hour that is comparable to rates in the industry. The price increased \$200 from the end of last year. Chairman Forrester noted that was less than a 10% increase from the last contract.

**MOTION RE: MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH AUTOMATED BUILDING SYSTEMS, INC. FOR HVAC SYSTEM CONTROLS AT UNION STATION BUILDING.**

Chairman Forrester called for a vote.

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

The Motion was unanimously approved as written by staff.

## **V. SENIOR STAFF REPORTS**

### **CHIEF OPERATING OFFICER'S REPORT – Mr. Parry presented an overview of activity in Operations**

#### **•Security:**

**Union Station:** Mr. Parry said there has been an increase with individuals, mostly the same people, displaying aggressive behavior toward our Security Officers; however, it has not reached a point where anyone has been hurt. NHPA Employees have been advised not to engage them and to notify rail police or NHPD for assistance. Chairman Forrester asked about the Security Officer that was assaulted, and Mr. Parry said he was good.

**Vehicle Break-Ins:** Several vehicle break-ins were reported this month at Air Rights Garage and two at the State Fair Lot. Security patrols are in full force.

**•Occupancy:**

**Air Rights Garage:** This facility continues to have the best performance; however, still not back to pre-COVID numbers.

**Union Station Garage:** Pre-COVID numbers were in the 1,000 range; current occupancy is at 235. The valet continues to be on hold due to low occupancy at Union Station.

**Crown Street Garage:** Total occupancy was at 291 versus 660 pre-COVID. There has been an increase in restaurant validations that contributed to 177 more parkers in May over last month.

**Temple Medical:** This Garage is at about half the occupancy level it was pre-COVID; it is improving but not significantly.

**Temple Street Garage:** Occupancy numbers are significantly below pre-COVID numbers.

**Lots:** Numbers are about 50% of normal occupancy not taking Sate/Wall into consideration. The State & Fair Lot is full due to construction vehicles using the lot.

**Restaurant Program:** There has been a steady increase in the use of validations which is contributing to the increase in occupancy at Crown and Temple. There was a total of 1,048 this May versus 57 last May. Commissioner Hausladen said it is planned to get the State Street Garage included on the report soon. Chairman Forrester said there is a twenty-fold increase since last May.

**•Events:**

**Arts & Ideas Festival:** NHPA continues to partner with the Festival, which runs from May 14 through June 24, 2021, by providing discounted parking in the Crown and Temple Garages. This will be publicized in their programs.

**Ray Donovan Movie Shoot:** The Parking Authority in conjunction with CDOT and Metro-North worked with the production crew on logistics for the Ray Donovan finale movie that will be shown on the Show Time channel. The production crew was on site June 7 through 11, 2021 at Union Station. Scenes were shot inside Union Station Building, two levels inside the garage and the east lot (equipment staging) - all went well. He thanked Attorneys Rini and Merin, Chairman Forrester and Commissioner Hausladen for their contributions and input. A fee of \$35,494 was paid by the movie company for use of the space.

Chairman Forrester also conveyed his deep appreciation for the work and time provided by Attorneys Rini, Merin and Mr. Parry and Commissioner Hausladen on this. Although the Union Station name cannot be used, the City of New Haven and the New Haven Parking Authority will be acknowledged in the credits.

**CHIEF FINANCIAL OFFICER'S REPORT – Mr. Seholm presented an overview on Human Resources activity and Financial results**

**•Human Resources:**

**-Juneteenth** has been designated as an official holiday for the Authority and the administrative offices were closed.

**-Bargaining Unit Contract Negotiations:** For the Blue Collar Unit, a recommended proposal was put forth and voted on. An official response is pending. On June 24, 2021 the White Collar Unit proposal will be voted on. It is anticipated the contracts will be presented to the Board next month for approval.

**-Recruitment:** Mr. Seholm was pleased to report that the Authority has now started to actively recruit for open positions. This was previously on hold during the Pandemic.

**•Financial Report:**

Mr. Seholm provided an overview of actual results for the facilities for the month of May compared to budget that indicate some activity is coming back against a conservative budget.

- Air Rights Garage was \$185,000 better than budget for May
- State Street Garage was \$12,000 below budget for May
- Union Station Consolidated was \$46,648 better than budget for May
- The Unrestricted facilities were \$131,000 better than budget

-He called attention to page six of the CFO Report in regard to monthly permits that indicates Union Station, Temple Medical, Crown and Granite Garages show improvement for the month. The exception is State Street Garage with flat results.

-Transient ticket charts show a slight improvement.

-He wanted to remind the Board that the permit that was extended for the Authority to use the Sherman/Tyler Lot for two more years as a result of negotiations by the Executive Director will be expiring on September 30, 2021. This was budgeted, and at this time it is not anticipated that the permit will be renewed again. The Coliseum Lot will also be expiring and going to development. The loss of these two lots will result in a significant loss of revenue for the Authority.

Chairman Forrester asked what the probability is that the Sherman Tyler Lot permit could be renewed. Commissioner Hausladen said the process involves community outreach and the President of the Board of Alders was clear there would not be another renewal; however, this was prior to the Pandemic. The Authority will continue conversations on renewal; however, there are no guarantees.

**CHIEF ENGINEER'S REPORT – Mr. Staniewicz provided an overview of major projects**

- Union Station Garage/Concrete, Waterproofing and Drainage Repairs:** Work started on June 5, 2021. Trench drains work on the street has been accomplished to date.
- Crown Street Silo:** This week work will commence at the Crown Street Garage, with the first focus on repairs to the silo and on the roof decks. We will be coordinating with Town Green Special Services District on this project as they maintain an adjacent property which is affected.
- Air Rights Garage/Enclosure of Skywalk Feasibility Study:** The Management Advisory Committee (MAC) had requested NHPA to examine the feasibility and cost for fully enclosing the skywalk and installing climate control to prevent freezing on the walkway and provide greater comfort for their patrons. A professional services agreement with our consultants for this study has been signed.
- Upgrade of Electric Vehicle Charging Station Systems:** Twelve new stations with improved features are being installed. NHPA will have a total of forty-one electric vehicle charging stations throughout our system.
- 101 College Street Development:** This major private development project involves a number of issues affecting Air Rights Garage and Under Air Rights Garage including easements, traffic control plans, insurance and bonds, which are being reviewed to assure NHPA's liability and rights are protected. There is also a possibility the developer may add a skywalk to the Temple Medical Garage.

•**Union Station Garage Subcommittees:** The Parking Authority is very involved with two subcommittees that were created as a result of the Union Station Partnership: East and West Lot Planning, and Union Station Interior Improvements Planning. East and West Lot Planning – NHPA’s on-call consultant team is preparing a proposal to examine the feasibility of an above-grade parking structure with transportation related services on the ground level on the west lot, and a below-grade parking structure to accommodate a building development structure on the east lot. In regard to Union Station Building Interior Improvements Planning, the subcommittee is working on potential interior space improvements to find the most effective, realistic and achievable items to accomplish. Good progress is being made.

**EXECUTIVE DIRECTOR’S REPORT – Mr. Hausladen presented an overview of projects he has been working on**

•**Union Station Partnership – Lease and Funding Agreement Subcommittee:** This is the most important subcommittee and a lot of time is being expended by NHPA’s legal counsel, Board members and staff on the new agreement. At this point the draft of the document by CDOT’s legal team is pending and will require many levels of State approval and approval from the Board of Alders at the City.

Columbus Avenue has reopened and now connects from Church Street South to Union Station. Agreement has been reached between the City and the State on a path to connect Water Street.

•**Human Resources:** Juneteenth has been added to the Parking Authority’s holidays. Additionally, the next phase of the “new normal “ in a COVID environment includes a revised office schedule for employees that will start on July 1, 2021. He thanked Mr. Seholm and Ms. Lytle for their efforts with putting these initiatives in place.

•**Downtown Crossing Phase 3:** The 101 College Street property has closed and is now owned by the developer who has commenced work on the property. The Authority is part of this agreement.

•**Desegregate Connecticut:** NHPA is a supporting organization of HB 6107 that recently passed that created zoning reforms in regard to parking maximums for local governments. This is a great state-wide effort to support a smart growth strategy for the State.

•**Relaunch of Bike Share:** Meetings have been held with local universities through coordination with their Office of Sustainability to relaunch the bike share program and meet quarterly.

•**Purchase of Electric Vehicles:** At the May 17, 2021 Board meeting two all-wheel drive Ford Escape vehicles were approved for purchase. In order to begin to make the transition from gas to electric vehicles, NHPA purchased one Ford Escape and two Chevy Bolts, which pair well with our new ChargePoint stations. NHPA is taking the first steps as an organization to get past the carbon age with a total of forty-one EV charging stations throughout the system, including twenty-four new ChargePoint stations. He thanked Mr. Parry, Mr. Staniewicz and Mr. Seholm for their efforts and flexibility to accomplish this.

**VI. NEW BUSINESS**

On behalf of the Board, Chairman Forrester congratulated Commissioner Hausladen on becoming the full-time Executive Director for the Authority effective July 1, 2021, and said the Commissioners are looking forward to continue to work with him.

**VII. OLD BUSINESS – NONE**

VIII. EXECUTIVE SESSION - NONE

**IX. ADJOURNMENT**

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Chairman Forrester said hearing no other issues for discussion; he called for a Motion to adjourn. Commissioner Orefice moved to adjourn and Commissioner Curran seconded. Chairman Forrester called for a vote:

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

The meeting was adjourned at 7:04 PM.