

**MINUTES
NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN
SPECIAL BOARD MEETING
AUGUST 30, 2021**

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

Commissioners Absent: Mr. Rivera

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

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

Mr. Hausladen was the Moderator and opened the meeting at 5:40 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

I. PUBLIC COMMENT

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

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the June 21, 2021 meeting for any exceptions or further exception. Hearing none he called for a Motion to approve.

Commissioner Stewart moved the Motion and Commissioner Orefice seconded. He called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	Abstained (due to not yet being a member)
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The Minutes were approved as written by staff.

Chairman Forrester asked for all to review the Minutes from the July 19, 2021 Board Meeting. Commissioner Orefice moved the Motion and Commissioner Lindquist seconded. He called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Abstained (due to not being present at the meeting)

The Minutes were approved as written by staff.

III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting approval to authorize the Executive Director to disburse to Yale-New Haven Hospital their portion of the Air Rights Garage 2021 distribution in accordance with the Garage Operating Agreement not to exceed \$1,516,543.76. He deferred to Mr. Seholm for further explanation.

Mr. Seholm explained the details and said the City's half (\$1,516,543.76) as approved by the Board was distributed in June. The Board is now being asked for approval to distribute to the Hospital their portion per the Garage Operating Agreement that has been approved as part of the Budget. Due to the amount involved, he is requesting Board approval.

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

The above Motion was moved by Commissioner Stewart and seconded by Commissioner Lindquist. Chairman Forrester asked for any questions or further discussion. Hearing none he called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	Approved
Commissioner Orefice	Abstained (due to his position at Yale-New Haven Hospital)
Commissioner Stewart	Approved

The Motion passed as written by staff.

MOTION B

Chairman Forrester said with this Motion the Authority is requesting approval to enter into an Agreement with Desman, Inc. for Professional Engineering Services to replace three rooftop air conditioning units at New Haven Union Station, NHPA Project #22-010. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said there are six rooftop units at Union Station Building that cool the upper floors. Three were replaced fairly recently, and currently the other three (two 60 ton, and one 20 ton) need to be replaced prior to the next cooling season. Due to the long lead time that is involved to design, procure, test, and install the units, action needs to be taken now.

Discussion followed on Commissioner Stewart's question of whether commissioning the units (balancing etc.) was included in the price. Mr. Staniewicz said it was included in their scope, and discussion followed.

After discussion, Attorney Rini said the Motion could be accepted with a **Friendly Amendment** that said commissioning services would be included in the proposed cost. A separate line will be added to the Motion (attached) that indicates this.

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 DESMAN, INC., THE DESIGNATED CONSULTANT AS PER BOARD ACTION OF MAY 21, 2018,

FOR PROFESSIONAL ENGINEERING TO REPLACE THREE ROOFTOP AIR CONDITIONING UNITS AT NEW HAVEN UNION STATION, NHPA PROJECT #22-010. FRIENDLY AMENDMENT: COMMISSIONING SERVICES WILL BE INCLUDED IN THE PROPOSED COST.

Commissioner Stewart moved the above Motion with the Friendly Amendment and Commissioner Orefice seconded. Chairman Forrester asked for any questions or further discussion. Hearing none he called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The Motion was unanimously approved with the Friendly Amendment.

MOTION C

Chairman Forrester said with this Motion the Authority is requesting approval to enter into Amendment #1 with Turner Construction Company to pre-purchase three roof top air conditioning units for New Haven Union Station on a fast-track basis for subsequent installation by the Contractor to be selected by bid for NHPA #22-010, in order that the equipment be installed prior to the next cooling season. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said using the timelines associated with a conventional bid process, would not allow NHPA to get the equipment in prior to the next cooling season. It was agreed the equipment needs to be pre-purchased and fast-tracked to get it in on time.

Attorney Rini said it is important to note that the units cannot be repaired and emphasized the installation would be publicly bid. He said this option was presented to the Joint Advisory Committee and they agreed to pre-purchase the equipment in order to proceed as quickly as possible to meet the needs of the next cooling season.

A lengthy discussion followed on Chairman Forrester and Commissioner Stewart's questions in regard to contractors being used, specifications involved, maintenance agreements, economics, efficiency of the equipment, and expected lifetime of the equipment. Desman's recommendation to replace these units was noted in the condition survey for Union Station.

Commissioner Lindquist commented about the use of solar energy and possibly having a broader discussion at a later date in relation to NHPA's commitment to climate change policies. Chairman Forrester agreed, and he said this should be communicated to our consultants as well.

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 #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH TURNER CONSTRUCTION COMPANY FOR PROFESSIONAL CONSTRUCTION PROGRAM MANAGEMENT SERVICES (NHPA PROJECT #20-055) IN ORDER TO PRE-PURCHASE THREE REPLACEMENT ROOFTOP AIR CONDITIONING UNITS FOR NEW HAVEN UNION STATION, PART OF NHPA PROJECT #22-010.

Commissioner Orefice moved the Motion for approval and Commissioner Stewart seconded. Chairman Forrester asked for any questions or further discussion. Hearing none he called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	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 engage Desman, Inc. to conduct the Annual Condition Surveys and inspections of the New Haven Parking Authority's structured facilities for FY2022. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said it is time to start the annual inspections of our facilities in time to prepare for next year's capital budget. Desman was selected as a result of a Request for Proposals that was done from qualified firms as per Board action of May 21, 2018.

Chairman Forrester asked if there were any significant changes in price. Mr. Staniewicz said no, even with the addition of 270 State Street to our portfolio.

MOTION RE: MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF NEW HAVEN PARKING AUTHORITY TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH DESMAN, INC., THE DESIGNATED CONSULTANT AS A RESULT OF REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS AND AS PER BOARD ACTION OF MAY 21, 2018, TO CONDUCT CONDITION SURVEYS AND INSPECTIONS OF NEW HAVEN PARKING AUTHORITY'S STRUCTURED FACILITIES FOR FY 2022, IN AN AMOUNT EQUAL TO \$55,232.50.

Commissioner Orefice moved the above Motion and Commissioner Curran seconded. Chairman Forrester asked for any questions or further discussion. Hearing none he called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	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 enter into Amendment #2 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. Hausladen and Mr. Staniewicz are on a subcommittee related to the Union Station Partnership that is working on the interior study of Union Station. The committee has requested NHPA to do a study through the consultants to look at the architectural, structural, mechanical and plumbing, and elevators inside the Garage

and Station. The Committee has requested additional work be done to determine how and if development on the west end would best work.

Commissioner Lindquist asked if a report is available. Mr. Staniewicz said a draft is done; however, additional work is in progress.

Commissioner Stewart asked if the consultants being used are local and Mr. Staniewicz said Desman is out of Hartford, Svigals out of New Haven and Silver Petrucelli out of Hamden. Discussion followed.

MOTION RE: MOVED THAT THE EXECUTIVE DIRECTOR BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO ENTER INTO AMENDMENT #2 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 \$100,000.

Commissioner Orefice Moved the Motion, and Commissioner Curran seconded. Chairman Forrester asked for any questions or further discussion. Hearing none he called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	Approved
Commissioner Orefice	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 July.

•SECURITY: All Incidents that were reported for each location are included in his report.

The most significant incident reported overall for July was the attempted suicide at Air Rights Garage on July 17, 2021 that was prevented by Hospital Protective Services staff and was discussed last month. The most populated category for Air Rights Garage: motor vehicle accidents (minor), and hit and run situations can be attributed to the large amount of traffic in the garage.

The major categories for Union Station Garage: relate to disorderly conduct and providing medical assistance, in large part, to the homeless population (found to be repeat clients).

Commissioner Orefice wanted to acknowledge the article in the New Haven Register in regard to occupancy in the garages and incidents. He thought Mr. Hausladen and Mr. Parry did a good job responding with explanations for the questions posed to them.

•OCCUPANCY: Mr. Parry said overall occupancy can best be described as steady progress; however, the garages are not near maximum capacity as shown in the graphs in his report.

•VALET AT UNION STATION: This has not yet resumed as the garage is not near capacity.

•**RESTAURANT VALIDATION PROGRAM:** For the last three months the number of validations has been in the 1,000+ range, and is a significant improvement over last year.

•**"HAPPY OR NOT" MANAGEMENT REPORT:** There was positive feedback of 82% for the week ending August 2, 2021 at Union Station Transportation Center. It was discussed and requested that results be reported on a monthly basis going forward. Chairman Forrester noted results are going in a positive direction.

•**COMMUNITY INVOLVEMENT:** NHPA provided parking and logistical needs for the following entities: Community Foundation of Greater New Haven; Cornell Scott Hill Health Center; International Association of Arts and Ideas and the New Haven Road Race.

•**EMPLOYEE MORALE:** Overall is positive; COVID has not had a major impact on the workforce.

•**TEMPLE MEDICAL GARAGE:** Mr. Parry wanted to call attention to the fact that the entrance/exit on MLK for Temple Medical now has full twenty-four hour access that allows for better traffic flow.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm provided financial results for the month of July. Overall the financial results for the Authority are positive for the first month of the fiscal year due to increased revenue and good control of expenses.

•**HUMAN RESOURCES:** Although filling NHPA vacant positions has been challenging, two positions (One Security and One Custodian) have now been filled.

One slip and fall claim against NHPA has been reported that is being addressed by our insurance provider's counsel.

•**FINANCIAL REPORT:** He referred to page two of the CFO report that shows *YTD Revenue – Budget to Actual* that indicates a strong performance was seen for the month of July with positive results for Air Rights, Union Station, and State Street Garages and most of the Unrestricted Facilities.

Charts included on the following page indicate monthly permits for June and July were well over budget for both months. This can be attributed to workers coming back combined with long-term contracts that are in place.

•**ANNUAL AUDIT BY T.M. BYXBEE:** The Auditors were in last week and only a few follow-up items were found that will be addressed. Staff provided good support with the auditors' requests in a timely manner to move the audit forward.

•**SUMMARY OCCUPANCY:** Temple Street and Temple Medial Garages continue to trend upward long term. Crown Street Garage is also positive driven by \$9 evening tickets and the restaurant program.

•**MANUAL PAYROLL CHECKS ISSUED:** The Board granted this ability to the Finance Department to better respond to employees' needs. Three checks were issued this month and he thanked the Board for the ability to do that.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz provided updates on the major capital projects.

•**1. State Grant for Crown, Temple Medical and Temple Medical Garages – Project # 17-006:** Demolition was done at the Crown Street Garage and asbestos was found in the seams of the roof deck that will require abatement by an environmental firm.

•**New Item – Temple Street Garage:** NHPA will be going out to bid to repair damage by a vehicle that struck the wall at the Temple Street Garage. Bids will be opened on September 23, 2021. The damage will be covered by their insurance. This is the first full-time NHPA project that will be bid using the new MBE requirements.

•**8. Air Rights Garage/Enclosure of Skywalk Feasibility Study:** Yale-New Haven Hospital (Management Advisory Committee (MAC) has requested a modification be made to the existing skywalk to add a climate control feature. Svigals + Partners made a presentation last week to the MAC with two possible designs that were discussed. Feedback was provided to give the designers a better indication of how to proceed and price it. The option preferred could possibly be tied into suicide prevention options (screening for select areas) for the garage. Discussion followed on Commissioner Orefice's question on what will remain of the original structure.

18. Union Station/East and West Lot Planning with CDOT: As part of the Union Station partnership, a subcommittee was formed with their ultimate goal being to put the east/west lot parcels out for development. The subcommittee has asked NHPA to review this matter with a focus on the west end. Six hundred parking spaces are planned to be added at the best location. There will be a meeting today with CDOT to put together a scope for the next phase.

Chairman Forrester asked when we will have more guidance on this project. Mr. Staniewicz said within two to three weeks.

Commissioner Stewart asked that we keep track of the percentage of minority firms that are involved in these projects in a monthly report. Mr. Staniewicz said this will be done for the projects that NHPA is in charge of.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen reported on projects he has been working on.

•**UNION STATION TRANSPORTATION CENTER:** The development of the new Lease & Funding document is progressing well with work on the agreement between the City and State on capital, signing the agreement and the duties for NHPA.

•**NEW HAVEN ROAD RACE:** The race will go forward on September 6, 2021 in person and virtually. NHPA will be providing hot dogs for the runners and those attending the event on the New Haven Green. Anyone who would like to volunteer to help would be appreciated. He thanked the staff and Commissioners for their work on this event.

•**270 STATE STREET:** NHPA worked with Town Green, Beacon Properties and New Haven Police Department to open the gate at the 270 State Street property to provide a pedestrian walkway that is an extension of Center Street. Mr. Parry will work with Mr. Staniewicz on the walkway to get pedestrians through to Ninth Square.

•**SKATE PARK/UNITED ILLUMINATING PROJECT:** Mr. Hausladen wanted to thank Legal Counsel for the assistance they provided on the concept of installing a temporary Skate Park planned for the George Street Lot parcel. NHPA will partner with the designer for Scantlebury Skate Park. An outdoor community gathering space is also planned.

We will also be exploring the idea of installing electric vehicle batteries on the lot in partnership with United Illuminating. More details will be available soon. We will discuss these initiatives with our community partners in Wards 1, 6, and 7 in regard to what they mean for changes in the downtown neighborhood.

Chairman Forrester asked how the batteries would benefit NHPA. Discussion followed on possible reduction in energy costs that could be provided to NHPA and to help with a pilot that UI is planning to measure the use of electric vehicles remotely.

•**ORANGE STREET CONNECTOR:** is under construction and he advised of traffic delays in the area.

•**REDEDICATION CEREMONY FOR 270 STATE STREET:** Commissioner Stewart asked for a status on the ceremony that was proposed. Mr. Hausladen said he would be reaching out to the Mayor's office for a date. Mr. Staniewicz added that currently the contractors are nearing completion on the improvements that were made at the Garage, so it would be a good time to do this and showcase both. Chairman Forrester said he wanted to see what the situation is with the Delta variant in October. Mr. Hausladen asked Mr. Staniewicz to have the plaque installed with a cover for now.

•**GREEN INITIATIVES:** Commissioner Orefice asked that consideration be given to Commissioner Lindquist's comment on potential use of going green with large projects being planned at Union Station. He suggested putting a list together of where we are with technology, solar energy, etc. and what can be done going forward with the limited resources that are available. Mr. Hausladen will work with the PNH team on this.

Mr. Forrester noted that NHPA was the first in the State to develop an environmentally friendly land lot. Mr. Hausladen noted the Authority received the "Green Parking Lot Award" for the State and Trumbull Lot. Mr. Staniewicz discussed what was done and that every opportunity was used to make the lot environmentally friendly, and it is holding up very nicely.

V. NEW BUSINESS - none
VI. OLD BUSINESS - none
VII. EXECUTIVE SESSION - none
VIII. ADJOURNMENT

Chairman Forrester asked if there were any other items for discussion. Hearing none he asked for a Motion to adjourn. Commissioner Orefice moved the Motion and Commissioner Curran seconded. Chairman Forrester called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Lindquist	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The meeting was adjourned at 7:20 PM.

August 30, 2021

REGARDING

Motion to enter into a professional service agreement with Desman, Inc. for professional engineering to replace three rooftop air conditioning units at New Haven Union Station, NHPA Project #22-010.

PURPOSE

To provide required professional engineering services throughout the stages of design, procurement, testing/inspection and installation/construction for the replacement of three rooftop air conditioning units at New Haven Union Station, as described in the 2021 Condition Survey Report and requested by the Joint Advisory Committee.

PRELIMINARY ESTIMATED CONSTRUCTION COST

The preliminary, pre-design budget estimate for the construction is \$630,000, plus design and contingencies.

DESIGN COST

For Project #22-010, an amount not to exceed \$40,000 broken out as follows:

Design Development and Construction Documents	\$20,000
Bidding Phase Services	\$2,500
Consultant Office and On-site Administrative/Management Services, Hourly Allowance.	\$15,000
Testing, Exploration, Additional Services and Reimbursable Expenses Allowance	\$2,500
Commissioning Services	0
TOTAL	\$40,000

FUNDING

Union Station capital reserves.

RECOMMENDATION

Enter into professional service agreement with Desman, Inc. for professional engineering to replace three rooftop air conditioning units at New Haven Union Station, NHPA Project #22-010.

August 30, 2021

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 DESMAN, INC., THE DESIGNATED CONSULTANT AS PER BOARD ACTION OF MAY 21, 2018, FOR PROFESSIONAL ENGINEERING TO REPLACE THREE ROOFTOP AIR CONDITIONING UNITS AT NEW HAVEN UNION STATION, NHPA PROJECT #22-010.

At a Special Meeting of the New Haven Parking Authority, duly warned and open to the public, held via Zoom teleconference at 5:30 p.m. on Monday, August 30, 2021, Commissioners of the Authority being present, the above Motion was proposed by Commissioner _____, seconded by Commissioner _____, put to vote and unanimously adopted.

Certified to be a true and correct copy.

Douglas Hausladen
Secretary