

**MINUTES
NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN BOARD MEETING
SEPTEMBER 20, 2021**

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

Commissioners Absent: None

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

Counsel Present: -Joseph L. Rini, General Counsel for New Haven Parking Authority
-Clifford Merin, Deputy General Counsel for New Haven Parking Authority

Guests: Mr. Joseph – Finding A Line – New Haven
Mr. Roberts – Finding A Line – New Haven

A Regular Board Meeting of the New Haven Parking Authority/Park New Haven was held via Zoom teleconference on September 20, 2021 at 5:30 PM. Mr. Hausladen was the Moderator and opened the meeting at 5:35 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

I. PUBLIC COMMENT

Chairman Forrester said he has been informed that no requests to speak have been received.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the August 30, 2021 meeting for any exceptions or further discussion. Hearing none he called for a Motion to approve. Commissioner Orefice moved to approve the Minutes and Commissioner Curran seconded. He called for a vote:

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

The Minutes were unanimously approved as written by staff.

III. MOTIONS

MOTION A

Commissioner Rivera Joined the Meeting

Chairman Forrester announced Motion A: To increase the scope of the construction contract with Frank Capasso and Sons, Inc. and the professional engineering services contract with Desman, Inc. regarding

structural repairs at Air Rights Garage, to include certain capital repairs planned for the 2021/2022 capital budget. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said Frank Capasso & Sons are currently working on a concrete repair project at Air Rights Garage. To save on the cost of this additional work, it could be added as a Change Order to the current project by adding more quantity to the same scope of work. The contractor is holding the same rates from the previous job.

Attorney Rini said when the contract was first awarded, it was a competitive bid. Discussion followed on several questions from Chairman Forrester and Commissioner Stewart in regard to the concrete testing that will be done by an independent contractor to be certain all parameters are met.

MOTION RE: MOVED THAT THE EXECUTIVE DIRECTOR BE AND HEREBY IS AUTHORIZED TO EXECUTE A CHANGE ORDER WITH FRANK CAPASSO & SONS, INC. TO INCREASE THE CONSTRUCTION CONTRACT VALUE FOR THE WORK AT AIR RIGHTS GARAGE, PROJECT #20-002, IN THE AMOUNT OF \$180,400; THAT THE CHAIRMAN, OR IN HIS ABSENCE, THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH DESMAN, INC. FOR WORK AT AIR RIGHTS GARAGE, PROJECT #20-002, IN THE AMOUNT OF \$25,000; AND THAT THE CONSTRUCTION CONTINGENCY ACCOUNT FOR PROJECT #20-002 BE INCREASED BY \$16,400.

Commissioner Orefice moved to approve and Commissioner Curran seconded. Chairman Forrester called for a vote.

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

The Motion was unanimously approved as written by staff.

MOTION B

Chairman Forrester announced Motion B in regard to authorizing the Executive Director to evaluate and negotiate the necessary and appropriate agreements for the creation and operation of a community park at the surface lot located at 25 George Street, subject to applicable regulations and intergovernmental approvals. He deferred to Mr. Hausladen for further explanation.

Mr. Hausladen introduced Mr. Joseph and Mr. Roberts from Finding a Line. They discussed their backgrounds and history of their accomplishments and presented a proposal showing details/photos on the skate parks they have worked on. A prefabricated skateboard structure, designed by a licensed contractor, is planned to be constructed in a lot on George Street. It will take two days to set up and the intent is to have the structure at this location for approximately ten months. They would work with Art Space and the Yale Schwartzman Center on this to program events. Workshops on skateboarding and the arts would be provided along with the promotion of civic engagement.

In regard to the logistics of moving the bowl from Washington, D.C. to New Haven, funding will come from grants, institutional partners and money they have raised. There will be no cost to the City or the Parking Authority.

Mr. Hausladen said presently the lot is underutilized, and NHPA would relocate the six or so permit holders that are currently there.

Commissioner Stewart had several questions on insurance and liability that were discussed. A site visit with NHPA's and City of New Haven's Legal Counsel and NHPA's insurance representative was held. Attorney Merin said signs will be posted as well. Attorney Rini said should there be any incidents caused by negligence on NHPA's part; this will fall under the Authority's general liability policy. NHPA's insurance agent is preparing documents for our review. The structure itself is being insured by Art Space.

Commissioner Orefice asked in regard to the two existing skateboard parks in New Haven, how many lawsuits have been seen. Both Mr. Joseph and Mr. Roberts said in the last ten to seventeen years of their experience they were not aware of any lawsuits.

Chairman Forrester asked how the area will be operated; i.e., if twenty people want to use it at once. It was discussed that for the opening there would be tiered sessions with the younger children going first followed by the older children. It will take time to learn the informal queue system.

Commissioner Orefice said he was at the Hill South Community Management Team meeting and saw the presentation. He wanted the Commissioners to know that the project has community support. He had some financial questions that were also discussed in regard to transportation and labor involved in the set up and how much money had to be raised.

Attorney Rini left the meeting.

Attorney Merin said based on the discussion a Friendly Amendment should be made. (It is indicated in red below.)

MOTION RE: MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY AUTHORIZES THE EXECUTIVE DIRECTOR TO EVALUATE AND NEGOTIATE THE NECESSARY AND APPROPRIATE AGREEMENTS AND FOR THE CHAIRMAN, OR VICE CHAIRMAN, IN HIS ABSENCE, TO SIGN SUCH NECESSARY AND APPROPRIATE AGREEMENTS FOR THE CREATION AND OPERATION OF A COMMUNITY PARK AT THE SURFACE LOT LOCATED AT 25 GEORGE STREET, SUBJECT TO APPLICABLE REGULATIONS AND INTERGOVERNMENTAL APPROVALS.

Commissioner Orefice moved the Motion and Commissioner Stewart seconded. Chairman Forrester called for a vote.

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

The Motion was unanimously approved with the Friendly Amendment noted by Attorney Merin.

IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry presented an overview of activity in Operations.

•Security

Overall indications are that NHPA's facilities are safe and patrons are confident to utilize them. There has been a slight increase in the number of minor incidents. We are focusing on the area of vehicle break-ins by doubling up on security measures and scheduling security officers targeting specific timeframes. At Air Rights Garage there seems to be an increase in minor motor vehicle accidents. He has been in discussions with Yale Protective Services staff to see if a reason for this can be determined.

Chairman Forrester asked about the suicide call that was included in his report. Mr. Parry said a call was made to the suicide hotline from a person at Union Station. Hotline staff in turn notified Amtrak PD who notified NHPA. Emergency medical services were called, and the person was transported to the Hospital.

•Occupancy

Restricted Facilities: The average number of vehicles parked at Air Rights Garage was flat from last month and the garage is at about 63% of occupancy. Union Station is also flat from last month and at about 36% of occupancy. The slight increase in train ridership has not translated to parkers/garage occupancy.

Unrestricted Facilities: There are no major changes in the downtown garages and lots. Temple Street is at about 40% occupancy, with the average number of parkers at 359 for the month compared to a maximum of 1,235 to fill the garage. Some increases were seen at Crown and Temple Medical Garages. Gateway is not in full session and is reflected in the occupancy numbers at Temple Street Garage.

Overall numbers improved from last year but not considerable from last month.

Restaurant Program: Not much of a change has been seen from July but numbers are significantly better than last August.

"Happy or Not" Customer Satisfaction Report: Customer satisfaction for the month of August was at 77% based on 2,000 plus responses. NHPA continues to work on improving problem areas. It is Important to note that comments on rail service are included that is out of our control.

Community Involvement: NHPA continues to support community events and is currently working on a location for a farmer's market. The Temple Valet area is being considered as a potential location. Discussions are in the initial stages and details have not been finalized as yet.

New Haven Night Market: NHPA is working with Town Green Services to ensure success.

New Haven Symphony: NHPA will be accommodating parking needs for their performances that will be held at the Shubert this year.

Employee morale is in a good place, and there have not been many call outs.

Business Development: Commissioner Stewart said with all the development going on, is it possible to approach the City or the developers and suggest using NHPA lots for their parking needs instead of building their own. Mr. Parry said he has had some developers approach him and this has been discussed. Commissioner Stewart went further to suggest the possibility of developing legislation with the City and Economic Development to have City parking be part of the approval process for developers.

Mr. Hausladen said this is a great point and that he would pursue this and report back. A meeting has been set up with Economic Development and City Counsel to go over the letter of accommodation NHPA provides to developers for their parking needs that they present to the Board of Zoning Appeals.

Commissioner Lindquist left the meeting.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented the Financial results for the month of August with explanations on the major variances.

HUMAN RESOURCES

He said Ms. Lytle was able to fill five positions. There were no terminations this month.

The Authority has been served with two lawsuits. One was in regard to an alleged trip and fall at Air Rights Garage and the other was an alleged assault at Temple Street Garage. Both have been referred to our insurance company's legal counsel to address.

FINANCIAL RESULTS

Mr. Seholm highlighted the following points: Results for just about every location were better than budget for the month. State Street Garage was the exception. The big increase/change was at Union Station Garage year-to-date with transient revenue being up 514% over last year. Additional monthlies are also coming in for all the garages. Crown Street Garage is down slightly on tickets.

Manual Checks: Mr. Seholm said four manual checks were issued last month, and it is important for Finance to have the ability to easily get checks reissued so employees are paid on a timely basis.

Audit: The Audit is wrapping up and will be discussed with Mr. Hausladen before it is presented to the Board next month.

Transfer to Multi-view System: Finance staff is preparing to transfer data to the new Multi-view system that will be going live in October. Training continues to verify the master data load to enable us to have a history in the new system.

Sherman/Tyler: At this time the Sherman Tyler Lot will be retained for next year.

CHIEF ENGINEER

1. State Grant for Crown, Temple and Temple Medical Garages – Project #17-006. Contractors are working on roof level and silo spiral ramp sides. The asbestos found in the seams on roof has been removed.

3. 270 State Street Repairs – Replacement of stair and elevator tower roofs and some miscellaneous work remains.

9. Temple Street Garage/Repair of Damaged Parapet Wall – Level 4. A patron caused this damage and it is being remediated through his insurance. Proposals have been sent out and bids will be opened on September 23. New MBE requirements were used in the proposal.

16. and 17. Union Station Subcommittees: East/West Lots and Interior Space Improvements.

-16. **East/West Lots:** A meeting was held this morning on the East/West lots with discussion on what the City would like to do. The process for requesting Expressions of Interest from developers was discussed.

-17. **Interior Space:** A report that lists and categorizes the various items and options, identifies and evaluates benefits and constraints and prioritizes improvements was presented at the end of August to the subcommittee and was well received. Consultants are taking the comments heard at that meeting and will update the report. This will help to make decisions in the short-term, mid-term and long term.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen provided updates on projects he has been working on.

Union Station Partnership: He said next month he will have more details on the status of the Union Station Partnership agreement. The Board of Alders has received the latest documents and on Wednesday City Plan will review them. It is anticipated the partnership agreement will be heard at the October Board of Alders meeting.

Sherman Tyler Lot: He is pleased to report that NHPA will continue to operate the Sherman/Tyler Lot next year.

Skate Park: As was presented earlier, a lot of work is being done to develop a program on George Street to be proud of.

270 State Street Rededication/Walkway: Construction work is almost complete in stairwells. Once it is wrapped up, he will contact the Mayor's office for potential dates for the rededication ceremony. The plaque will be installed by the elevators.

The walkway has been opened up from Orange to State Street from the time the Garage opens at 6:00 a.m. until it closes at 2:00 AM. Commissioner Orefice asked if the lights in the walkway have been upgraded. Mr. Hausladen said it is planned to upgrade them to LED lights.

V. NEW BUSINESS

Mr. Orefice said as a point of order, he had a parliamentary issue related to voting, and the roll call vote procedure in that each Commissioner should be called to vote.

VI. OLD BUSINESS - none

VII. EXECUTIVE SESSION - none
VIII. ADJOURNMENT

Chairman Forrester asked if there were any other items for discussion. Hearing none, he called for a Motion to adjourn. Commissioner Orefice moved to adjourn, and Commissioner Curran seconded the Motion. The meeting was adjourned at 7:04 PM. Chairman Forrester called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Orefice	Approved
Commissioner Rivera	Approved
Commissioner Stewart	Approved