

**MINUTES
NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN BOARD MEETING
OCTOBER 18, 2021**

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

Commissioners Absent: Ms. Lindquist

Staff Present: Mr. Hausladen, 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

A Regular Board Meeting of the New Haven Parking Authority/Park New Haven was held via Zoom teleconference on October 18, 2021 at 5:30 PM. Mr. Hausladen was the Moderator and opened the meeting at 5:36 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 September 20, 2021 meeting for any exceptions or further discussion. Hearing none he called for a Motion to approve. Commissioner Orefice moved to approve and Commissioner Rivera seconded. Chairman Forrester called for a vote:

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

The Minutes were unanimously approved as written by staff.

III. MOTIONS

MOTION A

Chairman Forrester said this Motion is for approval to enter into an agreement with G. L. Capasso, Inc. to repair the damaged concrete parapet at the Temple Street Parking Garage. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said this project is a result of damage caused by a patron that drove his vehicle into the parapet on Level 4 causing damage to his vehicle and the garage structure. The driver's insurance company will reimburse NHPA for the repairs. The repair project was put out to bid, and two bids were received. G.L. Capasso was the lowest, responsible bidder, and they exceeded the minimum MBE requirements associated with the bid.

A lengthy discussion followed on the concerns noted by Commissioner Stewart and Commissioner Rivera in regard to the subcontractors that were chosen and their affiliation with the contractor. Attorney Rini said this issue was reviewed, and all requirements were met in accordance with applicable State law regarding the subcontractors.

All agreed Capasso is a good company; however, the Commissioners suggested petitioning the State to do more in regard to qualifying businesses as MBEs. It was agreed to draft a letter to the State in this regard.

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 G. L. CAPASSO, INC. FOR REPAIR TO DAMAGED CONCRETE PARAPET AT THE TEMPLE STREET PARKING GARAGE, NHPA PROJECT #20-028, IN AN AMOUNT NOT TO EXCEED \$77,377.00, AS A RESULT OF PUBLIC BID AND SUBJECT TO COMPLIANCE WITH REQUIREMENTS OF THE BID DOCUMENTS.

FURTHERMORE, IT IS MOVED THAT A CONSTRUCTION CONTINGENCY ACCOUNT IN AN AMOUNT NOT TO EXCEED \$10,000.00 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.

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

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

The Motion passed with an abstention from Commissioner Stewart.

MOTION B

Chairman Forrester said this Motion is for approval to enter into a professional services agreement with Desman, Inc. for a Public Parking Conceptual Feasibility Study for the Union Station Campus. He deferred to Mr. Staniewicz for further explanation.

Mr. Staniewicz said the study is a task that was presented to the subcommittee related to the Union Station partnership. This subcommittee's goal is to investigate the use of the East and West Lots for development looking closely at current geotechnical, environmental, and traffic issues as well as requirements to accommodate the many services that will be needed. Consultants will be paid, for the most part, on an hourly basis as needed.

Plans for the East Lot include a multi-story structure with parking below. Plans for the West Lot include transportation and maintenance services with parking above. One of the requirements of the partnership is to provide 600 additional spaces between the two lots.

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 THE PUBLIC PARKING CONCEPTUAL FEASIBILITY STUDY FOR UNION STATION CAMPUS, NHPA PROJECT #21-023A IN AN AMOUNT NOT TO EXCEED \$225,000.00.

Commissioner Stewart moved to pass the Motion as written by staff and Commissioner Orefice seconded. Chairman Forrester called for a vote.

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

The Motion was unanimously approved.

MOTION C

Chairman Forrester announced this Motion is related to entering into a professional services agreement with Regional Plan Association (RPA) for outreach to stakeholders for potential development of the East and West Lots at New Haven Union Station. He deferred to Mr. Hausladen for further explanation.

Mr. Hausladen said the goal is to have RPA host a roundtable through a Request for Information (RFI) process with prospective developers to obtain their feedback to determine the best use for the lots and a proposal of a zoning amendment.

The Motion was moved by Commissioner Orefice and seconded by Commissioner Stewart. Chairman Forrester called for a vote.

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

The Motion was unanimously approved as written by staff.

MOTION D

Chairman Forrester said this Resolution is to authorize execution of the agreement by and between the City of New Haven and the New Haven Parking Authority regarding the Union Station Transportation Center Campus. He deferred to Mr. Hausladen and Legal Counsel for further explanation.

Mr. Hausladen said the new agreement between the City and NHPA is a five-year agreement (with renewals to follow) that will authorize NHPA to take on the responsibility and roles the State is leasing to the City of New Haven in the new Lease and Funding Agreement. This agreement is before the Board of Alders tonight.

The big difference in the new agreement is revenue flow. The City will set up two funds, one capital and one operational. NHPA will send a budget to the City, and the City will forward cash flow for expenses. Beyond the change of getting revenue in advance, NHPA will operate Union Station in the same fashion.

Other changes to the Agreement include an increase in insurance/liability coverage. Attorney Merin said it will be an umbrella policy with the amount changed from \$15 million to \$25 million. Mr. Staniewicz said there will also be an increase in Workers Compensation and employer liability from \$500,000 to \$1,000,000 that will probably be added to all NHPA facilities.

WHEREAS, THE CITY OF NEW HAVEN AND CTDOT HAVE NEGOTIATED THE TERMS OF THE LEASE AND FUNDING AGREEMENT FOR THE NEW HAVEN UNION STATION CAMPUS;

WHEREAS, THE CITY OF NEW HAVEN IS DESIROUS OF HAVING THE NEW HAVEN PARKING AUTHORITY UNDERTAKE THE OPERATION, MAINTENANCE, REDEVELOPMENT, AND CAPITAL IMPROVEMENTS FOR THE CITY OF HAVEN UNDER THE LEASE AND FUNDING AGREEMENT;

WHEREAS, THE NEW HAVEN PARKING AUTHORITY IS WILLING TO UNDERTAKE THESE RESPONSIBILITIES AND HAS NEGOTIATED WITH THE CITY OF NEW HAVEN ON AN AGREEMENT TO ACHIEVE THE SAME, SUBJECT TO THE APPROVAL OF THE OPERATIONS COMMITTEE UNDER THE LEASE AND FUNDING AGREEMENT;

WHEREAS, THE EXECUTIVE DIRECTOR AND/OR HIS AGENTS HAVE BEEN INTIMATELY INVOLVED IN THE NEGOTIATIONS OF BOTH THE LEASE AND FUNDING AGREEMENT AND THE AGREEMENT BETWEEN THE NEW HAVEN PARKING AUTHORITY AND THE CITY OF NEW HAVEN;

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

- 1. THE TERMS AND THE CONDITIONS OF THE AGREEMENT BY AND BETWEEN THE CITY OF NEW HAVEN AND THE NEW HAVEN PARKING AUTHORITY CONCERNING NEW HAVEN UNION STATION TRANSPORTATION CENTER CAMPUS ARE FOUND TO BE IN THE BEST INTERESTS OF THE AUTHORITY AND ARE APPROVED.**
- 2. THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO EXECUTE THE AGREEMENT OR ONE SUBSTANTIALLY SIMILAR THERETO.**

Commissioner Stewart moved the Resolution as written, and Commissioner Orefice seconded. Chairman Forrester called for a vote.

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

The Resolution was unanimously approved.

MOTION E

Chairman Forrester said this Motion is in regard to entering into an elevator upgrade order agreement with Schindler Elevator Corporation for elevator repairs at Temple Street Garage. He deferred to Mr. Parry for further explanation. Mr. Hausladen said to note both Motions E and F are retroactive approvals for emergency repairs.

Mr. Parry said the repairs are required due to flooding damage caused from Hurricane Ida. The cost to get the elevators back in service is estimated at \$61,000.

Chairman Forrester asked if it is a repair or replacement. Mr. Parry said it is a repair, but categorized as an upgrade order agreement and that is how it is stated in the proposal. Chairman Forrester asked how long will the repair take. Mr. Parry said once Schindler gets the go ahead they estimate three to four weeks.

MOTION RE: MOVED THAT THE EXECUTIVE DIRECTOR BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO ENTER INTO AN ELEVATOR UPGRADE ORDER AGREEMENT WITH SCHINDLER ELEVATOR CORPORATION AT TEMPLE STREET GARAGE, FOR THE PRICE OF \$61,565.44

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

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

The Motion was unanimously approved as written by staff.

MOTION F

Chairman Forrester said this Motion is to approve a Purchase Order for a new heating, ventilation and air conditioning system at the Temple Street Garage administrative office. He deferred to Mr. Parry for further explanation.

Mr. Parry said the system that is currently in place is over twenty years old, and the air conditioning is not operational. It was decided to be in the best interest to replace the whole system due to its age and technology.

Chairman Forrester asked several questions on if it would be repaired or replaced and if it would be high efficiency. Mr. Parry said it will be replaced with a high efficiency system.

MOVED THAT THE EXECUTIVE DIRECTOR BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY TO APPROVE A PURCHASE ORDER FOR CONTROLLED AIR OR OTHER HVAC COMPANIES TO INSTALL NEW HVAC SYSTEM AT THE TEMPLE STREET GARAGE ADMINISTRATIVE OFFICE FOR AN AMOUNT NOT TO EXCEED PRICE OF \$49,000.

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

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

The Motion was unanimously approve as written by staff

MOTION G

Chairman Forrester said this Motion is to authorize the purchase of a snow-melting machine to replace the one that is currently at Air Rights Garage and no longer operational. He deferred to Mr. Parry for further information.

Mr. Parry said the snow melter at Air Rights Garage has been extremely helpful and currently is not functional. The type of snow melter that is purchased needs to be specific due to the size and weight limits of the garage and the frame support we have. A new snow melter is needed and time is critical. The factory has the model we need in place, and it is estimated it could be delivered in two weeks.

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 AJAX TOCCO MAGNETHERMIC, DOING BUSINESS AS SNOW DRAGON, TO PURCHASE AND REPLACE, DELIVER AND INSTALL ONE SNOW-MELTER MACHINE, IN AN AMOUNT NOT TO EXCEED \$182,800, PLUS AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN ANNUAL PREVENTATIVE MAINTENANCE/SERVICE CONTRACT, ESTIMATED TO BE LESS THAN \$10,000 PER YEAR.

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

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

The Motion was unanimously approved as written by staff.

Commissioner Curran left the meeting.

IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER

SECURITY: Mr. Parry said a decrease in the number of incidents was seen for the month of September. His concern is the nature of the incidents that were reported - missing vehicles and catalytic converters that were cut off. He has reached out to the NHPD, and it appears these types of incidents have been occurring throughout the City. NHPA has implemented measures to combat this by increasing staffing levels at key locations. Additionally, NHPA has been in constant communication with NHPD and has given them keycards so they have easy access to NHPA facilities.

Chairman Forrester said he advocates the increase of staff and is aware of two similar incidents related to church vans on Dixwell Avenue. Commissioner Rivera said he is also aware of this problem in his neighborhood and said the catalytic converters can be dismantled very quickly.

OCCUPANCY

•**Restricted Facilities:** Air Rights Garage showed good improvement; with average occupancy of 1,729 out of 2,500 capacity; however, it is still not at pre-COVID levels. A minor improvement was seen at Union Station Garage. He called attention to the addition of the State Street Garage that will be part of the report going forward.

•**Unrestricted Facilities:** Crown, Temple Street and Temple Medical are showing small, but steady increases. We continue to be hopeful based on traffic patterns being seen.

•**Happy or Not Customer Satisfaction Report:** For the month of September the Parking Authority had a 77% positive rating. Mr. Parry said this is an acceptable level but NHPA will continue our efforts to improve.

•**Restaurant Program:** Mr. Parry said revenue from the validations is making a positive difference in the financial results for Crown Street Garage. It was desired to wait for Commissioner Curran to be present to hear/discuss the results of restaurant week.

•**New Prospects:** Mr. Parry has been receiving some requests for monthly parking at the State & Wall Lot. Commissioner Stewart suggested contacting the developers of the property across from the train station in regard to any parking opportunities they may have for NHPA. Mr. Hausladen said we are waiting for a meeting with them to be finalized.

•**Community Involvement:** Mr. Parry said NHPA worked with Town Green on the Night Market. It was very successful and generated some revenue for NHPA.

Commissioner Rivera left the meeting.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm provided an overview of financial results for September and an update on Human Resources.

•**Human Resources:** Mr. Seholm said Ms. Lytle was able to hire two more new employees.

•**Financial Results:** Air Rights Garage continues to perform extremely well and better than 2019. Overall, all locations are performing better than the conservative budget that was prepared that was based on what we knew about the return of parkers earlier in the year. Even with this good recovery, results are not at pre-pandemic levels.

•**Check Log:** Two manual payroll checks were issued by Mr. Seholm and Mr. Wydra. Their authorization gives NHPA the ability to make quick payments to employees.

•**Annual Audit by T. M. Byxbee:** Mr. Seholm said the audit went well; however, due to scheduling delays it is planned to be presented to the Board in November.

•**Multi-view Accounting System:** The switchover to the new system is progressing. It will provide improved information and the ability to get it quickly. This is positive for the Union Station partnership and to expedite monthly parking permits.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz highlighted several projects in his report.

1. **State Grant for Crown, Temple and Temple Medical Garages:** This is the largest project in progress and is related to concrete and waterproofing repairs at Crown and Temple Garages. At Crown Street Garage repairs are being done on the inner ring of the silo and roof. The contractor was able to do the first concrete pour on the roof last week. Test-Con Inc. (MBE) was engaged to perform the material testing.
10. **Temple Medical Garage Security System Update:** A request has been made by Temple MOB, LLC to consider updating the security study that was done six years ago. NHPA has the revised report that is being reviewed before sharing it with the developer.

18. **Union Station/Replace Three Roof-top Air Conditioning Units:** Three new roof-top air conditioning units have been ordered. It is anticipated to get the bid out this week for the installation of the units.

Minority Construction Council Expo on October 1, 2021

NHPA was a silver sponsor of the event that was attended by Mr. Hausladen, Mr. Parry, Mr. Seholm and Mr. Staniewicz. The conference provided NHPA staff the ability to meet minority contractors. NHPA is pleased to work with MCC on a long-term basis and appreciates the assistance they provide in meeting our minority bid requirements. Commissioner Stewart commended Mr. Staniewicz and said he appreciated his efforts in this regard and Chairman Forrester concurred. It was not easy to meet the parameters the Board requested and that has been accomplished in a timely manner.

EXECUTIVE DIRECTOR'S REPORT

•**Union Station Partnership:** Mr. Hausladen said most of his updates are in regard to the new Union Station partnership. The new Lease & Funding Agreement will be before the Board of Alders for a first reading tonight. Mr. Piscitelli has shepherded the partnership agreement through the Board of Alders. Hopefully the Mayor will be authorized to sign the agreement in two weeks.

-East & West Lot Development and RFI Outreach: The scope of the project has been approved.

-Union Station Internal Design: The strategy to determine the best use of the internal commercial space is being finalized. A recommendation that will focus on the customer experience is anticipated to be available by December.

•**Sherman/Tyler Lot:** Mr. Hausladen and Attorney Rini will be meeting with the West River Association in regard to extending the license for NHPA's use of the Sherman Tyler Lot.

•**City Seed Farm Market:** A draft layout of the location and set up has been given to NHPA for review.

•**Downtown Crossing Phases 2 and 3** are progressing.

•**Minority Construction Council Event:** Mr. Hausladen attended the event with Mr. Staniewicz, Mr. Parry and Mr. Seholm, and said it was well received and provided networking opportunities for MBEs.

•**Skate Park:** Art Space held a soft opening last Friday. He thanked the Commissioners and the Park New Haven team along with Attorneys Merin and Rini for their help to get the park constructed. NBC Connecticut showcased the skate bowl and covered the construction of it.

•**Desegregate Connecticut:** On November 1, 2021 at noon NHPA will be cosponsoring an event with Desegregate Connecticut - Opt into Parking Reform. He will share the link with those interested.

•**Executive Director's Work Plan:** Mr. Hausladen said his draft work plan is ready, and he has discussed it with Chairman Forrester. He will send it to the Commissioners to get their feedback and will be meeting with them one on one for further discussion.

V. OLD BUSINESS

•**Land Remembrances:** Chairman Forrester asked for an update. Mr. Hausladen said he would like to understand the history of the land (Quinnipiac) we have our facilities/operations on (Temple Medical and Crown Street Garages) and the history related to the parcels that were taken. He will provide further information as it becomes available.

•**Plaque for 270 State Street Garage:** Chairman Forrester asked for a status. Mr. Hausladen said it is in the process of being installed. A ceremony will be scheduled when the construction in the stairwell is complete.

VI. NEW BUSINESS

Commissioner Orefice said he had two items.

1. **Possible Solution to Eliminate Commercial Trucks from Parking on Residential Streets:** He suggested that if there were any NHPA lot(s) that were underutilized, possibly they could be monetized for use by commercial trucks that are currently parking on residential streets. Chairman Forrester said this is a good idea, and he will defer to Mr. Hausladen and Mr. Parry to pursue.

2. **Letter to the State Re: Oversight of MBE/SBE Qualifications:** Commissioner Orefice said along with the discussion held earlier on Motion A, he is interested in putting together a letter from the Board in regard to the State's improving their oversight of the MBE and SBE qualifications process. Mr. Hausladen said he will draft a letter on behalf of the Board. Commissioners Orefice and Stewart offered to collaborate on this.

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 to adjourn, and Commissioner Stewart seconded. He called for a vote.

Commissioner Orefice	Approved
Commissioner Stewart	Approved
Chairman Forrester	Approved

The meeting was adjourned at 7:17 PM.