

## **MINUTES OF THE NOVEMBER 18, 2021 NHPA BOARD MEETING**

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

Commissioners Absent: Ms. Lindquist, Mr. Orefice

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

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 Thursday, November 18, 2021 at 5:30 PM. Mr. Hausladen was the moderator and opened the meeting at 5:44 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

### **I. PUBLIC COMMENT**

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

### **II. REVIEW OF THE ANNUAL AUDITED FINANCIAL STATEMENTS – presented by Mr. Stiewing from T.M. Byxbee Co.**

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Mr. Stiewing presented an overview of the FY2021 audit results and highlighted the following:

- No issues were found with cash counts or credit cards that were examined along with supporting documentation.
- There was a significant outstanding balance with ProPark, and the staff is working with ProPark to get this resolved.
- The State Grant received was a new component and represented money received for capital expenses.
- Long-term debt increased for the unrestricted facilities.
- There was a 31% decrease in cash flows overall for the facilities.
- The State provided significant COVID funds to cover operating losses at Union Station that resulted from the pandemic.
- Capital expenditures were significantly lower than the previous year.
- Cash balance was significantly decreased, and he called attention to the chart that included six years of operating revenue with 2021 being the lowest of the last six years.

*Commissioner Curran joined the meeting.*

- He discussed the condition of the unrestricted cash flow for the past twelve years and the contribution to the City of New Haven of \$21 million.
- Sherman/Tyler, Orchard Sherman and State/George represent 30% of the total unrestricted revenue and contribute significantly to the Authority's bottom line.

Mr. Stiewing said staff was very cooperative and responsive to requests; employees working remotely went well, and schedules were found to be in order and recorded in a timely manner. Overall there were no material weaknesses found. Most significant is that nothing was found to memorialize in writing for a Management Letter.

Chairman Forrester thanked Mr. Seholm, Mr. Wydra and the Finance team for their efforts to produce the very positive audit results.

## **EXECUTIVE SESSION**

Commissioner Rivera moved to go into Executive Session and Commissioner Curran seconded the Motion. Chairman Forrester called for a vote.

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

Commissioners Forrester, Curran, Rivera and Stewart along with staff of Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz, Attorneys Rini and Merin and Mr. Stiewing went into Executive Session at 6:04 PM to vote on Motion A.

Commissioners Forrester, Curran, Rivera and Stewart along with staff of Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz, Attorneys Rini and Merin and Mr. Stiewing came out of Executive Session at 6:12 PM. **One vote was taken on Motion A and the audit was approved.**

*Commissioner Stewart left the meeting. At this point a quorum was not available, and the meeting continued with the senior staff reports.*

## **V. SENIOR STAFF REPORTS**

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### **CHIEF OPERATING OFFICER'S REPORT**

#### **SECURITY**

Mr. Parry said he wanted to report two incidents of major concern. Shots were fired from the Crown Street Garage walkway on Level 1 into the street; no employees were injured. Chairman Forrester asked if it was known if an altercation was involved prior to the shooting. Mr. Parry said it appears the individuals might have known each other; however, we have no further information at this time. Our team heard the shots and was able to call for assistance.

At Union Station there was an assault on a Facility Manager. No serious injuries were sustained, and the Manager opted not to press charges on the individual.

#### **OCCUPANCY**

**-Air Rights Garage:** A steady improvement was seen; however, numbers are still not at maximum capacity or pre-COVID levels.

**-Union Station Garage:** There has been a slight increase in occupancy; however, numbers are not close to maximum capacity.

**-All other facilities** are showing some steady increases; however, overall no major increases were seen.

**-Restaurant Validations and performances at the Shubert** are contributing to positive results; most notably for the Crown Street Garage.

## **CHIEF FINANCIAL OFFICER'S REPORT**

•**FINANCIALS:** Mr. Seholm said the transition to the new Multi-view accounting system that went into effect on November 1, 2021 is going well and near completion. As a result of the transition, he will be presenting October and November financials at the December meeting.

Chairman Forrester asked about the benefits of the new system compared to the old system. Mr. Seholm explained the advantages and provided a comparison. It provides staff with the ability to see the original documents before approval, and this is a significant benefit.

**Monthly Parkers:** He said on a positive note, there has been an increase in monthly parkers across the board with the exception of the 270 State Street Garage that is flat. This indicates the return of workers to New Haven.

•**HUMAN RESOURCES:** Mr. Seholm said there are two outstanding lawsuits as noted in the report, and claims are being handled by the attorneys from our insurance company.

Cyber security training was completed by all NHPA Managers and Supervisors on October 20, 2021.

•**FY 2023 BUDGET:** With the acceptance of the audit, preparations will begin on the distribution of the schedule for the FY2023 budget that is a requirement of the Union Station Agreement.

•**TICKET CHARTS:** The charts indicate that Temple and Crown Street Garages had a positive spike in the return of parkers. Temple Medical showed a slight increase. At Crown the increase was seen in the day-time and the \$9 tickets.

•**CHECK LOG:** No manual checks were generated this month.

•**AUDIT:** He was pleased to have a clean audit with no need for a Management Letter this year.

## **CHIEF ENGINEER'S REPORT**

Mr. Staniewicz presented updates for major capital projects.

**State Grant for Crown, Temple and Temple Medical Garages – Project 17-006:** Temple Street concrete repair continues; however, will be shut down soon due to winter weather conditions.

**270 State Street Repairs:** The remaining work is in progress and is related to the replacement of roofs on the stairwell and elevator tower.

**Air Rights Garage /Repair of Damage Caused by Motor Vehicle Accident:** A motor vehicle accident caused substantial damage to the railing on the street level and repairs are being made.

## **EXECUTIVE DIRECTOR'S REPORT**

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

**•Union Station Updates:**

-He said the Board of Alders has approved the Lease and Funding Document for the new partnership and thanked all those involved for their work to get the document ready for signature.

-In regard to the East/West Lots, the Request for Information (RFI) was launched on December 16, 2021 and the roundtable will be held in January with the Authority, the State and the development team.

**•Executive Director's Work Plan:** Mr. Hausladen said once he has met with all the Commissioners in regard to his work plan, it will be published on the Park New Haven website.

**•Hanukkah Celebration:** A Hanukkah celebration will be held on November 30, 2021 at 4:30 PM at Union Station gallery.

**•Downtown Shuttle:** As of December 22, 2021 the downtown shuttle will be running seven days a week.

**•Tweed Airport:** He is working with Avelo Airlines and Tweed Airport on any potential initiatives and the possibility of including their information on the Park New Haven website.

**•270 State Street Plaque:** The plaque has been installed, and he is waiting for information from the Mayor's office to schedule the dedication.

***Due to time constraints, the meeting was continued to November 23 at 12:00 noon.***