



Douglas Hausladen
Executive Director

**AGENDA
NEW HAVEN PARKING AUTHORITY
BOARD MEETING
September 23, 2024**

Dear Commissioner:

Douglas Hausladen is inviting you to a scheduled Zoom meeting.

Topic: New Haven Parking Authority Board Meeting

Time: September 23, 2024 17:30 Eastern Time (US and Canada)

Time: This is a recurring webinar

Join Zoom Meeting

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I. Public Comment:

Please notify Fortunata Houde (fhoude@nhparking.com) in advance if you have a desire to speak during the Public Comment section or on a specific agenda item.

Please Note: This will be a remote meeting and participation by a quorum of members is expressly prohibited at the physical location. Any member of the public may request, in writing, a physical location and any electronic equipment necessary to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, the committee is not required to adjourn or postpone the meeting. Access can be from anywhere by an electronic device that has Zoom program at the address provided above in the Agenda Notice or by phone at the number set forth above in the Agenda Notice.

II. Approval of the Minutes from the:
- August 26, 2024 Board Meeting

III. Motions:

IV. Senior Staff Reports:

- A. Chief Operating Officer
- B. Chief Financial Officer
- C. Chief Engineer
- D. Executive Director

V. New Business:

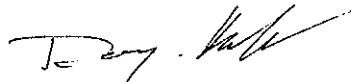
VI Old Business:

VII. Executive Session:

-To Discuss a Personnel Matter

VIII. Adjournment

Sincerely,



Douglas Hausladen
Executive Director

**MINUTES OF THE
NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN
BOARD MEETING
AUGUST 26, 2024**

Commissioners Present: Mr. Forrester, Mr. Orefice, Mr. Aysola, Mr. Stewart
Commissioners Absent: Ms. Curran, Mr. Rivera
Staff Present: Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz
Counsel Present: Attorney Rini, Attorney Merin

I. PUBLIC COMMENT

Chairman Forrester said there have been no requests to speak from the public.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked if there were any exceptions or further discussion needed on the Minutes presented for the July 22, 2024 meeting. Hearing none, he asked for a Motion to approve, Commissioner Orefice moved to approve and Commissioner Stewart seconded. A vote was taken.

Chairman Forrester	Approved
Commissioner Aysola	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

III. MOTIONS

MOTION A: Chairman Forrester announced Motion A: To enter into a license agreement with All American Waste LLC for a portion of the existing garbage pick-up and disposal services area at Crown Street Garage. Mr. Hausladen thanked Mr. Parry for the work he did on this initiative and deferred to Mr. Parry for further explanation.

Mr. Parry said this involves a dedicated area at Crown Street Garage to be used for garbage disposal. It has been challenging for NHPA to control the area both environmentally and in regard to safety. The area is also used by our partners in the restaurant business. The best option available is to shift from a dumpster to a compactor model which will serve the best interests of our stakeholders and address major environmental concerns that are associated with an open dumpster. NHPA is requesting to engage All American Waste LLC (AAW) to install and manage a compactor along with multiple phases of waste management protocols.

Cost Implication: There will be no cost to the New Haven Parking Authority. All American Waste will pay NHPA \$10 per year.

Term: The term of the agreement would be for five years.

Questions/Discussion:

•Commissioner Stewart liked the concept; however, he asked if we could increase the \$10 fee AAW would pay to us to create a revenue stream. Attorney Merin said the fee AAW would be paying is \$10 per year in addition to taking care of the dumpster, and providing indemnification and insurance. The fee is nominal, a portion of the consideration.

•Commissioner Aysola asked how the \$10 administrative fee was determined. Attorney Merin said the \$10 fee is boiler plate language for agreements and other considerations.

•Commissioner Stewart asked approximately how many tenants would be involved that could use the dumpster, and Mr. Parry said approximately ten.

•Chairman Forrester asked if there could be potential revenue generated through an oil collection system. Mr. Parry said NHPA will be discussing removal of biodiesel waste with another vendor when we get the compactor installed.

•Attorney Rini pointed out that AAW is making a substantial investment to install the equipment in a defined space with lock and key; consequently, there is significant consideration.

•Commissioner Stewart said the fee of \$10 per year does not sit well with him. Mr. Hausladen said we will go back and meet with AAW in regard to the fee.

Commissioner Orefice moved the Motion and Commissioner Aysola seconded the Motion.

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 LICENSE AGREEMENT WITH ALL AMERICAN WASTE LLC FOR A PORTION OF THE EXISTING GARBAGE PICK-UP SERVICE AREA AT THE CROWN STREET GARAGE TO INSTALL, AND MANAGE A COMPACTOR AND MULTIPLE PHASES OF WASTE MANAGEMENT PROTOCOLS TO HANDLE AREA BUSINESSES AND NHPA GARBAGE REMOVAL AND DISPOSAL SERVICES.

FRIENDLY AMENDMENT: THE AGREEMENT WITH ALL AMERICAN WASTE LLC IS A LICENSE AGREEMENT AND THE FEE THEY ARE PAYING IS FOR \$10 PER YEAR. A vote was taken.

Chairman Forrester	Approved
Commissioner Aysola	Approved
Commissioner Orefice	Approved
Commissioner Stewart	No

It was then agreed to table and revisit the Motion. Commissioner Orefice moved to table the Motion and Commissioner Stewart seconded to table and revisit when more information is ascertained in regard to the fee AAW will pay. A vote was taken.

Chairman Forrester	Approved
Commissioner Aysola	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

MOTION B: Chairman Forrester announced this Motion is to enter into an amendment to the license agreement regarding the dedicated use of the Orchard/Sherman and Sherman/Tyler lots to include the provision for NHPA to provide Security personnel and vehicle patrols for Yale-New Haven Hospital's benefit.

Mr. Hausladen said the Hospital has communicated to us they have security concerns relating to these lots. Accordingly, they are requesting for NHPA to provide security coverage for five days a week, Monday through Friday, from 5:00 AM to close at 1:00 AM at the Orchard/Sherman and Sherman/Tyler lots. A security vehicle will be provided by Yale-New Haven Hospital. The start date is October 1, 2024. Currently they have a private security company.

Questions/Discussion: Chairman Forrester asked how this impacts our current staff and discussion followed on adding six security positions.

Commissioner Orefice said he feels very strongly about public safety. This Motion will surpass his abstention for the vote due to his position at YNHH, and he will vote on 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 AN AMENDMENT TO THE LICENSE AGREEMENT WITH YALE- NEW HAVEN HOSPITAL FOR NEW HAVEN PARKING AUTHORITY TO PROVIDE SECURITY SERVICES (PERSONNEL AND VEHICLE PATROLS) AT THE ORCHARD SHERMAN AND SHERMAN TYLER LOTS.

FRIENDLY AMENDMENT: THERE WILL BE A FRIENDLY AMENDMENT TO AMEND THE MOTION FROM LEASE TO LICENSE AGREEMENT.

Commissioner Orefice moved the Motion and Commissioner Stewart seconded. A vote was taken.

Chairman Forrester	Approved
Commissioner Aysola	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

MOTION C: Chairman Forrester announced this Motion is to enter into a license agreement with the City of New Haven for the New Haven Parking Authority to continue to operate the following lots:

- Sherman/Tyler
- Orchard/Sherman
- State & Audubon Lot
- State/Grand and Olive lot
- 432 State Street
- 1 – 7 Orange Street and 31 and 39 Orange Street
- State/Pulaski Lot (City Parcel)
- Lots N & O on State Street
- Under Air Rights Lot

Over the next fiscal year, the license agreement with the City will have the addition of the Under Air Rights Lot. NHPA will pay \$18 per month per space. The other lots have not changed.

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

(NHPA) TO ENTER INTO A LICENSE AGREEMENT WITH THE CITY OF NEW HAVEN FOR NHPA TO CONTINUE TO OPERATE THE FOLLOWING LOTS: SHERMAN/TYLER, ORCHARD/SHERMAN, GEORGE STREET LOT AT 25 GEORGE STREET, STATE & AUDUBON LOT, STATE/GRAND/OLIVE LOT AT 581 STATE STREET, 432 STATE STREET, ORANGE/GEORGE LOT, LOTS N & O ON STATE STREET, STATE/PULASKI LOT (CITY PARCEL) AND UNDER AIR RIGHTS LOT.

Commissioner Orefice moved to approve and Commissioner Stewart seconded the Motion. A vote was taken:

Chairman Forrester	Approved
Commissioner Aysola	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

IV. SENIOR STAFF REPORTS

A. OPERATIONS: Mr. Parry presented an overview of activity in the Operations Division.

•**Security/Incidents:** The main focus at Union Station is on Security. To support that, NHPA in conjunction with the Union Station Partnership has engaged the consulting firm of Introba to assist in the process of updating/enhancing our current Emergency and Security Plans.

A significant challenge at the Station is to address violations of the Code of Conduct that are posted at the Station. Amtrak PD, NHPD, Extra Duty NHPD and NHPA Security Officers are all working to enforce the rules.

Chairman Forrester asked for comments on Amtrak PD's response to assisting. Mr. Parry said If they are not present, we need to rely on NHPD.

•**Occupancy:** Mr. Parry said as can be seen from the charts in his report, there has been no significant change in occupancy at the garages. They are not filling to capacity. USTC occupancy numbers are positive; however, overall the garage is not filling up.

Commissioner Stewart suggested with the rental property and development downtown, can we ask the City to have NHPA supplement the parking requirements associated with those projects to generate additional revenue. Mr. Hausladen said there is an ordinance in the City that allows the Parking Authority special privileges that no others have. Any developer who has property or a business within 500 feet of one of our facilities is allowed to request a letter of support from us in regard to the parking spaces that are required for them to meet the zoning requirements. NHPA has been successful with this. Commissioner Stewart asked if this has provided an additional customer base. Mr. Hausladen said we are seeing better performance in two associated garages; however, it is difficult to correlate.

•**Events:** NHPA again will be a sponsor of the New Haven Road Race and provide hot dogs for the runners.

B. HUMAN RESOURCES AND FINANCE: Mr. Seholm presented highlights of activity in Human Resources and Financial Updates.

•**Human Resources:** Mr. Seholm said he is pleased to report that Ms. Lytle is working with Mr. Parry and has filled the six new security positions needed for the Route 34 Lots (Orchard/Sherman and Sherman/Tyler) in coordination with the bidding requirements under the union contract. Bringing the new security agreement in place with YNHH is providing NHPA visibility in the community.

Gary Cascio, Accountant II, employed for over seven years retired on August 30. Rory Goldson will fill the position and he started on August 12. The vacant Audit Clerk I position has been filled by Ronke Kouadio.

There have been no significant changes to Workers Compensation cases or lawsuits for July.

He called attention to the latest edition of the Employee Newsletter which is included with the Human Resources Report.

•**Financial Results:** Mr. Seholm said for the most part results for the first month of the fiscal year were positive for budget versus actual. Air Rights Garage was the outlier because expenses were elevated driven by \$20,000 in modifications on the Smilow floor and line striping and revenue was down a bit.

-There was a delay in billing at the new rate for Under Air Rights.

-Unrestricted facilities were very positive for the month .

-Union Station Garage transient revenue was outstanding.

-For monthly parkers he called attention to Page 5 of his report that indicated Temple Street Garage dropped from 1,184 permits in July 2023 to 1,017 in July 2024. Positive results were seen for State Street Garage, Temple Medical Garage and Granite Square for the last twelve months.

-There has been a bit of a delay for a start to the agreement with 101 College Street for parking.

-Temple Street Garage had a few spikes but did not drop below projections.

-Temple Medical Garage is rebounding from last year's construction and is above the 2,000 ticket level in July.

-There was a spike in the State Street Garage transient parkers in May; however, not quite back to numbers for last July; but remaining fairly stable.

•**Annual Audit:** The auditors from T.M. Byxbee will be coming in the office tomorrow.

•**Manual Checks:** Two manual checks were issued: one for advance vacation pay and the other was a termination check. He thanked the Board to be able to get payroll checks out.

C. CAPITAL PROJECTS: Mr. Staniewicz provided updates on the major capital projects.

Chairman Forrester along with the other commissioners congratulated Mr. Staniewicz on his 45-year anniversary with the Parking Authority and the great job he is doing.

1. **State Grant for Crown, Temple and Temple Medical Garages:** All three projects are wrapping up and should be complete this fall.
8. **270 State Street and Impact of Adjacent DESK Construction:** A new addition to DESK's building impacted the 270 State Street Garage and required underpinning for structural support. The underpinning work was accomplished.
28. **Enabling Project Phase I:** This is a large project to enable more retail space and enhance patrons' experience at Union Station with additional amenities including more restrooms and flexible seating arrangements for examples. Two proposals for design services were received, reviewed and summarized. The Operations Committee interviewed both proposers, and a decision is pending.

29. **Union Station/Interior Wayfinding:** Some mockups for signage will be reviewed on site with the State and City on October 1.
30. **Union Station/Architectural Repairs and Improvements:** The final draft progress drawings for the design of the architectural repairs and improvements planned for FY2022 and FY2023 are being prepared and will integrate new front-end requirements related to the capital funding agreement.
31. **Union Station Garage Repairs and Improvements:** The final draft progress drawings for the design of the garage repairs and improvements for FY2022 and FY2023 are being prepared and will integrate new front-end requirements related to the capital funding agreement.
45. **Annual Condition Surveys:** The professional services agreement with Desman for FY2024/2025 has been signed and the kick-off meeting will be held on September 12. The Consultant hopes to gain insight from staff in operations to get their sense of condition of the facilities and repairs they notice and feel are needed. It is anticipated to have the costs of repairs by the end of the year in time for use in budget preparation.

Geothermal Project: Chairman Forrester asked if Mr. Staniewicz could explain how the Authority is interfacing with this project. Mr. Staniewicz said it is primarily a City project with support from the Parking Authority. How well it will work is unknown; it is a concept and there is no design information yet. The main system is located in the street and service to Union Station Building will tap off of it. The City is responsible for installation and the Parking Authority will be responsible for operating its heat pumps. The Housing Authority will have a separate system.

Commissioner Stewart asked what area would it encompass. Mr. Staniewicz said the Union Station Building and housing development across the street.

Commissioner Stewart asked who will be funding it. Mr. Staniewicz said the City has two grants to accomplish the system and installation. The City received \$9 million in federal funds to build the system.

Commissioner Stewart asked about the high water mark in the area. Mr. Staniewicz said there is ground water which will be encountered and discussion followed on how it is being addressed.

Commissioner Stewart asked if there will be a utility company. Mr. Staniewicz said the City is effectively creating its own self-operated small utility company.

Chairman Forrester asked if there were any others in place in the City. Mr. Hausladen said there is another proposed loop system on Science Hill.

D. EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen presented an overview on what he has been working on in addition to projects he has been working on with his team.

•**Union Station Transportation Center Issues:** The USTC Partnership's main focus is on security matters at the Station. A consultant, Introba, has been brought in to assist on updating/enhancing the Emergency and Security Plans.

He also has been working on early renewal of NHPA agreements with the City and State to manage the Transportation Center.

•**New Haven Road Race:** NHPA is supporting the race again this year providing and driving the lead vehicle in the 12K race and preparing/cooking and serving hot dogs for all.

•**Bike Share:** Due to a delay in their getting insurance, the launch has been delayed to this Friday, August 31. Sponsorships are being looked into to help offset our costs.

•**REST (Rapid Evaluation Stabilization and Treatment) Pilot:** The Operations Committee just approved this Pilot program with Continuum of CT, a quasi-State agency, in an amount not to exceed \$80,000. We will be working through an offsite facility/house where the third floor will be reserved for use by the unhoused at USTC. Mr. Hausladen explained there will be two crisis beds available for use. The estimated duration of stay is nine to ten business days. The unhoused participating will be given access to the beds, intensive social work and the possibility of options for permanent housing. NHPA will be billed on a per-bed, per-night basis. The goal is to transition them away from a crisis bed to a permanent resolution.

Chairman Forrester asked who decides who will get the two beds? We will continue to use COMPASS (which has their own outreach) to get people ready for help.

•**Granite Square Lease Renewal:** The lease is coming up for renewal, and we are working on gathering information on this. NHPA would like for Granite Square to be a key garage in our portfolio.

V. NEW BUSINESS (None)

VI. OLD BUSINESS (No Updates At This Time)

VII. EXECUTIVE SESSION: (Not needed)

It was noted that there would be an Executive Session next month on a personnel issue.

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.

The Meeting was adjourned at 7:15 PM.