

June 3, 2022

NOTICE OF MEETING

A Meeting of the New Haven Union Station Partnership Operations Committee for Union Station Transportation Center will be held on Monday, June 6, 2022 at 3:30 PM via Zoom teleconference and at Union Station Transportation Center, MTA Conference Room 4th floor West.

The Agenda for this meeting is attached.

**AGENDA
NEW HAVEN UNION STATION PARTNERSHIP
OPERATIONS COMMITTEE
MEETING
JUNE 6, 2022
3:30 PM
ZOOM WEBINAR**

Dear Operations Committee Members:

You are invited to a Zoom webinar also held in person at Union Station, MTA Conference Room, 4th Floor West

Topic: OPERATIONS COMMITTEE MEETING

Time: June 6, 2022 3:30 PM Eastern Time (US and Canada)

Topic: Union Station Partnership / Operations Committee

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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I. Call to Order

II. 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. 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.

III. Discussion Items for Action

- Approval of Minutes from April 25, 2022 Meeting
- FY 2023 Operating and Capital Budgets
- Undomiciled Activity
- Day-to-Day Operations at State Street Station
- Agreement with Tweed Airport Authority for up to 500 Spaces to Support the Airport while Spaces Remain Available at Union Station due to COVID 19 Pandemic
- Review/discuss City/NHPA Agreement for Services

IV. New Business

V. Executive Session

- A. Not Anticipated to be Utilized

VI. Adjournment/Site Tour

**Minutes of the
New Haven Union Station Partnership
Operations Committee Meeting of April 25, 2022**

Representing CT DOT:

Attorney Amy Ravitz, , Eric Bergeron, Craig Bordiere, Marlene Cordero, Mark Hayes

Representing City of New Haven:

Michael Piscitelli (proxy for Sandeep Aysola), Carlos Eyzaguirre

Representing New Haven Parking Authority:

Douglas Hausladen, Sammy Parry, Brian Seholm, James Staniewicz,
Attorney Joseph Rini, Attorney Cliff Merin

Guest: Kenneth Sugarman – Desman Associates

I. CALL TO ORDER / II. PUBLIC COMMENT

Mr. Piscitelli was the Moderator. He called the meeting to order at 3:05 PM and attendance was taken. There were no requests to speak from the public.

III. MOTIONS

-APPROVAL OF THE MINUTES

Mr. Piscitelli asked for approval of the Minutes from the March 28, 2022 meeting and a vote was taken:

Mr. Bergeron	approved
Mr. Bordiere	approved
Mr. Piscitelli	approved

**-APPROVAL OF FY2023 V2 OPERATIONS AND CAPITAL BUDGETS FOR NEW HAVEN UNION STATION
AND STATE STREET STATION**

Mr. Seholm said the Operating and Capital Budgets (DRAFT V2) were forwarded to the Operations Committee. He provided updates to what was discussed at the last meeting. He noted there were two minor changes in this draft that included the addition of the dedicated Overnight Supervisor for Union Station Transportation Center and State Street Stations and some insurance reductions/absorbed elsewhere. All else remains the same.

There are two concerns: 1)The CPIU has outpaced what was anticipated but our position is acceptable given many of our agreements are long term. 2)Plans for revenue remain conservative and were left in. There was

a COVID spike in the winter that resulted in a three-month negative cash flow; however, revenue is coming back positive.

He has not received any questions since the last meeting.

•**Capital Budget:** The following points were discussed.

-There are funds in the capital improvement plan; however, no project recommendations were moved or forwarded. Funds of \$2.2 million are estimated to be transferred over to FY2023.

-Assumptions were not made on the capital plan given site review for development.

-All existing projects were assumed to continue to be funded. There are four projects with previous approval but not yet contracted.

-Defer to Desman numbers on the capital side.

Mr. Piscitelli asked for the CTDOT team's thoughts.

•**Revenue Initiatives:**

Mr. Piscitelli said taking depreciation out of mix there is a \$1.5 million gap or shortfall to meet; we need to make ourselves whole on revenue and asked for suggestions to accomplish this.

Mr. Seholm presented two opportunities to enhance revenue that were discussed internally by NHPA that he wanted to present to CTDOT for approval:

1. Placing one or two groups of 75 or more in the garage on one-year agreement for those that use shuttles. If transient parkers return, the group/s will be moved.
2. Look at transient promotions for weekends when there are no Yankee games – using a flat rate.

NHPA will be formalizing these opportunities for approval at next meeting.

Mr. Piscitelli said that if we can make these options work, he does not believe there is a need for the Operations Committee to approve such agreements. He asked CTDOT if they had any objections. There were no objections.

•**ACTION ITEM:** Mr. Piscitelli asked NHPA to reach out to CT Rides for putting together a promotion around sporting events to push transients to use Union Station as part of that experience. He asked that NHPA formalize these options between now and the next meeting. He said these are directives to the Parking Authority and asked for any objections. Mr. Bergeron said he had none.

Questions:

Mr. Bordiere asked for clarification on the first concept.

Mr. Seholm said NHPA would reach out to groups (via contracts) and regular employers and offer temporary, up to one-year permit agreements at the current market rate. NHPA would be aware of occupancy limits and would be able to move them out should CT Rail need occupancy. It is proposed to get one or two 75 permit groups.

•Mr. Bordiere said he had no exception to move forward. Mr. Piscitelli said he appreciated the support.

Discussion on Budget approval: Mr. Piscitelli asked if the group preferred to move on the budget now or wait until after the capital presentation by Desman.

Mr. Bordiere said he didn't feel CTDOT is ready to approve the budget based on the additional Supervisor position for USTC and State Street Station. Mr. Bergeron said CTDOT needs to meet internally on this concept and come to agreement.

•ACTION ITEM: Mr. Piscitelli said that is fine and reminded all of the May 1 date in the agreement and suggested approving the budget by phone on Thursday or Friday of this week. Mr. Seholm said he would be available by phone or e-mail for questions. No objections were raised.

IV. ITEMS FOR DISCUSSION

A. REVENUE INITIATIVES – DISCUSSED EARLIER IN THE MEETING.

B. ITEM 4B UNIFORMS/REBRAND

Mr. Hausladen said NHPA would like to buy a flag to celebrate the Union Station partnership and place in the appropriate location on campus.

Discussion followed on the process, logo (different options), brand to be used, uniforms and lead time required to accomplish this.

Mr. Eyzaguirre joined the meeting.

Mr. Piscitelli suggested CT Rides could explain and develop the style guide.

Ms. Cordero said it would be more appropriate to have the USTC Interior Improvements Subcommittee be included on this; and we would want the uniforms to work well with the new signage created. Mr. Bordiere said he agrees with Ms. Cordero, and there were some color options proposed in the wayfinding by MERJE. Mr. Hausladen also agreed that the wayfinding signage and brand should complement each other.

ACTION ITEM: Mr. Piscitelli asked when the Interior Improvements Subcommittee would be meeting next, ask for their input, and narrow the options down to get to a point of decision making.

C. DRAFT CONDITION SURVEYS FOR UNION STATION BUILDING AND GARAGE – PREPARED BY DESMAN ASSOCIATES

A presentation was made by Mr. Ken Sugarman, Senior Associate from Desman, Inc. which is NHPA's on call engineering consultant.

He presented an Executive Summary of the comprehensive Condition Surveys FY2022 for Union Station Building and Garage, which Desman prepares annually that were sent to the Operations Committee last week. He encouraged the group to look at them when time permits. Capital recommendations and forecasts are included.

UNION STATION GARAGE: Mr. Sugarman discussed the following points:

-The Garage is 34 years old, and he presented the five-year projections for repairs that would be needed totaling over \$10 million. The largest percentage is concrete and waterproofing for over \$2,600,000 and is the recommended priority to maintain the integrity and safety of the garage.

-There are two other projects in design including: The application of an architectural coating on the outside of the garage to make it uniform in color and repair of the precast façade that is cracking.

-He summarized the recommended repairs for the next five years that include concrete and waterproofing, replacement of drainage system, storefronts at stair towers and possible updates to the PARCS System. Additionally, in the interim prior to development, minor repairs in the East/West Lots with potholes etc.

Questions

-Mr. Bordiere asked when PARCS was installed, and Mr. Seholm said about seven-and-a-half years ago. Mr. Sugarman clarified he is only recommending to look at its performance, what technical updates are needed or improvements that can be made. A study phase for FY2023 and improvements or replacements FY2024. Mr. Seholm said he agrees with the timing, we need to start with RFP, and it will require one to two years to implement.

-Mr. Bordiere asked if PARCS is in tandem with the Authority's equipment systemwide. Mr. Seholm said Union Station is charged directly with the equipment that is housed there. The back-end costs are spread across the portfolio.

UNION STATION BUILDING: Mr. Sugarman presented the following points for discussion:

-The building is over 100 years old with five-year projections totaling almost \$9 million. The bulk are architectural and structural followed by tunnel work, MEP work, landscaping and sidewalk.

-A study has been completed to look at the roof that is aged and warranty has ended. Looking at ways to replace with a new roofing system; roof is not immediately needed but preference is to be prepared.

-Looking at internal signage assessment.

For next five years looking at window replacement, replacement of doors to platform and options for ventilation and east/west lot - related site issues should be addressed in the interim

Questions:

Mr. Bordiere reminded the team to give consideration to how the projects will be funded. We collectively need to consider a funding strategy to pay the day-to-day bills as well as to ensure that repairs are addressed.

Mr. Piscitelli said that is a good point and asked CTDOT for any suggestions on a funding strategy. He said NHPA may ask Mr. Sugarman to assist scoping out for grant applications as well.

Mr. Piscitelli asked if Desman is looking at energy efficiencies to bring the station up to a different level of sustainability. Mr. Sugarman said yes, these conversations are ongoing, and they have a good MEP consultant

that is knowledgeable of opportunities for energy efficiency. He said there is opportunity for improvements in ventilation and enhancing air quality along with additional electric vehicle charging stations.

Mr. Hausladen noted another project that is not listed is replacement of tracks on platforms, taking into account where the water table is regarding redevelopment efforts.

Mr. Piscitelli also suggested to build in certifications including LEED. Mr. Hausladen said there is a renovation standard and will create a ParkSmart checklist with the Union Station Green Building Council.

Mr. Piscitelli asked that a copy of the condition survey reports be sent to Mr. Zinn.

V. OLD BUSINESS

A. REVIEW/DISCUSS CITY/NHPA AGREEMENT FOR SERVICES

Mr. Piscitelli said this is still being reviewed and asked if CTDOT had anything to share.

Mr. Bordiere said CTDOT is preparing for a meeting on Wednesday with the City.

B. REVIEW/DISCUSS BROKERAGE SERVICES SCOPE OF WORK

Mr. Hausladen said this was discussed at the last meeting and it goes along with the City/NHPA agreement. When that agreement is signed, the process of NHPA going out for professional assistance would be started. There would be a dedicated person who would be a subcontractor and spend nominal time on the rest of the portfolio. Their major focus would be on the Transportation Center with retail improvements and the re-tenanting of Union Station Building. Mr. Piscitelli said we are waiting on City/NHPA agreement to be signed to move forward. Mr. Hausladen asked CTDOT if we still need work to get the scope in final form. Mr. Bordiere said he believes so.

C. REVIEW/DISCUSS POSSIBLE ADDITION OF DEDICATED MAINTENANCE SUPERVISOR TO SUPERVISE OVERNIGHT MAINTENANCE OPERATIONS AT THE STATE STREET AND UNION STATION TRANSPORTATION CENTER.

Mr. Hausladen said the cost for this position was included in Draft V2 budget. He said when the station is closed, having the Supervisor position to provide additional oversight will ensure the most effective work gets done.

Questions

-Mr. Bordiere asked what the current staffing levels are overnight. Mr. Parry said there are three on for overnight and a Roving Supervisor who oversees the entire portfolio. This request is for a dedicated person for Union Station Garage and Building and the State Street Station.

-Mr. Piscitelli asked how the team is utilized. Mr. Parry said there is a mix of custodial with heavy maintenance duties; i.e., power washing front of station, polishing floors and heavy cleaning of bathrooms. Mr. Hausladen

said the Supervisor will guarantee and can queue up the work for the morning manager. Mr. Bordiere asked if repairing hardware is outside of the scope. Mr. Parry said yes that is outside of this function.

-Mr. Bordiere asked if this position takes the place of the Floating Supervisor and those responsibilities. Mr. Parry said no, it is in addition to. Mr. Hausladen said there is a lot of overnight activity in a number of the facilities that takes the floater's time. Can always change this position mid-year.

-Mr. Bordiere said approval for this position will be included as part of the consideration of the overall budget.

-Mr. Piscitelli said the additional position along with the current staff members will provide the best outcome. Mr. Bordiere agreed that all want the Station to be as clean as possible when the doors open.

VI. NEW BUSINESS

Mr. Piscitelli said a walk-around inspection after every meeting is included in the agreement, and he asked if an in-person meeting should be done in May with inspection to follow. Mr. Bordiere and Mr. Bergeron agreed. The notice will be posted with a location at Union Station to meet. Mr. Bordiere suggested the inspection be made prior to the May meeting in the interest of time of day, and it was agreed.

VII. EXECUTIVE SESSION – NOT NEEDED

Mr. Piscitelli noted the following ACTION ITEMS:

- Final review of City and NHPA Agreement**
- Final call on FY2023 Budget by end of week**
- Formalize revenue Initiatives**
- Direction on Capital**
- Launch plan for rebrand**
- Facility Inspection before next meeting in May**

VIII. ADJOURNMENT

Mr. Hausladen moved to adjourn the meeting and Mr. Bordiere seconded. The meeting was adjourned at 4:00 PM.