

**NEW HAVEN UNION STATION TRANSPORTATION CENTER CAMPUS  
MINUTES FROM THE OPERATIONS COMMITTEE MEETING OF  
JUNE 28, 2023**

**Present:**

**CTDOT:** Attorney Helen Bartek, Eric Bergeron, Jeffrey Boice, Craig Bordiere, Richard Jankovich, Diana Palmer

**City of New Haven:** Sandeep Aysola, Carlos Eyzaguirre, Attorney Michael Pinto

**New Haven Parking Authority:** Douglas Hausladen, Sammy Parry, Brian Seholm, Jim Staniewicz

**I. CALL TO ORDER**

Mr. Hausladen asked for a Motion to call the meeting to order. Mr. Bergeron moved the Motion, and Mr. Eyzaguirre seconded. The meeting was called to order at 1:02 PM.

**II. PUBLIC COMMENT**

Mr. Hausladen reported there were no requests to speak from the public.

**III. APPROVAL OF THE MINUTES**

Mr. Hausladen asked for all to review the Minutes from the May 22, 2023 Operations Committee meeting for any exceptions or further discussion. Hearing none, he asked for a Motion to approve. Mr. Eyzaguirre moved to approve the Motion, and Mr. Bergeron seconded. The Minutes were approved as presented. A vote was taken.

Sandeep Aysola	Approved
Eric Bergeron	Approved
Craig Bordiere	Approved
Carlos Eyzaguirre	Approved

**IV. APPROVAL OF THE MOTIONS OF THE OPERATIONS COMMITTEE**

**MOTION A: MOTION RE: APPROVAL FOR CTDOT TO PROCEED WITH THE RFP DEVELOPMENT FOR THE EAST LOT OF THE NEW HAVEN UNION STATION CAMPUS.**

**MOTION B: MOTION RE: APPROVAL FOR CTDOT TO PROCEED WITH DESIGN DEVELOPMENT OF THE WEST LOT AND ROUTE 1 IMPROVEMENTS.**

Mr. Bergeron moved to discuss Motions A and B and Mr. Eyzaguirre seconded.

Mr. Eyzaguirre said the City has met internally and with CTDOT. Attorney Pinto from the City and Attorney Bartek from the State will be meeting tomorrow to finalize their review. The City is prepared and would be comfortable to vote in favor of moving the Motions; however, would want the Operations Committee to have a final review of the documents before they are released.

**Mr. Bergeron said to Move the motions with the provision that the OC has an opportunity to review the RFP before it goes out, and it was agreed.**

Mr. Hausladen reiterated to confirm that it was agreed to bring the final documents back to the OC for approval before releasing them.

**MOTIONS A AND B WERE MOVED FOR APPROVAL BY MR. EYZAGUIRRE AND SECONDED BY MR. BERGERON WITH THE PROVISION THAT FINAL DOCUMENTS BE PRESENTED TO THE OPERATIONS COMMITTEE FOR REVIEW BEFORE THEY ARE RELEASED.** A vote was taken.

Mr. Aysola	approved
Mr. Bergeron	approved
Mr. Bordiere	approved
Mr. Eyzaguirre	approved

## **V. OPERATIONS REPORT**

Mr. Parry presented an overview of activity in Operations for the month of May.

### **Occupancy:**

**Average Occupancy:** There was no significant change seen in the average number of parkers for May at Union Station: 877 for May versus 882 for April.

**Total Cars Parked:** A small increase was seen in total cars parked for the month. For May there were 21,809 cars versus 18,987 for April – a 15% increase. Cumulatively for 2022/2023 there was a 39% increase over last year. This is significant, and it is projected to get higher.

**Keycards:** There was a 19% increase from last month in the number of keycards.

**Tickets Issued:** Looking at January to May – May had the highest number of tickets issued. Cumulatively we are 55% ahead of last year.

**Length of Stay:** He called attention to the charts that showed a one week selection of Occupancy by Time of Day and Transient Length of Stay for discussion. On weekends, the two-to-three day stays dominate.

### **Security:**

Mr. Parry reported the number of incidents for USB and USG totaled 57 for May. As has been the trend, requests for medical assistance was the category with the most incidents. The specifics for each incident were shown in a summary attached to his report and are also included in the daily report logs.

Mr. Bergeron said CTDOT has frequently been present at the Station doing oversight inspections and there appears to be a general consensus of concern associated with the Parking Authority's Security

Officers in regard to how they address the issues with the homeless. He is aware of NHPA's efforts to correct this with additional personnel and training. He asked if there are any other initiatives that will be put in place.

Mr. Parry said NHPA has initiated de-escalation training for staff and it is ongoing. The Director of Security is focusing on enforcing what is expected from the Security Officers and the protocol they should be following. There is a deadline of July 1, to have a full complement of staff in place at the Station to help implement the new code of conduct.

Discussion followed on the increase in the number of unhoused at the Station. The total number for May was 1,126.

## **VI. FINANCIAL REPORT**

Mr. Seholm presented the financial results for the New Haven Union Station Campus for the month of May.

**•Union Station Consolidated:** Overall consolidated results were better than budget. Actual Net Operating Income for the month of May was \$51,923 versus a budgeted loss of \$11,599 for a positive variance of \$63,522. YTD actual results were \$620,603 versus a budgeted loss of \$804,734 for a positive variance of \$1,425,337.

**•Union Station Building:** Net Operating Income was negative (\$146,339) versus a budgeted loss of (\$133,216) for a variance of ( \$13,123) more than the loss that was budgeted for. YTD actual results were negative (\$1,514,727) versus a budget of (\$1,683,686) for a positive variance of \$168,959.

**•Revenue** for the month remained stable to what it has been all year. The current CPIU is slightly different than what was used when preparing the budget.

**•Personnel Expenses: Total Personnel expenses came in at \$113,707 versus a budget of \$117,972 for a positive variance of \$4,265. This was driven by the following.**

-Administrative Salaries ST was over budget driven by the night maintenance supervisor's salary being at a higher rate than budget, and 60% of the Director of Security's salary was not budgeted for the fiscal year.

-Maintenance ST was \$5,319 better than budget. This was driven by open shifts and one employee on vacation that led to Maintenance Salary OT being \$5,757 over budget to cover the hours in straight time.

-Security Salary ST was \$4,788 less than budget due to open bids that available coverage was able to fill most.

-Benefits were \$5,956 less than budget due to the Memorial Day Holiday being paid and recorded in June.

**•Operating Expenses: Total Operating Expenses were \$16,129 over budget for the month driven by:**

-Utilities were \$7,272 less than budget related to generation charges coming in \$6,700 lower.

-Service Agreements were \$2,700 over budget. The service agreement for the air conditioning \$2500 a month was not budgeted for.

-Professional Services were \$17,006 over budget for the month due to legal services that were required (developing agreements for contracts and leasing, consultations on various issues with tenants etc.) and the services for Mascola to work on the development of the website for Union Station.

-Supplies were \$6,118 over budget for the month. Actual costs came in at \$14,448 for the month versus \$8,330 that was budgeted. This was driven by supplies needed for the beautification of the grounds (planting and mulch), and a larger than average delivery of cleaning supplies.

-Other Expenses were \$2,958 less than budget due to a reversal of lift rental accrual.

•**Total Expenses** were 11,864 over budget.

**State Street Station: Net Operating Income YTD was \$53,274 more than the loss that was budgeted and more than normal due to professional services and planting.**

•**Personnel Expenses:** Total personnel expenses were \$1,189 over budget for the month

•**Operating Expenses:** Total Operating Expenses were \$14,815 over budget for the month and impacted by administrative allocation.

-Professional Services were \$5,908 over budget. The Desman condition survey was not included in the FY2023 budget.

-Supplies for planting and mulch were not included in the budget FY2023.

-The above led to a higher allocation of administrative expense.

•**Total Expenses** were \$16,00,05 over budget slightly higher than normal.

**Union Station Garage: Net Operating Income was \$92,649 better than budget for the month due to the positive impact of transient and monthly revenue. Actual YTD income was \$2,331,187 versus a budget of \$1,021,535 for a positive variance of \$309,652.**

•**Revenue**

-**Actual Total Revenue for the month was \$401,054 versus \$291,557 that was budgeted for a positive variance of \$109,497 and \$90,343 better than last year.** Both monthly and transient revenue came in better than budget for the month. Monthly permits (some partial) increased by 17 from last year. Transient Revenue volume was up versus last year and last month coming in \$106,177 better than the conservative budget used not knowing how many parkers would return.

•**Expenses**

-**Personnel Expenses – total personnel expenses were \$2,392 better mainly due to two components.**

-Maintenance ST was \$1,363 less than budget due to some open shifts during the month but not fully open positions. Security Salary OT was \$1,185 over budget due to some uncovered shifts managed by OT.

-Benefits were \$2,472 better than budget due to the Memorial Day holiday being recorded in June.

**-Operating Expenses – Total operating expenses were \$91,275 for the month versus a budget of \$72,034 for a negative variance of \$19,241. This was driven by the following:**

-Utilities were \$1,954 less than budget due to less generation.

-Supplies were over budget due to a significant delivery that was made that was not in the budget and a traffic controller sign.

-Bank fees were impacted with the correction of how the service provider was reporting fees for the facility.

-Administrative fees were impacted by the higher bank fees.

**•Total Expenses were \$16,848 over budget.**

•Mr. Bordiere said when looking at YTD figures for professional fees on the consolidated sheet (actual vs. budget), he would like additional details in regard to what work was included or products developed; i.e., leases etc. that could possibly be used as a template for brokerage. Mr. Seholm said he will have a summary prepared of the exact services that were provided by counsel.

•Mr. Seholm asked if formal notification from the Executive Oversight Panel (EOP) was received on the approval of the FY2023-24 budget, last year a letter was sent with formal approval. Mr. Hausladen will follow-up with the members of the Operations Committee after the meeting to be sure the proper documents have been approved by the (EOP) in regard to next year's budget.

•Mr. Bergeron noted a template form was developed to codify the recommendations from the OC that go to the EOP.

## **VII. CAPITAL PROJECTS**

Mr. Staniewicz provided an update on the capital projects.

### **•State of Good Repair Projects**

The Facility Renovations Program Committee met on these projects and comments were generated that are being finalized and incorporated. It is hoped to get the revised draft documents sent out for a second review.

There are two projects being negotiated for design contracts.: Enabling plan phase I and wayfinding signage. It is hoped to have Motions ready for the next Operations Committee for approval.

**East Lot:** Mr. Staniewicz said the proposed zoning changes were submitted to the New Haven Board of Alders. This process takes a number of months to obtain full approval.

## **VIII. LEASING AND TENANT UPDATE**

Mr. Hausladen said there are no changes to report. We are waiting to hear back from Metro North, TASI, and Amtrak in regard to their needs.

## **IX. NEW BUSINESS – none**

## **X. OLD BUSINESS - none**

*Mr. Parry said he just received a call that he wanted the Operations Committee to be aware of in regard to bugs allegedly being seen at the Station. A call has been placed to CT Pest to confirm, and the Director of Security is on site to further investigate.*

## **XI. EXECUTIVE SESSION – NOT NEEDED**

## **XII. ADJOURNMENT & CAMPUS TOUR**

Mr. Hausladen asked if there were any other issues for discussion. Hearing none he asked for a Motion to adjourn. Mr. Bergeron moved to adjourn, and Mr. Eyzaguirre seconded. A vote was taken.

Sandeep Aysola	Approved
Eric Bergeron	Approved
Craig Bordiere	Approved
Carlos Eyzaguirre	Approved

The meeting was adjourned at 1:49 PM. (The campus tour did not take place)