

**NEW HAVEN UNION STATION TRANSPORTATION CENTER CAMPUS
MINUTES FROM THE OPERATIONS COMMITTEE MEETING OF
JULY 20, 2023**

Present:

CTDOT: Eric Bergeron, Craig Bordiere, Jeffrey Boice, Diana Palmer

City of New Haven: Sandeep Aysola, Carlos Eyzaguirre

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

I. CALL TO ORDER

Mr. Hausladen called the meeting to order at 1:04 PM.

II. PUBLIC COMMENT

Mr. Hausladen said no requests to speak from the public have been received.

III. APPROVAL OF THE MINUTES

Mr. Hausladen asked for all to review the Minutes of the June 28, 2023 meeting for any exceptions or further discussion. Hearing none he asked for a Motion to approve. Mr. Bordiere moved to approve the Minutes as drafted and Mr. Bergeron seconded. Mr. Hausladen said to note: Mr. Seholm has the response to the question in regard to what was included in the professional services account that was raised last month. A vote was taken.

Mr. Aysola	Approved
Mr. Bergeron	Approved
Mr. Bordiere	Approved
Mr. Eyzaguirre	Approved

IV. APPROVAL OF THE MOTIONS OF THE OPERATIONS COMMITTEE

Mr. Hausladen announced Motions A, B, C and deferred to Mr. Staniewicz for further explanation.

MOTION A

MOVED THAT THE NEW HAVEN UNION STATION PARTNERSHIP OPERATIONS COMMITTEE HEREBY APPROVES THE PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE NEW HAVEN PARKING AUTHORITY, AS STATION MANAGER, PARKING MANAGER AND BROKERAGE MANAGER, WITH DESMAN, INC., THE DESIGNATED CONSULTANT AS A RESULT OF REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS AND SUBJECT TO NHPA BOARD ACTION OF JULY 24, 2023, TO CONDUCT CONDITION SURVEYS AND INSPECTIONS OF UNION STATION GARAGE, UNION STATION BUILDING AND STATE STREET STATION FACILITIES FOR FY 2023/2024, IN AN AMOUNT EQUAL TO \$16,062.50. (Motion was approved)

Mr. Staniewicz said typically every five years the Authority goes out for Proposals for engineering consultants to do the annual condition surveys and for on-call services (not for exclusive use).

Four responses were received. The firm of Desman, Inc. who has the most experience with our facilities and an extensive group of specialists was chosen (a summary comparison of the proposals is attached to the Motion). Pricing for five years was requested. Desman had the most favorable fees (an inflationary increase of about 2.9%). Their fee is held for each of the five years. They will do a wellness check on facilities and put together a plan that will be used by NHPA's Finance Department to develop the capital budget.

Questions/Discussion: Mr. Bordiere had several questions: 1)He wanted to confirm the current status of the Parking Authority's agreement with Desman. Mr. Staniewicz said it is time to renew it. 2)He asked if it could be confirmed that the numbers for the last five years were satisfied/exhausted, and Mr. Staniewicz said yes. 3)He asked if Desman's recent assignments were under the existing agreement, and Mr. Staniewicz said yes.

MOTION B

MOVED THAT THE NEW HAVEN UNION STATION PARTNERSHIP OPERATIONS COMMITTEE HEREBY APPROVES THE PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE NEW HAVEN PARKING AUTHORITY, AS STATION MANAGER, PARKING MANAGER AND BROKERAGE MANAGER, WITH DESMAN, INC., THE DESIGNATED CONSULTANT AS A RESULT OF REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS AND SUBJECT TO NHPA BOARD ACTION OF JULY 24, 2023, TO PROVIDE PROFESSIONAL DESIGN AND ENGINEERING SERVICES FOR INTERIOR WAYFINDING SIGNAGE AT UNION STATION BUILDING, NHPA PROJECT #23-054, IN AN AMOUNT NOT TO EXCEED \$150,000.00. (Motion was approved)

Mr. Staniewicz said Merje, graphic signage consultants, working with Desman as coordinator, prepared a detailed analysis in April 2019 that was presented to the OC for interior signage for the Union Station building and tunnel. Fees were broken out by personnel, hours, and tasks in three phases. The total fee lump sum with allowances appears to be favorable. The proposal is attached that presents everything in detail. Option 1 design was selected.

Questions/Discussion: Mr. Bergeron had several questions: 1)He asked to clarify the design phases in the agreement. Mr. Staniewicz said there are three phases to the design: schematic, design development and construction documents. 2)He wanted to confirm the price was negotiated. Mr. Staniewicz called attention to the end of their proposal (page 30) where a summary of prices presented and what we agreed on was shown. 3)He wanted to confirm Desman is the prime contractor and Merje is subcontractor and Mr. Staniewicz said that was correct. Mr. Staniewicz said we are hoping to get bids out by next Spring. Mr. Hausladen screen shared a schedule that was submitted.

MOTION C

MOVED THAT THE NEW HAVEN UNION STATION PARTNERSHIP OPERATIONS COMMITTEE HEREBY APPROVES THE PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE NEW HAVEN PARKING AUTHORITY, AS STATION MANAGER, PARKING MANAGER AND BROKERAGE MANAGER, WITH DESMAN, INC., THE DESIGNATED CONSULTANT AS A RESULT OF REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS AND SUBJECT TO NHPA BOARD ACTION OF JULY 24, 2023, TO PROVIDE PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FOR ENABLING PROJECT – PHASE 1 AT UNION STATION BUILDING, NHPA PROJECT #23-051, IN AN AMOUNT NOT TO EXCEED \$855,000.00. (TABLED)

Mr. Staniewicz said this Motion is for an extensive study that incorporates a lot of different projects to enhance customer experience and building performance. All line items are broken out; however, a decision has not been made on how to procure it.

Discussion/Questions: Mr. Bordiere had several questions on items he was interested in. 1)Scanning and modeling: - Mr. Staniewicz said they will do the scanning in the main waiting room to have up-to-date information; 2)Group 1 lobby seating: he wanted confirmation on the removal of store fronts. Mr. Staniewicz said this work would involve mostly architectural and MEP ventilation; security issues, control of odors and how to control HVAC; 3)Arm rests on the benches: Mr. Staniewicz said the plan for arm rests is included in the State of Good Repairs projects and was done very tastefully.

Mr. Bergeron said he would have a difficult time accepting a single proposal with no competitive bids. In regard to the scope, it has potential to get much larger and he has concerns to continue to give it to the same vendor in perpetuity. He explained the process the State uses to bid their projects. Mr. Bergeron said he is okay with Motions A & B that appear to have gone through a competitive solicitation. He is not ready to endorse Motion C.

Mr. Aysola asked if all three Motions were under a master agreement, and was the master agreement negotiated; Mr. Staniewicz said yes.

Mr. Hausladen appreciated the feedback and will answer questions on the approach used over the next month.

MOTION TO APPROVE MOTIONS A & B WRITTEN ABOVE. MR. AYSOLA MOVED TO APPROVE, AND MR. EYZAGUIRRE SECONDED THE MOTION. A VOTE WAS TAKEN:

Mr. Aysola	Approved
Mr. Bergeron	Approved
Mr. Bordiere	Approved
Mr. Eyzaguirre	Approved

V. OPERATIONS

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

Occupancy: Mr. Parry said all indications are that parkers are returning. The current average occupancy of 908 for the month of June was slightly higher than 877 for last month; however, we are not where we want to be.

-**Total Cars Parked:** there was not a large difference between May and June; however, cumulatively there was a 36% increase from last year.

-**Total Tickets Issued:** there was a 2% increase for June compared to May. YTD there was a significant increase of 52% over 2022.

-**Keycard Usage:** is slightly lower possibly due to summer vacations etc.

-On weekends multiple day stays dominate. On week days, the daily maximum dominates.

-The garage was closed three times during the month, driven by activities in NYC.

Security: For June there were 38 incidents that is a significant decrease from last month. Still trending as the largest categories are Medical Assistance and Disorderly Conduct. These categories are associated with the unhoused population. Supporting documentation for all incidents is attached.

Unhoused Numbers: There was a significant reduction in the number of unhoused in June that was better than the last four months. With the additional efforts initiated starting July 10 through 18, you can see a significant decrease. It is hoped the numbers continue to remain low.

VI. FINANCIAL REPORT

Mr. Seholm presented an overview of the Financial Statements for June, the end of the fiscal year with explanations on the major variances. He focused on YTD results.

Union Station Consolidated: This is the first look at a full 12 months of the garage consolidated. YTD we are \$1,250,933 better than budget for total revenue driven by transient parkers coming in stronger than anticipated; however, the garage is not yet at capacity and can continue to grow. He reviewed expenses for the month noting service agreements, professional services and bank fees as big drivers that contributed to the over budget results. However, YTD Total Expenses are \$242,037 less than budget.

He reviewed the monthly variances shown by line and will send out to the OC following the meeting.

He brought to the attention of the OC that he has not received the formal EOP approval response on the FY2024 budget.

Union Station Building

The Net Operating Income Loss YTD was \$154,815 better than the loss that was budgeted and \$14,144 worse than the loss that was budgeted for the month. . This was driven by Total Revenue YTD coming in less than budget due to a CPIU estimate miss. YTD Total Personnel Expenses came in \$15,265 better than budget and YTD Total Operating Expenses were better than budget due to contracted snow removal coming in \$32,280 less than budget as a result of no major storms and Utilities still having the benefit of the tail end of the hedges. Service agreements and Professional Services are over budget YTD. Repairs & maintenance costs were down from budget and supplies were over budget due to purchase of mulch and additional cleaning supplies. Total Expenses were \$1,935 worse than budget for the month; however, \$169,520 better than budget YTD.

Mr. Seholm responded to the question from last month on what was included in professional services for the building totaling \$74,847. The following items were included: work done by Desman and Turner on the Condition Surveys, Audit allocation, archiving by outside consultant and legal services. All legal invoices were pulled and checked for any that were dual purpose calls and were taken out.

State Street Station: Net Operating Income was \$71,379 less than what was budgeted YTD and was the result of a learning curve. Total Personnel, Total Operating Expenses and Total Expenses were all more than budget.

Union Station Garage: This facility supports the building and State Street Station.

YTD Total Revenue was \$1,265,638 better than budget.

YTD Total Personnel Expenses were \$64,361 less than budget. All lines with the exception of Administration Salaries OT and Security Salaries OT were under budget.

For the month of June, Benefits were impacted by Memorial Day pay and the 5th week of pension pay paid and recorded in month of June.

YTD Total Operating Expenses were \$79,535 better due to utility generation. Bank Fees were over budget due to the credit card issue with FiServ that has been corrected.

YTD Total Actual Net Operating Income was \$2,564,587 and that was \$1,409,534 better than budget. This points to return of rail patrons.

VII. CAPITAL PROGRAMS

Mr. Staniewicz provided updates on the major capital projects.

-State of Good Repairs Projects. The final draft submission is being worked on

-RFP for Brokerage Services: Comments on the brokerage services RFP are being reviewed.

-Mr. Eyzaguirre asked if the OC wanted to move the release of the real estate brokerage RFP today. Mr. Bergeron said CTDOT is still working on finalizing the red line items to be incorporated.

Mr. Bordiere suggested approval could be done via e-mail if necessary in the next 30 days, and Mr. Bergeron agreed. The Committee agreed to finalize the red-lined document and e-mail approval, if necessary, before the next meeting.

-East Lot Zoning: Work done to revise the zoning for the East Lot is before the City's Board of Alders. Mr. Hausladen said this issue might be heard at the September public hearing of the Legislative Committee.

VIII. LEASING AND TENANT UPDATE – none

IX. NEW BUSINESS

•Additional NHPA Security/Weekends and NHPD Assistance for two Months.

Mr. Parry wanted to confirm the OC's position to approve providing additional NHPA security for weekends. Three options were discussed:.

- Option 1: full coverage 24 hours
- 2: 8:00 AM to 12:30 AM
- :3 8:00 AM to 4:30 PM

NHPA's recommendation is option 1 full coverage - 24 hours.

Mr. Bordiere asked assuming we have approval to do this, what is the turnaround time in hiring the staff to fill the positions. Mr. Parry said three to four weeks. Mr. Bergeron said to confirm this is additional NHPA staff for the weekends. Mr. Parry said that is correct, and this would match the current staffing for Monday through Friday. The Operations Committee agreed to proceed with Option 1.

Along with this NHPA would like to contract for additional NHPD services to assist with enforcement of the code of conduct. The expenditure would run about \$12,000 per month for two months, August and September, 160 hours per month – 40 hours per week. Once we have the 40 hours, we can distribute them on an as needed basis. Mr. Bergeron said he is not opposed to the concept; however, he did not think the Chief of Police had the staff to cover this.. Mr. Hausladen said we don't have promises; however, it would be done on an extra duty basis. We hope that by October we will not need these additional services. The Operations Committee agreed to proceed.

Mr. Hausladen said he will try to fill the positions ASAP and get the schedule to the tactical group with hours, etc.

X. OLD BUSINESS – NONE

XI. EXECUTIVE SESSION

XII. ADJOURNMENT & CAMPUS TOUR

Mr. Hausladen asked if there were any other items for discussion. Hearing none he asked for a Motion to adjourn. Mr. Bordiere moved to adjourn the meeting, and Mr. Bergeron seconded the Motion. The meeting was adjourned at 2:40 PM. A vote was taken.

Mr. Aysola	Approved
Mr. Bergeron	Approved
Mr. Bordiere	Approved
Mr. Eyzaguirre	Approved