



**UNION STATION
PARTNERSHIP
NEW HAVEN**

**MINUTES FROM THE USTC PARTNERSHIP
OPERATIONS COMMITTEE MEETING
DECEMBER 18, 2023**

Representing CDOT: Mr. Bergeron, Mr. Bordiere
Representing City of New Haven: Mr. Eyzaguirre, Attorney Pinto, (Mr. Aysola was not able to attend)
New Haven Parking Authority: Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz,
Ms. Moneke, Attorney Merin

I. CALL TO ORDER

Mr. Hausladen called the meeting to order at 1:07 PM.

II. PUBLIC COMMENT

Mr. Hausladen said 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 October 23, 2023 Operations Committee meeting (*the November meeting was cancelled*) for any exceptions or further discussion. Hearing none he asked for a Motion to approve. Mr. Bergeron moved to approve the Minutes, and Mr. Eyzaguirre seconded the Motion. A vote was taken:

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

IV. APPROVAL OF THE MOTIONS OF THE OPERATIONS COMMITTEE

•MOTION A: TO APPROVE THE BROKERAGE MANAGER TO RELEASE THE REAL ESTATE SUPPORT SERVICES RFP. (TABLED)

•MOTION B: TO APPROVE THE CAPITAL AGREEMENT BETWEEN THE CITY OF NEW HAVEN AND THE CONNECTICUT DEPARTMENT OF TRANSPORTATION. (TABLED)

It was agreed Motions A & B were not ready to be voted on.

•MOTION C: TO RATIFY THE APPROVAL OF THE SCOPE OF SERVICES WITH HDR ENGINEERING, INC. FOR THE NEW HAVEN UNION STATION EAST LOT PROCUREMENT DOCUMENTS THAT HAVE BEEN APPROVED VIA E-MAIL.

Mr. Hausladen asked if there were any questions or further discussion. Mr. Bergeron noted this was already approved via e-mail, he moved to ratify the approval, and Mr. Eyzaguirre seconded. A vote was taken.

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

MOTION D: TO APPROVE EXTENDING THE EXTRA DUTY NHPD SERVICES AT UNION STATION TRANSPORTATION CENTER THROUGH MARCH 31, 2024.

Mr. Hausladen said extra duty NHPD officers have been hired through December 31, 2023 for one shift per day to augment the City police services already in place. NHPA is requesting to extend that contract through March 31, 2024 at the same level. Mr. Bergeron asked what the monthly cost is. Mr. Seholm said for the partial month of October the cost was about \$ 8,000, and for the full month of November about \$34,000. Union Station will still be able to realize a profit with the purchase of the extension of the contract. Mr. Hausladen recommended, and the OC agreed to continue this level of service through March 31, 2024. Mr. Bergeron moved to approve the Motion, and Mr. Eyzaguirre seconded. A vote was taken.

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

•MOTION E: TO ENTER INTO AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH DESMAN, INC. FOR PROFESSIONAL ENGINEERING AND ARCHITECTURE FOR REPAIRS AND IMPROVEMENTS AT UNION STATION PARKING GARAGE FOR THE YEAR 2023 CAPITAL PROJECTS, NHPA PROJECT #23-009, TO INCREASE THE AMOUNT OF CONSTRUCTION ADMINISTRATION AND ON-SITE OVERSIGHT FROM AN EXISTING AMOUNT NOT TO EXCEED \$75,000 TO A NEW AMOUNT NOT TO EXCEED \$600,000, PAID ON AN HOURLY BASIS.

•MOTION F: TO ENTER INTO AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH DESMAN, INC. FOR PROFESSIONAL ENGINEERING AND ARCHITECTURE FOR ARCHITECTURAL REPAIRS AND IMPROVEMENTS AT UNION STATION BUILDING FOR THE YEAR 2023 CAPITAL PROJECTS, NHPA PROJECT #23-020, TO INCREASE THE AMOUNT OF CONSTRUCTION ADMINISTRATION AND ON-SITE OVERSIGHT FROM AN EXISTING AMOUNT NOT TO EXCEED \$75,000 TO A NEW AMOUNT NOT TO EXCEED \$525,000, PAID ON AN HOURLY BASIS.

Mr. Staniewicz explained after reviewing how the capital agreement would be administered with Mr. Mednick and his team, it was felt additional funds were required for construction oversight to meet CDOT requirements. Both agreements noted in Motions E and F would be increased based on the duration of the projects. The garage project is anticipated to have a 21-month construction period and the building is anticipated to have an 18-month construction period. It was agreed to amend the original contracts to add additional services for on-site construction oversight. Mr. Bergeron noted to be certain revisions for both contracts are captured in the capital agreement.

Mr. Bordiere moved to approve Motions E and F, and Mr. Eyzaguirre seconded the Motions. A vote was taken.

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

•MOTION G: TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH TIGHE & BOND, INC. TO CONDUCT A HAZARDOUS BUILDING MATERIAL ASSESSMENT FOR REPAIRS AND IMPROVEMENTS AT UNION STATION PARKING GARAGE FOR THE YEAR 2023 CAPITAL PROJECTS, NHPA PROJECT #23-009, IN AN AMOUNT EQUAL TO \$9,000.

•MOTION H: TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH TIGHE & BOND, INC. TO CONDUCT A HAZARDOUS BUILDING MATERIAL ASSESSMENT FOR ARCHITECTURAL REPAIRS AND IMPROVEMENTS AT UNION STATION BUILDING FOR THE YEAR 2023 CAPITAL PROJECTS, NHPA PROJECT #23-020, IN AN AMOUNT EQUAL TO \$11,300.

Mr. Hausladen recommended to present both Motions together.

Mr. Staniewicz said these Motions also stem from the meeting with Mr. Mednick and his team. It was agreed a formal assessment of the hazardous materials should be done. Scopes for both the building and garage are similar. The cost for the garage would be \$9,000 and the building would be \$11,300, which is higher in part due to some tests on the ceiling in the main waiting room which require a lift.

Mr. Bergeron moved Motions G and H, and Mr. Eyzaguirre seconded the Motions. A vote was taken.

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

V. MONTHLY REPORTS

OPERATIONS

Mr. Parry presented an overview of activity in Operations.

OCCUPANCY:

He presented the following points and trends for discussion.

He called attention to the **Average Occupancy Report** where it showed the increase in the number of parkers returning in October and November.

The **Total Cars Parked** for November was better than October by 2%; the increase for this year compared to last was positive 17% and cumulatively positive 11% with 96,597 for 2022/2023 compared to 106,835 for 2023/2024.

For **Total Tickets Issued** there is a positive 13% change from 2022/2023 to 2023/2024.

For **Keycards** a 4% decrease was seen.

Garage numbers are increasing later in the day starting around noon to 3:00 PM, whereas prior to COVID the garage was full between 8:00 AM and 9:00 AM.

The \$14 a day maximum dominates the whole week, versus multiple days that have dominated in the past.

SECURITY:

He asked if there were any questions on the incidents for October and November that were included in his report. The USTC Daily Log reports that are sent to the OC each day also include incidents that occurred along with maintenance issues, garage occupancy and unhoused counts. He opened the floor for further questions. The Unhoused total for the month will be forwarded to the OC.

He reported the **new Code of Conduct** has been posted at the Station along with the designated seating area to be used by ticketed passengers. No negative comments have been received. Mr. Bergeron asked if there was any feedback on enforcement, and Mr. Hausladen said to date there have been no issues.

There was discussion on removing the charging stations in the main concourse to curb issues with the unhoused. Mr. Parry asked the OC for their thoughts. Mr. Hausladen said we can try this, and the Committee agreed.

Mr. Parry said there have been verbal requests from school musical groups to perform during the Christmas season; however, no firm dates have been established. He will keep the OC informed.

FINANCIAL REPORT

Mr. Seholm reported on the financials for the month of November and presented the following points for discussion. The OC agreed to pass on Review of October financial information.

Consolidated Results: On a consolidated level Net Operating Income was positive YTD and \$267,127 better than budget. He said the OC has approved the 2024 budget; however, NHPA has not received formal approval from the EOP.

Best guesses are being made on snow removal and have not impacted the operating budget for November or YTD.

Union Station Building: NOI was \$18,519 worse than budget for the month; however, \$10,293 better than budget YTD.

Mr. Seholm said he will be sending out explanations for Variances for the building for November and provided information for some of the larger variances.

Total Revenue for November for the building was \$3,399 worse than budget - the CPIU of 1.8% was less than budget. Webster Bank removed one ATM that was associated with a nominal rental fee.

Personnel Expenses: -Total Personnel Expenses were \$3,105 better than budget for the month.

Administration Salaries ST was \$3,980 worse than budget for the month due to the Night Maintenance Supervisor being included in this category in error and will be corrected.

Operating Expenses: For November, Total Operating Expenses were \$18,226 worse than budget.

-The big outlier was \$34,695 in Security and traffic control that continues to impact the building.

-Utilities were better by \$12,048 for the month due to electric generation being lower than budget.

-Professional Services were \$6,317 over budget for the month. This is driven by legal fees being higher than budget including work on standard lease forms, RFP for brokerage services, etc. The professional services schedule of expenses for November will be forwarded to the OC.

-Administrative Expenses had catch up and are allocated on consumption of services.

Total Expenses for November were \$15,121 over budget.

State Street Station

-For November there were some modest variances from budget on personnel time. NHPA is gaining an understanding on hours that are required.

-Total Expenses were for the most part close to budget; however, came in \$1,944 worse than budget for the month,

Union Station Garage: NOI came in at \$251,849 for the month, and was \$76,954 better than budget. Actual NOI YTD is \$1,140,983 and \$264,722 better than budget.

Revenue: Monthly and transient revenue was strong coming in \$45,955 better than budget for the month. This was a consequence of the increase in activity levels that were discussed earlier in the Operations Report.

Personnel Expenses: For November, total personnel expenses were \$10,984 less than budget. With the exception of Security salaries coming in \$5,514 less than budget due to open shifts, most lines were close to budget.

Operating Expenses: For November, total operating expenses were \$19,654 less than budget for the month with no big outliers. Administrative Expense is slightly over budget - \$4,568. If we take out snow removal, expenses will be flat.

Total Expenses: For November were **\$30,638 less than budget.**

Questions/Discussion: Mr. Bordiere asked, going back to staffing in general, what classifications are associated with the open positions. Discussion ensued relating to the open security positions in the garage and in the building with some shifts open in maintenance. Mr. Bordiere asked if maintenance positions were related to custodial or trade. Mr. Parry said custodial. Mr. Bordiere asked what percentage of time are these shifts covered with OT. Mr. Seholm will get back to him with a direct comparison. In terms of filling vacancies, Mr. Parry said the bidding process is taking place to fill the positions as quickly as possible. Mr. Seholm said the settlement of the bargaining unit agreement that includes a higher rate of pay should help fill the positions.

CAPITAL PROJECTS

Mr. Staniewicz presented updates on the major capital projects.

-He said the advancement of the **State of Good Repair** projects was largely covered in the Motions.

•**Enabling Projects Phase 1:** A priority is to get the draft RFP out for a design services consultant. The design phase of the plan to convert the front bay of the parking garage to commercial use and bicycle storage is part of the Enabling Project – Phase 1 and is being advanced.

•**Brokerage Agreement:** A lot of progress has been made on the Brokerage Agreement. -More comments on real estate support will be coming from the City.

•**Peter Pan Bus Lines:** A meeting was held with representatives from Peter Pan, and they are interested in bringing their buses back to USTC. They are not looking for office space, only use of the bus berths.

•**USTC Tenant Leases:** We are making good progress updating the draft form of the leases for tenants, incorporating the relevant items of the new Lease, Operating and Funding Agreement along with a general refresh to be up-to-date.

•**USTC East Lot Zoning Changes for a Transit Oriented Development District:** A community meeting was held on November 30 at the Canal Dock Boat House, which generated quite a bit of interest. The proposed zoning changes will be presented to the City Plan Commission on December 20.

•**USTC Wayfinding Signage:** Mr. Staniewicz said he and Mr. Bordiere met with representatives of the design team last week and developed a plan on which signs need to be removed, focused on, etc. Additionally, the design team will be working on some mock-ups.

•**Annual Condition Surveys:** The condition surveys being prepared by Desman are more than 50% complete. The consultants are projecting initial costs projections to be ready in January.

•The Parking Authority continues with the fit-out plans for their office on the second floor east of Union Station.

VI. LEASING AND TENANT UPDATES – None at this time

VII. NEW BUSINESS - none

VIII. OLD BUSINESS - none

IX. EXECUTIVE SESSION - none

X. ADJOURNMENT

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

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

The meeting was adjourned at 2:10 PM.