



**UNION STATION
PARTNERSHIP
NEW HAVEN**

**MINUTES FROM THE NEW HAVEN USTC PARTNERSHIP
OPERATIONS COMMITTEE MEETING
JANUARY 22, 2024**

Present:

CTDOT: Deputy Commissioner King, Mr. Bergeron, Mr. Bordiere, Ms. Greenberg

City of New Haven: Ms. Hendricson, Mr. Piscitelli, Attorney Pinto

New Haven Parking Authority: Mr. Hausladen, Mr. Seholm, Mr. Staniewicz

I. CALL TO ORDER

Mr. Hausladen called the meeting to order at 1:02 PM.

Introductions of the new voting members of the Operations Committee were made as follows:

- Laoise King, Deputy Commissioner – CTDOT
- Eric Bergeron, Assistant Rail Administrator - CTDOT (*continues as a voting member*)
- Michael Piscitelli, Economic Development Administrator – City of New Haven
- Courtney Hendricson, Deputy Economic Development Administrator – City of New Haven

II. PUBLIC COMMENT

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

III. APPROVAL OF THE MINUTES

Mr. Hausladen asked for a Motion to move discussion on the Minutes. Mr. Bergeron moved the Motion and Deputy Commissioner King seconded. Mr. Hausladen briefly summarized the most significant Motions that were presented and approved at the December meeting for the new members. He then asked if there were any exceptions or further discussion needed. Mr. Bordiere noted a correction on page 3 in regard to the \$14 a day rate maximum that should have read \$18. A vote was taken.

Deputy Commissioner King	Approved
Mr. Bergeron	Approved
Ms. Hendricson	Abstain
Mr. Piscitelli	Approved

The Minutes were approved.

IV. APPROVAL OF THE MOTIONS

MOTION A: TO APPROVE THE BROKERAGE MANAGER TO RELEASE THE REAL ESTATE SUPPORT SERVICES RFP.

Mr. Piscitelli moved the Motion for discussion and Commissioner King seconded. The Brokerage Manager will be releasing the final RFP for support services, which will be received via e-mail and is on schedule for a February 1 release. The RFP has been edited to meet the requirements of the OC. Mr. Piscitelli said as discussed previously there will be a non-mandatory meeting/webinar on February 16 at 11:00 AM to provide an opportunity for any questions and will subsequently be available on the Union Station Partnership website. A vote was taken.

Deputy Commissioner King	Approved
Mr. Bergeron	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

The Motion was unanimously approved.

MOTION B: To Approve the Capital Agreement between the City of New Haven and Connecticut Department of Transportation.

Mr. Hausladen said Motion B will be passed over.

MOTION C: MOVED THAT THE NEW HAVEN UNION STATION PARTNERSHIP OPERATIONS COMMITTEE HEREBY AUTHORIZES THE PROFESSIONAL SERVICES AGREEMENT WITH TIGHE & BOND, INC., THE ON-CALL ENVIRONMENTAL CONSULTANT, TO CONDUCT A HAZARDOUS BUILDING MATERIAL ASSESSMENT FOR SELECTED DEMOLITION AND ABATEMENT OF PORTIONS OF THE 4TH FLOOR AND 3RD FLOOR WEST AT UNION STATION BUILDING, NHPA PROJECT #23-051A, PART OF THE ENABLING PROJECT – PHASE 1 SCOPE OF WORK, AND SUBSEQUENTLY TO CARRY OUT SELECTED DEMOLITION AND ABATEMENT IN THESE AREAS TO REMOVE OLD FLOOR COVERINGS, WALL COVERINGS (SUCH AS OLD WALL PAPER), WALLBOARD TRIM, CEILING TILES, SELECTED WALLS, AND SIMILAR FEATURES VIA A PURCHASE ORDER SUPPLEMENT TO THE EXISTING CONTRACT WITH CONSOLIDATED ELECTRIC, INC., IN AN AMOUNT NOT TO EXCEED \$75,000.

Mr. Piscitelli moved the Motion for discussion, and Mr. Bergeron seconded the Motion. Mr. Hausladen deferred to Mr. Staniewicz for further explanation. Mr. Staniewicz said this Motion was discussed at the Facilities Renovations Meeting last Friday to determine what work could be expedited. We have an existing contract that enables the contractor to move forward. The project includes minor work which has to be done carefully due to some potential issues which may involve removal of asbestos and lead paint.

Mr. Piscitelli thanked the group for their efforts to pull it together quickly to move the projects along, and reduce costs for the enabling work. Mr. Hausladen said the removal of selected walls and ceiling tiles will provide easier access for future tenants to design their HVAC work as well. This will take up to \$75,000 out of the existing capital on hand.

Mr. Bergeron said he agrees with accelerating the work in the building to move rail service tenants to the upper floors and move the real estate piece forward.

A vote was taken:

Deputy Commissioner. King	Approved
Mr. Bergeron	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

The Motion was unanimously approved.

V. MONTHLY REPORTS

FINANCIAL REPORT

Mr. Seholm presented an overview of the Financial report for the month of December with explanations for the more significant variances.

•Consolidated Results

Net Operating Income was budgeted at a loss of \$64,905. Actual results for December came in at positive \$4,968 with a positive variance of \$69,873 for the month. This was largely due to not needing the \$75,000 that was budgeted for contracted snow removal.

Results for the first six months were positive. Net Operating Income actual year-to-date results came in at \$89,781 against a loss of \$251,539 that was budgeted for a positive variance of \$341,320. Contributing factors were not needing the \$112,500 in estimated snow removal and the increase in transient revenue.

He reviewed the results for Union Station Building, State Street Station and Union Station Garage that drove the consolidated numbers that were presented.

•Union Station Building Results

Mr. Seholm reported on the results for December and will be sending out explanations for the variances.

YTD Total Revenue was \$3,399 below budget due to our use of a higher CPIU estimate for the budget than what actually occurred.

Expenses: -Total Expenses were \$5,741 worse than budget.

•Total Personnel Expenses were \$4,175 worse than budget for the month driven by:

Administrative Salaries ST was \$3,577 over budget due to the Night Maintenance Supervisor being included in Maintenance Salaries ST in error. Maintenance Salary ST was \$6,012 less than budget due to the Night Maintenance Supervisor being budgeted to that line, and in error, was not charged to that line in and open shifts. Maintenance Salaries OT were \$4,401 worse due to covering the open shifts with OT, and vacation time taken being higher than anticipated.

Security ST was over budget by \$3,188. This includes additional shifts that were added in the building and an employee paid at an erroneous rate. Security OT was \$4,401 worse than budget due to covering additional shifts.

Benefits came in \$5,031 lower than budget due to lower expense for medical with employees coming on and off insurance and pension.

Maintenance Salary ST and Benefits offset some of the negative lines.

•**Total Operating Expenses** came in \$1,556 worse than budget for the month driven by security & traffic control services provided by NHPD. Mr. Seholm is preparing a police schedule that he will include with his report to the OC each month.

-Utilities were \$15,380 less than budget due to lower generation costs.

-Professional services were \$11,907 over budget for the month with legal costs up \$4,200 that include work for USTC zoning issues, and holiday decorations that were not budgeted. A line for holiday decorations will be included in budget for December. *(A schedule was included)*

-Repairs and Maintenance costs are \$14,039 over budget due to unexpected repairs for escalators and elevators.

-Supplies were \$4,944 over budget driven by new signage of \$4,100 that was posted for (no loitering or trespassing at USTC), an artificial tree and additional two-way radios.

-\$35,000 contracted snow removal was not needed.

-Administrative Expense was over budget due to payroll extra duty NHPA and contracted services that impacted the allocation.

Union Station Building Actual NOI was \$242,181 and \$9,140 worse than budget for the month. YTD results were slightly better than break-even versus budget being \$5,474 better than budget for the first six months.

•State Street Station

-Most Variances were within \$1,000 for each line.

-**Total Operating Expenses** were \$4,562 less than budget. There were some additional maintenance expenses that were mitigated by not needing the contracted snow removal.

YTD NOI was \$4,500 over budget for State Street Station. As more history accumulates, we will be able to determine better budget estimates.

•Union Station Garage

-Overall Union Station Garage results were better than budget and help support State Street Station and Union Station Building Expenses. NOI for the garage was \$266,162 for the month being \$75,549 better than budget and mitigated actual losses incurred at SSS and the building. For the first six months the garage performed slightly better than budget with a NOI of \$1,407,174 that was \$340,320 better than budget. He highlighted the following points.

-Total Revenue for the month was \$435,540 and \$26,244 better than budget driven by transient parking revenue being \$27,384 better than budget.

-Total Expenses were \$49,305 better/less than budget for the month. For Personnel Expenses most lines were within \$1,000 of what was budgeted. Security Salary ST and OT was better than budget that positively impacted benefits as well. For Operating Expenses contracted snow removal budgeted for \$35,000 for the month was not utilized. Administrative expense was down \$1,202 from budget for the month driven by personnel expenses being less than budget. Professional Services were \$2,160 better than budget for the month. A schedule was included in his report with what was included in that line. Mr. Seholm said he is working with Mr. Bordiere on NHPD extra duty coverage and will prepare a schedule of those expenses.

Deputy Commissioner King thanked Mr. Seholm, and said his report presented a very good picture, clear and concise, of the financial position of the Transportation Center.

CAPITAL PROJECTS

Mr. Staniewicz presented updates on the capital projects detailed in his report.

•**State of Good Repairs Projects:** Two projects were identified in this category - one project in the garage and one in the building that were approved at the last OC meeting. The technical aspects of the design phase are complete for both. The State Historic Preservation Office is reviewing the project for the building with CTDOT staff and have already reviewed and accepted the garage project.

The hazardous building materials abatement professional services contracts have been signed. The professional services amendments for on-site oversight have been written and are in the process of being signed.

•**Enabling Projects Phase I:** The enabling projects stem from a major study that was conducted for USTC which was completed last year. Included is a description of a number of items that would be accomplished to improve Union Station, e.g., additional bathrooms, a large restaurant, bike storage, additional amenities, and some mechanical/electrical/plumbing and infrastructure improvements. A description of physical items to be accomplished was passed along to the OC and will be included within the RFP for selection of a consultant for design services, which is in progress of being drafted.

Deputy Commissioner King asked when the RFP would be going out, and discussion ensued on the following points:

-Mr. Hausladen noted this is tied in with the Capital Agreement being signed. Expenses to go forward with the RFP will bring us over the \$5 million we have on hand.

-Deputy Commissioner King said design services are not over \$5 million and discussion followed.

-Mr. Piscitelli explained that the negotiations ongoing with the State on the capital agreement affect the design services RFP.

-Mr. Bergeron said he would like more information to confirm his understanding on how this is tied to the capital budget. Mr., Hausladen gave a breakdown of what was spent.

NEXT STEPS:

-Deputy Commissioner King said she would like to see the release of the RFP by the beginning of February. A follow-up meeting needs to be scheduled to determine next steps, what needs to be included in the RFP and get the project moving as soon as possible. Mr. Piscitelli agreed.

-Mr. Hausladen said the existing cash on hand will be cataloged by NHPA to show what we know is committed and/or projects we thought we are reserving for. This will provide the financial information required on whether or not we need to wait on the approval of the capital agreement.

-Deputy Commissioner King said she would like to have further discussion on this and also have the capital agreement finalized as soon as possible. Mr. Bergeron said the OC will work to set up a meeting with Mr. Piscitelli, and the capital team to finalize the capital agreement.

•**Brokerage Services RFP:** Mr. Staniewicz said one final draft will be circulated, and once approved will be sent out for proposals.

•**Peter Pan Bus:** There was a new request in December from Peter Pan Bus in regard to their desire to use the bus berths at the Station. Additional information from them is pending prior to moving forward.

•**East Lot Zoning Application:** The application has been submitted to the Board of Alders and it is in process. City Plan met and they had some recommendations and asked for additional info that needs to be addressed. Mr. Piscitelli said subsequent meetings have been held with the Board of Alders and City Plan staff, and there will be a hearing likely in February.

It will be in our interest to attend and present. It is still possible it could move forward to have new zoning approved in March. As soon as a date is scheduled by the Board of Alders, he will make all aware and discussion points will be put together for those to attend and express their support.

•**Wayfinding Signage:** Mr. Staniewicz said the design is in process. Mr. Bordiere received some recommendations from TASI that will be forwarded to the consultants in regard to enhanced guidance in the tunnels for patrons.

•**Condition Surveys Prepared by Desman Associates:** Mr. Staniewicz said the Condition Surveys for Union Station Campus are progressing.. Mr. Staniewicz explained for the new members that our on-call consultants, Desman, Inc., make recommendations which are included in the capital budgets for Union Station Building, Union Station Garage and State Street Station. He is reviewing the preliminary numbers. Mr. Piscitelli suggested having Desman present their findings to the OC. Mr. Hausladen agreed and said they should be ready to present at the February or March OC meeting.

•**East/West Lots:** Mr. Piscitelli asked about progress on the East and West Lots. Ms. Greenberg said CTDOT is very close to having a final fee negotiated. Next step is to schedule weekly standing meetings with the working team, the City and CTDOT. She will send out some dates to get the meetings on the calendar.

•**Possible Federal Incentives:** Deputy Commissioner King said she is meeting with the Build America Better Bureau tomorrow to get a briefing on the federal incentives that are available and how some language on those opportunities could be included in a potential RFP. She will update the group when she has more information.

OPERATIONS

•Mr. Piscitelli reported that the City's Emergency Management Director, Rick Fontana, is stepping down at the end of the month. This position is very important in terms of emergency services communications. It is important that contact information is downloaded and not lost.

In Mr. Parry's absence, Mr. Hausladen reported on activity in the Operations Division.

Occupancy : He presented the following points that are shown on the charts for discussion.

-Average occupancy for 2023 has surpassed 2021 and 2022; however, is not quite ahead of pre-pandemic levels.

-Monthly snapshot shows total cars parked and indicates tickets issued are increasing.

-Keycards for December were 11% lower than last month; however, cumulatively 2023/2024 versus 2022/2023 show a 7% increase.

-He explained about SMARKING that is a digital service that generates occupancy information by hour and day, and generates API that powers the occupancy shown on our website.

-Charts with a breakdown of statistics for December 10th through 16th on the number of tickets and keycards by time of day and length of stay are also included. Indications are that currently weekends have heavier usage than weekdays that previously dominated.

-NHPA is looking to replace all PARCS equipment and is currently interviewing vendors who responded to the RFP.

Incidents – Categories and details of all incidents reported for the month of December are included in the Operations report as well as the daily log that is sent out to the OC with daily occupancy and the unhoused numbers. He asked if there were any questions or further discussion on the incidents. No questions were raised.

VI. LEASING AND TENANT UPDATES –(NONE AT THIS TIME)

VII. NEW BUSINESS – (NONE AT THIS TIME)

VIII. OLD BUSINESS – (NONE AT THIS TIME)

Follow-up: Mr. Hausladen said after this meeting the Parking Authority will reply to all with a breakdown of the \$5 million on hand to help move the capital agreement forward and thanked Mr. Bergeron and Mr. Piscitelli for scheduling the next meeting on the capital agreement.

IX. EXECUTIVE SESSION – (NOT NEEDED)**X. ADJOURNMENT**

Mr. Hausladen asked if there were any other items for discussion. Hearing none he asked for a Motion to adjourn. Deputy Commissioner King moved to adjourn, and Mr. Piscitelli seconded the Motion. A vote was taken.

Deputy Commissioner King	Approved
Mr. Bergeron	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

The meeting was adjourned at 2:00 PM. *(A cloud recording of this meeting will be posted on the Union Station web site.)*