

**MINUTES FROM THE  
NEW HAVEN UNION STATION TRANSPORTATION PARTNERSHIP OPERATIONS  
COMMITTEE MEETING  
MARCH 26, 2024 AT 4:00 PM**

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Representing CTDOT: Deputy Commissioner King, Mr. Bergeron,  
Attorney. Bartek

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

Representing New Haven Parking Authority: Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz, Attorney  
Merin

**I. CALL TO ORDER**

Mr. Hausladen called the meeting to order at 4:04 PM.

**II. PUBLIC COMMENT**

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

**III. APPROVAL OF THE MINUTES**

Mr. Hausladen asked if there were any exceptions or further discussion on the Minutes from the February 28, 2024 meeting. Hearing none he called for a Motion to approve. Deputy Commissioner King moved to approve, and Mr. Piscitelli seconded the Motion. A vote was taken.

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

The Minutes were unanimously approved as submitted.

**IV. MOTIONS**

**MOTION A: TO APPROVE THE CAPITAL FUNDING AGREEMENT BETWEEN THE CITY OF NEW HAVEN AND THE CONNECTICUT DEPARTMENT OF TRANSPORTATION.**

Mr. Bergeron said we have reached a good framework for approval with Attorney Merin's last draft of the agreement that was sent to Attorney Bartek for review. Once that approval is received, the agreement will be forwarded to the Attorney General's office for pre-approval. Attorney Bartek said she is still working on Attorney Merin's draft; however, all seems consistent with what was agreed upon to date.

Mr. Piscitelli wanted to confirm the OC was in agreement to approve and asked when approval from the Attorney General's office is anticipated as we want to move forward. Deputy Commissioner King explained the approval process for agreements that is required by the State. Once the OC has the final form of the agreement it will be sent to the AG's office for a courtesy review. Mr. Piscitelli wanted to confirm that the courtesy review has not yet happened. It was confirmed that it has not occurred, they need the final form where parties say it is ready to execute.

Mr. Piscitelli said he was prepared to move to approve the Motion, and Deputy Commissioner King seconded the Motion. Deputy Commissioner King congratulated all on their efforts and is pleased we have reached this milestone. Mr. Piscitelli concurred and said the team has worked hard to reach a common understanding. 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 ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ECONOMIC DEVELOPMENT CORPORATION OF NEW HAVEN (EDC) FOR CAPITAL PROJECT MANAGEMENT SERVICES AT NEW HAVEN UNION STATION CAMPUS.**

Mr. Piscitelli wanted to acknowledge the amount of work put in to date on the projects. The project manager will be reporting to Ms. Kozlowski, Executive Director at EDC, and support the team at Union Station and the City with project delivery. The detailed job description for the capital project management services position was discussed. Mr. Hausladen will work with Ms. Kozlowski, to ensure the projects are accelerated.

Deputy Commissioner King gave her support and that of the State on this position. She said the OC is eager to see the interior renovations, and is pleased to have the additional resource/person who will be focused exclusively on Union Station each day.

Mr. Piscitelli moved to approve, and Deputy Commissioner King seconded the Motion. A vote was taken.

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

The Motion was unanimously approved.

**MOTION C: TO CONTINUE/EXTEND THE USE OF EXTRA DUTY NHPD OFFICERS THROUGH JUNE 30, 2024 TO ASSIST WITH ENFORCING THE CODE OF CONDUCT AT UNION STATION TRANSPORTATION CENTER.**

Mr. Hausladen said approval was received last year to extend NHPD police services through March 31, 2024. This Motion is requesting approval to continue the services through June 30, 2024. The extension would be over and above the budgeted amount and require approval to continue NHPD services through the end of the fiscal year. He called attention to the report Mr. Seholm prepared that includes a break out of the invoices with the associated costs for the month.

The above Motion was moved by Deputy Commissioner King, and seconded by Mr. Bergeron. A vote was taken.

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

The above Motion was unanimously approved.

## **V. MONTHLY REPORTS**

### **OPERATIONS**

Mr. Parry reported on activity in Operations.

**Occupancy:** Mr. Parry said although the garage is not totally filling very often, all indications are that parkers are returning. He presented to the following statistics that substantiate for discussion.

-There were more vehicles in the garage in February than January. **Average Occupancy** for February 2024 892 versus January 845.

**Total Cars Parked** increased 20% over last year and cumulatively there was a 12% increase YTD.

-**Total Tickets** issued show a 16% increase from last year and a 12% increase YTD.

-**Total Keycards** showed a positive change of 33% over last year and a 13% increase YTD.

-For **Length of Stay** on the weekend, multiple days dominate. For weekdays the \$14 max range dominates.

-He called attention to the **SMARKING** statistics that mark the transient levels.

Mr. Piscitelli said the numbers are encouraging with a significant bump-up over last year. He asked if there was any information on where the parkers are going. Mr. Parry said no; however, activities/events in New York contribute to the garage filling.

**Security:** Mr. Parry said there was a total of fifty-three incidents for the month of February. The highest category was **Medical** with a total of 26 followed by **Disorderly Conduct** with a total of 15. There were no incidents that required further discussion. He called attention to the chart with details of all incidents that were reported.

He shared the numbers of the unhoused for the month of February (696) that have not changed much from January. NHPA is working closely with NHPD along with assistance from COMPASS, CT Rail outreach and other outreach agencies to address this situation.

### **FINANCE**

Mr. Seholm reported on financial results for February and YTD.

#### **Consolidated Results**

Mr. Seholm said the month of February continues with a strong performance overall when looking at revenue versus budget and prior year. Actual Total Revenue Year-to-Date was \$323,463 better than actual last year.

Total Personnel and Operating Expenses YTD were over last year's due to additional security, traffic control and related benefits.

Net Operating Income Actual YTD was \$37,500 compared to YTD last year of \$42,591.

### **Building Results**

Total Revenue was consistent with YTD numbers due to CPIU that was used and the loss of income from the removal of rental space for one ATM.

•The Combination of Operating Expenses and Personnel Expenses were better than budget.

•**Total Personnel Expenses** were reviewed that came in \$7,640 better than budget for the month and the lines that impacted them were explained: the allocation of the Night Maintenance manager, coverage for open positions drove OT; and Benefits were \$10,000 better than budget due to fewer full-time positions covering shifts that are not yet filled.

•**Total Operating Expenses** came in \$36,324 better than budget for the month. The following lines were discussed. Security and traffic control was not budgeted (see schedule at end of report); Utilities were \$16,294 better than budget due to lower generation rates; Repairs and Maintenance costs were better than budget due to plumbing and lighting repairs not needed offset by escalator components; Contracted snow removal was better than budget.

•NOI for the month was \$40,565 better than the loss that was budgeted.

### **State Street Station**

Mr. Seholm reviewed the actual versus budgeted results for the Station. Total Personnel expenses were \$833 less than budget for the month. Benefits were \$1,158 better driven by the lower actual increase in medical expense. Total Operating Expenses were \$4,895 less than budget for the month driven by Repairs & Maintenance costs coming in \$1,428 less than budget with expenses for lighting and electrical that were budgeted and not needed and contracted snow removal being \$4,000 less than budget. Actual Total Expenses were \$16,232 for the month and were \$5,728 less than budget.

NOI was negative (\$16,232) versus negative (\$21,960) that was budgeted for a \$5,728 variance that was less than the loss anticipated.

### **Union Station Garage**

Mr. Seholm emphasized the financial results from the garage were positive and support the operations of Union Station Building and the State Street Station.

**Total Revenue for the month** was \$72,515 better than budget driven by the following:

***Transient Revenue*** was \$74,945 better than budget and \$40,734 better than last year.

***Monthly Revenue*** was slightly lower than budget; however, mainly due to the timing of cancellations and transferring people in.

**Total Personnel Expenses** were \$8,553 less than budget due to:

***Security Salary OT*** was less than budget by \$1,883. There was a full complement of filled positions in the garage with no OT required to cover.

***Benefits*** were \$7,347 better than budget. Fewer vacation was taken and lower rate for medical expense.

**Total Operating Expenses** were \$36,927 better than budget for the month mainly driven by utilities, professional fees and contracted snow removal coming in less than budget..

**Total Expenses** were \$45,480 better than budget for the month.

**Net Operating Income** was \$117,995 better than budget for the month, actual YTD 1795305 that is 535136 better than budget and \$139,381 better than last year YTD.

Two schedules were included that show a breakout of NHPD charges and Professional Services for the month of February.

### **•FY 2025 BUDGET**

Mr. Seholm said he is finalizing Draft III of the budget. He plans to distribute it to the OC and Mr. Hayes on April 16 so they will have it to review one week prior to the April OC meeting when a full presentation will be made.

### **CAPITAL PROJECTS**

Mr. Staniewicz provided an overview of the projects in his report.

**State of Good Repair Projects:** A final draft of the design documents on the architectural repairs and improvements for the building and garage is being finalized. This includes the comments from the Union Station Facility Renovations Committee. The technical specifications for the hazardous building material management are being added to the bid documents.

The State Historical Preservation Office completed their review of the architectural repairs and improvements for the building and gave approval. They previously reviewed and approved the garage project.

**Enabling projects – Phase I:** Proposal documents for the selection of a design services consultant have been drafted for review. Once feedback is received, the documents will be finalized.

•Mr. Bergeron said he can't find the draft for the solicitation of the enabling project. Mr. Hausladen said it is being reviewed by the City and will be forwarded to him after that.

**Brokerage Services:** Two proposals were received from the solicitation for real estate and property management support services. Interviews will be set up with both proposers.

**East Lot:** NHPA will be presenting the zoning application for a proposed Transit Oriented Community Zone (TOC) to the Legislative Committee of the Board of Alders on April 2.

**Interior Building Wayfinding Signage:** A presentation of the draft signage by the Consultants was made at the Facilities Planning Renovation Committee on March 8 and went well.

**Annual Condition Surveys:** Mr. Staniewicz is reviewing the draft Condition Survey reports prepared by Desman that will be used to develop the capital budget.

Mr. Piscitelli said with the addition of the new project manager, he would like to see this report reflect all projects in the capital agreement, with a complete list with tracking, and to build process to resolve, close and move forward. Mr. Hausladen will try to obtain a draft of an updated format in advance of the next OC meeting.

## **VI. LEASING UPDATES – no updates**

## **VII. NEW BUSINESS**

-Mr. Hausladen said two proposals were submitted in response to the Real Estate RFP and both proposers will be interviewed.

-A meeting will be held tomorrow to discuss final details for the Yankees opening day event planned for April 5 at USTC. Mr. Hausladen will send out an update afterwards.

## **VIII OLD BUSINESS**

## **IX. EXECUTIVE SESSION**

Deputy Commissioner King moved to go into Executive Session. and Mr. Piscitelli seconded. Deputy Commissioner King, Mr. Piscitelli, Mr. Bergeron, Ms. Hendricson and attorneys Bartek and Merin went into Executive Session at 4:49 PM to discuss a real estate matter. They came out at 4:54 PM, and no votes were taken.

•**Motion to approve the release of the RFQ for the East Lot.**as drafted Deputy Commissioner King said the Operations Committee approves the release of the RFQ as drafted; however, allowing for additional non-material changes to be made.

Deputy Commissioner King moved the Motion, and Mr. Bergeron seconded. A vote was taken.

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

It was unanimously approved to release the RFQ as drafted allowing for additional non-material changes to be made.

•Mr. Piscitelli had a few questions.

-Occupancy numbers are encouraging. He asked if Leap Day was accounted for and it was.

-Shoreline East additional trains – would that affect us? Deputy Commissioner King said she did not have any additional information on this. We will need to wait until the session is over.

-Union Square Steering Committee - the planning for Church Street South was discussed on Thursday. Notes should go out to the OC.

## **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 Ms. Hendricson seconded. A vote was taken:

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

The meeting was adjourned at 5:05 PM.