



**UNION STATION  
PARTNERSHIP**  
NEW HAVEN

**MINUTES  
FROM THE NEW HAVEN UNION STATION TRANSPORTATION PARTNERSHIP  
OPERATIONS COMMITTEE MEETING  
FEBRUARY 28, 2024**

**PARTICIPANTS:**

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

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

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 4:00 PM.

**II. PUBLIC COMMENT**

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 to the Minutes presented for the January 22, 2024 meeting. 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 approved.

**IV. APPROVAL OF THE MOTIONS**

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

Mr. Hausladen said Motion A was not ready for a vote.

In regard to the Capital Budget, Mr. Bergeron said Attorney Bartek and Mr. Piscitelli need to discuss further. He said lists for projects A and B are pending. Mr. Hausladen said they are ready and will be sent over after the meeting. It was agreed a meeting would be scheduled as soon as possible.

## V. MONTHLY REPORTS

### OPERATIONS REPORT

Mr. Parry reported on activity in Operations for the month of January.

#### •**OCCUPANCY:**

-**Average occupancy:** - January 2024 had the best average occupancy when compared to the last two years. The garage had to close one time.

-**Total cars parked:** - January's occupancy was lower than December due to the holiday traffic in December. YTD cumulatively the number of cars parked was ahead by 11% (135) compared to the previous year.

-**Tickets issued:**- This category represents the number of transient parkers. January numbers showed a shortfall from December; however, cumulatively there was an 11% increase.

-**Keycards:** show a positive 10% change cumulatively from last year.

-He reviewed the charts included in the report that show a daily sample of parking activity for one-week on an hourly basis. He explained the supporting charts from SMARKING that show monthly and transient breakdowns and length of stay – ten to eleven hours dominate.

#### •**SECURITY/INCIDENTS**

Mr. Parry said there was a total of 57 incidents at USTC for the month of January. The most populated categories were *Medical* and *Disorderly Conduct* followed by *Code of Conduct* violations that correlate to the unhoused population frequenting the Station. Incidents are being addressed by increasing the number of Security Officers and increasing NHPD police presence. The use of NHPD Extra duty officers has been approved to continue through the end of March, and will be reassessed after that. Mr. Parry called attention to the chart showing a monthly comparison of numbers for the unhoused population for 2022 to 2024. February numbers will be close to January; however, less than last year. Mr. Piscitelli also noted he is hearing that representatives from COMPASS will also be in the area in the later night hours to assist with the unhoused.

Mr. Piscitelli asked if there were any motor vehicle break-ins and/or property thefts. Mr. Parry said there were none of these types of incidents reported for the month of January at the Transportation Center; however, there have been some at the other facilities.

### FINANCIAL REPORT

Mr. Seholm reported on the financial results for January 2024.

•**Consolidated Results:** Overall consolidated Net Operating Income was \$105,172 better than the loss that was budgeted for the month. Short-term costs are impacting the budget variances. Actual Contracted Snow Removal was \$20,000 for January versus a budget of \$75,000 for a positive variance of \$54,825. Security and Traffic Control is over budget by \$21,248, will be in place for a few more months and should return to break even after that.

•**Union Station Building Results:** The Building had higher costs than revenue due to planned renovations and re-tenanting. In addition, a higher CPIU was used than actually came in.

**Total personnel costs** were worse than budget mainly driven by the retroactive pay for the increased wages for the blue collar unit that were included in the new bargaining unit agreement. Benefits were \$12,010 better than budget and offset some of the retroactive pay. Administrative expenses were up driven by allocation.

**Total operating expenses** were \$31,745 less than budget. Security and traffic control costs of \$21,248 (schedule sent) and the cost of continued extra duty NHPD drove the over-budget situation for the month in that category. Utilities were \$22,518 less than budget driven by generation and buying at the natural gas rate. Repairs and maintenance costs are better by \$9,803 due to less plumbing, lighting and electrical work than budgeted and contracted snow removal was less than budgeted for.

**Total Expenses** were \$28,078 less than budget.

**Net Operating Income** was \$24,679 less than the loss that was budgeted. Actual expenses exceed revenue by \$216,611.

**•Union Station Garage Results:** Mr. Seholm emphasized that revenue from the garage offsets and supports the performance of the State Street Station and Union Station Building.

**Revenue:** Transient revenue came in at \$328,544 for the month against a budget of \$300,000 for a positive variance of \$28,544. Monthly revenue came in at \$43,553 against a budget of \$43,796 for a shortfall of \$243. Overall actual revenue came in at \$372,137 for the month against \$344,296 that was budgeted for a positive variance of \$27,841 for the month.

**Expenses:** Total personnel expenses were \$13,204 less than budget for the month and better than the building as there were fewer employees with retroactive pay than the building. Security had one open position. Benefits were \$9,438 better driven by the open position and less vacation taken.

**Operating Expenses:** Total operating expenses were \$35,776 better than budget driven by Utilities coming in \$4,352 less than budget; Contracted snow removal was \$25,921 less than budget; Administrative expenses were better due to personnel expenses driving the allocation down for the garage versus budget. Supplies were \$1,506 over budget due to extra cleaning supplies for the month and Bank fees were higher due to the higher number of transient parkers using credit cards.

**Total Expenses** were \$48,980 less than budget.

**Actual Total Revenue against Actual Total Expenses** was \$76,000 better for the Garage for the month.

**Actual Net Operating Income** of \$195,454 keeps the transportation center in the position to support the Building and State Street Station.

**•State Street Station:** There were no significant variances for the month of January except for contracted snow removal that was not used to the extent it was budgeted. Most all other items were within \$1,000 of budget.

**•Budget:** Mr. Seholm said Draft I of the Operating Budget is being finalized, and he hopes to have the budget for distribution by March 1 and tentatively could be presented at the March meeting.

## **ENGINEERING**

Mr. Staniewicz presented updates on the major projects in his report for discussion.

**•State of Good Repair Projects:** The hazardous building materials abatement field work is completed. Consultants are working on their analysis and report.

•**Enabling Project - Phase I:** The draft RFP for professional engineering and architectural services is completed and ties in with relevant provisions of the draft Capital funding agreement. This is being reviewed by the City and will be sent to CTDOT.

•**Real Estate and Property Management RFP:** The due date for the brokerage services RFP has been extended by two days to March 8 to provide answers to questions that were received. Additional information was provided via a slide deck in lieu of a webinar.

•**East Lot:** The Board of Alders Legislative Committee meeting will be held on March 5 to consider the TOC zoning.

•**Wayfinding Signage:** The Consultants plan to present the draft signage package to the Facilities Renovation Projects Committee at the meeting on March 8.

**VI. LEASING AND TENANT UPDATES – (None at this time)**

**VII. NEW BUSINESS**

Mr. Piscitelli said he would like to have an event at the Station that focuses on opening day for baseball season. All agreed to go forward, and Mr. Hausladen said he would have the Mascola Group work on this.

**VII. OLD BUSINESS**

The new zoning for USTC will be presented to the Board of Alders on March 5. If it passes, it will go on to the full Board of Alders in April. Mr. Piscitelli asked if representatives from CTDOT could attend. Deputy Commissioner King said this will be discussed further.

**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 4:35 PM.