

February 25, 2022

NOTICE OF SPECIAL MEETING

A Special Meeting of the Operations Committee for Union Station Transportation Center will be held on Monday, February 28, 2022 at 3:00 PM via Zoom teleconference.

The Agenda for this meeting is attached.

**AGENDA
OPERATIONS COMMITTEE
SPECIAL MEETING
FEBRUARY 28, 2022
3:00 P.M.
ZOOM WEBINAR**

Dear Operations Committee Members:

You are invited to a Zoom webinar.

Topic: OPERATIONS COMMITTEE SPECIAL MEETING

Time: February 28, 2022 3:00 P.M. Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94312621748?pwd=UnhvUTQxVINmeUZNRWMyenFPMIMxUT09>

Meeting ID: 943 1262 1748

Passcode: 906094

One tap mobile

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Meeting ID: 943 1262 1748

Passcode: 906094

Find your local number: <https://zoom.us/u/abRe3ikNiJ>

I. Public Comment:

Please notify Fortunata Houde (fhoude@nhparking.com) in advance if you have a desire to speak during the Public Comment section or on a specific agenda item.

***Please Note:* This will be a remote meeting. Any member of the public may request, in writing, a physical location and any electronic equipment necessary to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, the committee is not required to adjourn or postpone the meeting. Access can be from anywhere**

by an electronic device that has Zoom program at the address provided above in the Agenda Notice or by phone at the number set forth above in the Agenda Notice.

II. **Welcome Comments from the State of Connecticut and the City of New Haven**

III. **Introduction of Committee Members and Non-Voting Members**

III. **Discussions and Motions:**

Motion A

To adopt the Procedure for Small Boards of Section 48 of Robert's Rules of Order (9th Edition, 1990) as modified by the quorum and voting requirements in the State - City Lease, Operation and Funding Agreement

Motion B

To adopt the FOIA 2022 meeting schedule

Motion C

To accept Park New Haven as the City's Contractor for the roles of Station Manager, Parking Manager and Brokerage Manager, subject to Executive Oversight Panel

Motion D

To adopt the existing contractors until new operation, maintenance and / or renovation plans are adopted by the Operation Committee

Motion E

To adopt the continuation of the month to month retail and commercial tenancies until new leasing plans are adopted by the Operation Committee

IV. **Discussion only**

A. **Logo Development**

B. **Discussion of issues and topics for March 28, 2022**

Budget Process

Status of Redevelopment of Campus

Request for Interest update

Zoning issues

Request for Qualifications and Request for Proposal update

C. Status of plans and reports, including:

Campus Capital Program/Plan
Campus Retail/Commercial Brokering Plan
Facility Condition Assessment Report
Parking Asset Management Plan
Parking Facilities Security Plan
Parking Snow and Ice Management Plan (submit to Operations Committee)
Parking Snow and Ice Management Plan (Plan must be in effect)
Station Asset Management Plan
Station Security Plan
Station Snow and Ice Management Plan (submit to Operations Committee)
Station Snow and Ice Management Plan (must be in effect)

Campus-Wide Safety and Emergency Response Program
Facility Management Report
Facility Security and Emergency Response Plan
General Cleaning Plan and Deep Cleaning Plan
General Maintenance Plan
Marketing Plan
Master Facilities Plan
Parking Facilities Management and Maintenance Plan (PFMM)
Parking Facilities Management Report
Parking Revenue Management Plan
Staffing Plan
Station Facilities Management and Maintenance Plan (SFMM)
Daily Stations Operation Log
Daily Parking Operations Log

VII. Executive Session – Real Estate

VIII. Adjournment

MOTION A

MOVED THAT OPERATIONS COMMITTEE ADOPT THE RULES AND PROCEDURES FOR SMALL BOARD MEETINGS, AS MODIFIED BY THE QUORUM AND VOTING REQUIREMENTS OF THE STATE OF CONNECTICUT (CT DOT) / CITY OF NEW HAVEN NEW HAVEN UNION STATION PARTNERSHIP LEASE, OPERATING, AND FUNDING AGREEMENT. A COPY OF THE RULES AND PROCEDURES IS ATTACHED.

At a Special Meeting of the Operations Committee, duly warned and open to the public, held via Zoom teleconference at 3:00 p.m. on Monday, February 28, 2022, a quorum of members being present, the above Motion was proposed by _____, seconded by _____, put to vote and adopted.

Certified to be a true and correct copy.

MOTION B

MOVED THAT OPERATIONS COMMITTEE ADOPT THE 2022 MEETING SCHEDULE, PURSUANT TO FOIA REQUIREMENTS. A COPY OF THE SCHEDULE IS ATTACHED.

At a Special Meeting of the Operations Committee, duly warned and open to the public, held via Zoom teleconference at 3:00 p.m. on Monday, February 28, 2022, a quorum of members being present, the above Motion was proposed by _____, seconded by _____, put to vote and adopted.

Certified to be a true and correct copy.

MOTION C

MOVED THAT OPERATIONS COMMITTEE ACCEPT AND RECOMMEND PARK NEW HAVEN AS THE CITY'S CONTRACTOR FOR THE ROLES OF STATION MANAGER, PARKING MANAGER, AND BROKERAGE MANAGER, PURSUANT TO THE LEASE, OPERATING, AND FUNDING AGREEMENT SUBJECT TO THE EXECUTIVE OVERSIGHT PANEL, ON THE TERMS SET FORTH IN THE 5 YEAR AGREEMENT BETWEEN THE CITY OF NEW HAVEN AND PARK NEW HAVEN. A COPY OF THE AGREEMENT IS ATTACHED.

At a Special Meeting of the Operations Committee, duly warned and open to the public, held via Zoom teleconference at 3:00 p.m. on Monday, February 28, 2022, a quorum of members being present, the above Motion was proposed by _____, seconded by _____, put to vote and adopted.

Certified to be a true and correct copy.

MOTION D

MOVED THAT OPERATIONS COMMITTEE ADOPT THE EXISTING CONTRACTORS AT NEW HAVEN UNION STATION UNTIL NEW OPERATION, MAINTENANCE AND/RENOVATION PLANS ARE ADOPTED.

At a Special Meeting of the Operations Committee, duly warned and open to the public, held via Zoom teleconference at 3:00 p.m. on Monday, February 28, 2022, a quorum of members being present, the above Motion was proposed by _____, seconded by _____, put to vote and adopted.

Certified to be a true and correct copy.

MOTION E

MOVED THAT OPERATIONS COMMITTEE ADOPT THE CONTINUATION OF THE MONTH TO MONTH RETAIL AND COMMERCIAL TENANCIES UNTIL NEW LEASING PLANS ARE ADOPTED.

At a Special Meeting of the Operations Committee, duly warned and open to the public, held via Zoom teleconference at 3:00 p.m. on Monday, February 28, 2022, a quorum of members being present, the above Motion was proposed by _____, seconded by _____, put to vote and adopted.

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