



**October 24, 2025**

**NOTICE OF MEETING**

**A Meeting of the New Haven Union Station Partnership Operations Committee for Union Station Transportation Center will be held on Monday, October 27, 2025 at 1:00 PM via Zoom teleconference and at NHPA's Office on 232 George Street. The Agenda for this meeting is attached.**



**AGENDA**  
**OPERATIONS COMMITTEE MEETING**  
**OCTOBER 27, 2025**  
**1:00 PM**

***This will be a Hybrid Meeting held at the 4<sup>th</sup> floor East Conference room  
at New Haven Union Station and on Zoom***

Join Zoom Meeting

<https://us06web.zoom.us/j/89633568800?pwd=ri4GAojvu2fRfMo61ZrDFthYy14fzW.1&from=addon>

Meeting ID: 896 3356 8800

Passcode: 501407

Find your local number: <https://us06web.zoom.us/u/kKHmHenit>

**I. CALL TO ORDER**

**II. PUBLIC COMMENT**

Please notify Fortunata Houde ([fhoude@nhparking.com](mailto: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.

**III. APPROVAL OF THE MINUTES**

**Approval of the Minutes from the July 28, 2025 Operations Committee Meeting.**

**IV. APPROVAL OF MOTIONS OF THE OPERATIONS COMMITTEE**

**Motion A:** Motion to enter into a license agreement with Breakfast Lunch & Dinner LLC to conduct a multi-weekend holiday vendor market event this Holiday season, called Winterfair New Haven, at New Haven Union Station Building.

**Motion B:** To ratify the real estate brokerage services plan for the Union Station Partnership in a manner consistent with the lease, operating and funding agreement with respect to the Brokerage Manager and

Brokerage Services, including the hiring of additional staff and additional scopes of work for contractors to support the marketing and subleasing of the station.

**Motion C:** Motion to authorize City, through its Brokerage Manager, to prepare and issue Request-for-Proposal Documents for use of bus berths for intercity bus service at New Haven Union Station.

**Motion D:** Motion to authorize City, through its Brokerage Manager, to prepare and issue Request-for-Proposal Documents for rental car services at New Haven Union Station.

**Motion E:** Motion to enter into Amendment #1 to the professional services agreement with Svigals + Partners for Enabling Project – Phase One at Union Station Building, NHPA Project #23-051 regarding revisions to the scope of services requested by the Operations Committee and to acknowledge the completion of design development for the projects listed.

**Motion F:** Motion to enter into a professional services agreement with Svigals + Partners to provide professional engineering and architectural services for Enabling Project – Phase 2 at Union Station Building, NHPA Project #26-009, and to acknowledge the approval of the concept designs for the projects listed.

**Motion G:** Motion to authorize the City, through its Station Manager, to prepare and issue Request-for-Proposal Documents for the design of a geothermal heat pump system to be installed to replace, and/or supplement, the existing gas boilers and chilled water systems for heating and cooling Union Station Building, to tie into the City's proposed new geothermal loop system.

**Motion H:** Motion to authorize City, through its Brokerage Manager, to finalize an office lease for fourth floor tenant space at New Haven Union Station totaling approximately five-thousand and six-hundred square feet for TASI, Inc. with a rental rate of twenty-five dollars per square foot.

**Motion I:** Motion to authorize City, through its Brokerage Manager, to finalize and sign an office sublease for second floor space at New Haven Union Station totaling approximately three-thousand and nine-hundred square feet for New Haven Parking Authority with a rental rate of twenty-five dollars per square foot.

## **V. MONTHLY STATION AND PARKING MANAGER REPORTS**

### **Read and File**

- USP Campus Manager Presentation
- Operations
- Finance
- Capital Projects

## **VI. CAMPUS PROJECTS**

### **Enabling Project – Phase 1 #23-051**

- Phase 1 at Design Development 60% with reduced scope in Motions for approval.
- Phase 2 proposal in Motions for approval.

### **Garage – State of Good Repair #23-009**

- Construction in progress.
- Working on Roof.

### **Station – State of Good Repair #23-020**

- Construction commenced on 10/13/2025.
- Contractor is mobilizing.

**Interior Wayfinding #23-054**

On temporary hold pending design changes needed for #23-051.

**East Lot**

No updates.

**West Lot #0301-0562**

No updates.

**VII. MONTHLY BROKERAGE MANAGER REPORT****Concession and Office Subleases**

All existing sublease and concession agreements currently are on a month-to-month basis.

**Greyhound**

Has expressed intent to vacate its office space prior to the finalization of the RFP.  
A letter amendment to the existing month-to-month agreement will document this request.

**Avis**

Has requested temporary accommodation on the 2nd Floor West prior to finalization of RFP.  
A letter amendment to the existing month-to-month agreement will document this request.

**Amtrak**

NHPA to draft for City and State review an updated letter to Amtrak with office space remaining Operations Committee to provide direction on following spaces for project #26-009 Enabling Phase 2: luggage room, ticket windows, information desk, APD office,

**Metro-North Railroad**

Has requested additional 15 staff parking permits – Parking Manager is looking for guidance from OC on permits issued.  
From CTDOT in July, MNR is to stay in its current location and Brokerage Manager is looking for additional guidance on future tenancy.

**Rail-User Agreement for Concourse Operations**

Next step in coordinating lease renewals and new leases for operators.  
Historically, Shore Line East, Metro-North, and Amtrak (Northeast Corridor) have contributed pro-rata shares of certain building expenses.  
A meeting has been requested with OC and the Brokerage Manager to determine next steps.

**Bureau of Education and Services for the Blind (BESB)**

Has received new space offerings in alignment with the Enabling Plan. Would like to sublease a portion of the basement.  
A formal waiver on the remaining space has been requested.

**NHPA Sublease**

Proposal for 2nd Floor East space at \$25 per SF submitted for approval.

**TASI Sublease**

Proposal for 4th Floor space at \$25 per SF submitted for approval. TASI to perform tenant improvement work including the creation of certain hallways to create permanent public corridors.

**VIII. NEW / OLD BUSINESS**

**Information Boards**

CTDOT requested in August for the OC to approve design support to develop a replacement for the large information boards. NHPA is looking for guidance on this item.

**New Rail Car**

NHPA and CTRail are working on bringing a life-sized model of the new passenger rail cars being procured for the State of Connecticut. Currently, the teams are working on locating the 31'x11' rail car within the public viewing.

**Tabletop Simulation with New Haven EOC**

NHPA scheduling through new director of the City of New Haven Office of Emergency Management.

**IX. EXECUTIVE SESSION**

**Not Anticipated to be used.**

**X. ADJOURNMENT & CAMPUS TOUR (FOLLOWING)**