



AGENDA
OPERATIONS COMMITTEE MEETING
DECEMBER 22, 2025
1:00 PM
This will be a Hybrid Meeting Held via Zoom
and in person at Union Station conference room 4th Floor West

Join Zoom Meeting

<https://us06web.zoom.us/j/86438864606?pwd=a8VIf9veatnsBYmqNhFIKGPsnH0P6.1&from=addon>

Meeting ID: 896 3356 8800

Passcode: 501407

Dial by your location

- +1 646 931 3860 US
- +1 929 205 6099 US (New York)

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

I. CALL TO ORDER

II. 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.

III. APPROVAL OF THE MINUTES

Approval of the Minutes from the November 24, 2025 Operations Committee Meeting.

IV. APPROVAL OF MOTIONS OF THE OPERATIONS COMMITTEE

Motion A: To Update Exhibits A and B of the Capital Funding Agreement

Motion B: To Approve the Draft Memorandum of Understanding with Metro-North Commuter Railroad Company by Metropolitan Transportation Authority (“Metro-North”)

V. MONTHLY STATION AND PARKING MANAGER REPORTS

Read and File

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

VI. CAMPUS PROJECTS

Garage – State of Good Repair #23-009

Construction in progress

Winter Shut Down work to resume in Spring

Station – State of Good Repair #23-020

Contractor is mobilizing on-site

Next step is erecting scaffolding

Enabling Project – Phase 1 #23-051

Phase 1 Design Development (DD/60%) resubmitted 12/19/2025

Comments on 60% due 1/14/2026 – NHPA to schedule meeting on comments and bathroom finishes review

Construction Documents (CD/90%) now scheduled for 3/10/2026

Interior Wayfinding #23-054

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

Enabling Project – Phase 2 #26-009

SHPO formal review requested through CTDOT

Enhanced Schematic Design (60%) scheduled for 2/27/2026

Awaiting SHPO concurrence to advance Information Desk, Central Concession, and Ticket Windows to next phase

East Lot

No updates

West Lot #0301-0562

No updates

VII. MONTHLY BROKERAGE MANAGER REPORT

- **Concession and Office Tenancies**
 - All existing sublease and concession agreements currently continue 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 is in progress
- **Avis**
 - Has requested temporary accommodation on the 2nd Floor West
 - This will be formalized through a letter amendment to their current month-to-month agreement
 - Design of 2nd Floor West is included in #26-009
- **Amtrak**
 - Will receive an updated letter summarizing remaining available space in the building to facilitate internal relocations from the basement and ground floors
 - 3rd Floor East and limited space between TASI and Amtrak on the 4th Floor is available
- **Metro-North Railroad**
 - NHPA has identified space for 15 per CTDOT request for renewed office space
 - New MOU outlining removal of IT closet, Conference Room, Bathrooms, and adding 3rd Floor West to the leased premises
- **Rail-User Agreement for Concourse Operations**
 - Next step in coordinating lease renewals and new leases for operators
 - Shore Line East, Metro-North, and Amtrak (Northeast Corridor) have contributed pro-rata shares of certain building expenses - Hartford Line opened in 2018 with no contributions
 - A meeting has been requested with OC and the Brokerage Manager to determine next step
- **Bureau of Education and Services for the Blind (BESB)**
 - Has received new space offerings in alignment with the Enabling Plan phases 1 and 2
 - A formal waiver on the remaining concession and retail spaces in progress
- **NHPA Sublease**
 - Approved at 10/27/2025 meeting
- **TASI Sublease**
 - Approved at 10/27/2025 meeting; sublease is with City of New Haven for final review pending the Metro-North lease issue at OC
 - Expected leasing date of early 2026 with next step is approving tenant work

VIII. NEW / OLD BUSINESS

-Table Top Exercise with Emergency Operations Center and first responders being planned through City of New Haven Office of Emergency Management's new director

IX. EXECUTIVE SESSION

-Not Anticipated to be used

X. ADJOURNMENT & CAMPUS TOUR (FOLLOWING)