



**AGENDA**  
**OPERATIONS COMMITTEE MEETING**  
**FEBRUARY 23, 2026 (Postponed to March 13 due to snow)**  
**1:00 PM**

***This will be a Hybrid Meeting held in person in the  
Union Station 4<sup>th</sup> Floor West Conference Room and via Zoom***

Join Hybrid meeting via Zoom:

<https://us06web.zoom.us/j/86438864606?pwd=a8Vlf9veatnsBYmqNhFIIKGPsnH0P6.1&from=addon>

Meeting ID: 896 3356 8800

Passcode: 501407

One tap mobile

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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 hybrid meeting. Any member of the public may attend in person or 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 December 22, 2025 Operations Committee Meeting**

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

**•Motion A: To authorize the City through its Brokerage Manager, to enter into Amendment #4 to the Rail User Agreement with Amtrak to allow the temporary placement of a ticket kiosk machine on the first floor at New Haven Union Station.**

•**Motion B: To authorize the City, through its Brokerage Manager, to enter into a Surrender Agreement with Metro-North Commuter Railroad Company to surrender certain portions of their leased space on the 4<sup>th</sup> floor of New Haven Union Station Building for other building and tenant needs. REVISED**

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

### **Present, Read and File**

Agenda and Brokerage Manager Report  
Operations, Occupancy, & Security  
Finance and Variance  
Capital Projects

## **VI. BROKERAGE MANAGER REPORT**

### **Concession and Office Agreements**

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

### **Greyhound**

A letter amendment to the existing month-to-month agreement is in final draft awaiting email approvals

### **Avis**

A letter amendment to the existing month-to-month agreement is in final draft awaiting email approvals

Design for 2<sup>nd</sup> floor relocation included in tenant improvements of #23-051 (Amendment 1) and meeting March 24<sup>th</sup> with Avis and design team to review and approve designs

### **Amtrak**

Motion A on today's agenda is the addition of a Ticket Vending Machine kiosk

Third meeting is being scheduled for first days of April for Amtrak to present needs

PRIAA and how the common area expenses are reimbursed are critical to new full agreement

Amtrak relocation is critical path to add new retail spaces in #23-051 and #26-009

Info Booth requires relocation of Amtrak server equipment from leased ticket area

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

Design for new space in tunnel is in progress and part of #23-051 Amendment 1

BESB requesting existing spaces plus west end and tunnel

A formal waiver on the remaining concessions and leasable retail spaces in progress

### **TASI**

Surrender Agreement between MNR and USP is on today's agenda as final step in Lease process

Lease is in final draft awaiting Motion B and internal approvals to send

Next steps after lease signing will be approving tenant work

TASI has bid their tenant work and not yet submitted

### **NHPA Lease – 2<sup>nd</sup> Floor East**

Approved at 10/27/2025 meeting

Designs being finalized for submission to Operations Committee for review and approval

City/NHPA has prepared lease for CTDOT review and will resubmit after TASI is completed

### **Metro-North Railroad**

Motion B on today's agenda is the Surrender Agreement for MNR and the related TASI data closet, USP Conference Room, and 4<sup>th</sup> floor bathrooms & corridors  
New agreements for MNR will be next step covering 4<sup>th</sup> floor West, ticket windows, and PD

### **Rail-User Agreement / PRIAA / Common Area Maintenance Fees for Concourse Operations**

Railroad Operators contribute proportionate shares of certain building expenses (elevators, escalators, cleaning)  
A meeting has been requested with CTrail, City, and NHPA to determine next steps

## **VII. NEW / OLD BUSINESS**

### **Operations Committee Membership**

On behalf of the OC, we welcome Michael Looney on his appointment alongside Eric Bergeron as voting member of the Operations Committee on behalf of the CTDOT, with Craig Bordiere as the non-voting member

### **Real Estate Brokerage – Marketing and Hiring**

Launch Plan marketing update provided by Mascola  
Options between marketing messaging with input needed from OC  
Hiring is ongoing with interviews scheduled for rest of month

### **Information Boards**

Discussion regarding CTDOT request to task the Operations Committee of replacing the information boards and screens at station  
Design, Construction, and Governance to be discussed

### **Enabling Project Phase 1 and 2**

F3 & F5 (1<sup>st</sup> floor East and Basement Amtrak spaces) demo in phase 1 and white box in phase 2  
BESB vending machines in tunnel and West end concourse  
Whiting-Turner Construction Schedule for Phase 1  
Amendment to design contract for 1<sup>st</sup> Floor East and 2<sup>nd</sup> Floor West Bathrooms  
A10 "Information Desk" is included in 90% designs with note about timing of construction

### **Elevators for Office Towers**

Discussion over the future of the elevators in the East and West lobbies

### **Table-Top Exercise**

City of New Haven Office of Emergency Management's is scheduling Table Top Exercise for March 25, 2026 with CTDOT, NHPA, NHPD, and Amtrak PD in support

## **VIII. EXECUTIVE SESSION**

Not anticipated to be utilized

## **IX. ADJOURNMENT & CAMPUS TOUR (FOLLOWING)**