

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT BOARD MEETING

ESTUARY TRANSIT DISTRICT
FACILITIES COMMITTEE MEETING
ETD OFFICES, 91 N. Main Street, Middletown, CT with Remote Option
TUESDAY, DECEMBER 9, 2025, AT 2:00 P.M.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 2:04 p.m.

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, John Hall, and Christine Marques

Absent: Jim Irish

Also in attendance: Staff: Joseph Comerford, Christina Denison

Board Members: Leslie Strauss, Board Chair and Charles Norz, ETD Board Member, Old Saybrook

CT DOT: Graham Curtis, Bus Capital Programs, Asst. Administrator

FACILITIES PLAN WITH DOT

A copy of the Facilities Progress Plan was included in the meeting packet.

Graham Curtis reported:

Middletown Maintenance Facility –

- A contract has been executed with STV for the design, with a 12-month timeline and projected groundbreaking in April 2027.
- Public outreach will be conducted.
- Curtis will meet with Christine Marques and Chris Sanzo, DOT, to discuss the construction easement through Roosevelt Park and the City's requests regarding regrading, fence replacement, plantings and repaving.

Middletown Passenger Terminal –

- Concept plan was prepared and a site walk with abutters was conducted. Implementation is pending the conversion of Court Street's conversion to one-way traffic in the spring.
- Curtis will request meeting minutes from VHB to ensure that all concerns were captured and addressed. Minutes will be shared with the City of Middletown.

Shoreline Operations Facility –

- Michael Baker, consultant, has been selected to do a feasibility study.

- A site-walk to assess the septic systems will be conducted. DOT is coordinating with the local sanitarian and state health department for testing.
- An archaeological investigation will be added to the scope of the project and conducted by Heritage Consultants
- A NEPA study and potential Title VI evaluation are needed.

Middletown Operations Facility –

Joe Comerford reported that once the maintenance and administrative functions have relocated, the building at 91 N. Main Street will be repurposed for bus storage.

EXECUTIVE DIRECTOR'S REPORT

Comerford reported the tenants at 110 N. Main Street have moved out and the building will be winterized before demolition to prevent costly heating expenses.

OLD BUSINESS – none.

NEW BUSINESS

2026 Meeting Schedule – A copy of the 2026 Meeting Schedule was included in the meeting packet. John Hall made a motion to accept the 2026 Meeting Schedule as presented, seconded by Christine Marques. Motion carried.

ADJOURNMENT

The meeting was adjourned at 2:31 p.m.

The next regular meeting will be held on February 10, 2026, at 2:00 p.m.

Respectfully submitted,

Christina Denison
Clerk