

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT  
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT  
MIDDLETOWN TRANSIT DISTRICT  
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, MARCH 22, 2022, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Co-Chair, at 1:03 p.m.

ROLL CALL

A quorum was established with the following committee members present: Laura Francis, Joan Gay, Karl Kilduff, and Angus McDonald

Also in attendance: Joe Comerford, Christina Denison, Halyna Famiglietti, Dave Lee, Ennab Mutez, and Leslie Strauss.

Guests: Michael Guerrero, CT DOT, Transportation Supervisor and Planner; Joanna Juskowiak, Transportation Planner 2, CT DOT, Bureau of Public Transportation, Office of Transit and Riderssharing; and Charles Norz, ETD Board Member, Old Saybrook

Absent: Beverly Lawrence and Robert Yamartino

CT DOT PROGRESS UPDATE REPORT

None.

IMPLEMENTATION PLAN

A copy of the plan was included in the meeting packet.

Governance

The City of Middletown appointed Joe Samolis and Beverly Lawrence to the Estuary Board at its March 7th Common Council meeting. Middlefield has yet to officially appoint a member to the MAT board and to the ETD board.

Comerford reported that a vendor has been selected for the fare study; the vendor is currently revising and finalizing the scope. He and Gay stressed the importance of having a DOT staff member review the scope. Guerrero and Maureen Lawrence will meet to discuss the assignment of a DOT staff person to the fare study committee. Once finalized, the scope will be presented to the full ETD Board.

More than one proposal was received for the HR Study; the selection committee is conducting interviews later in the week.

Comerford noted that due to the large number of questions received relating to the Marketing Study the proposal deadline was extended to March 24.

He indicated that several additional RFPs, including those for AVL software, the audit, maintenance, and cleaning services will be issued soon.

FY22-23 budget for merged district—Joe indicated that a budget cannot be determined until it is decided how the operating grants will be transferred over. Comerford and Famiglietti will be meeting with CTDOT next week to discuss the issue.

### Facilities

No update on the shoreline facility space program or land acquisition.

However, Comerford indicated that through his discussions with DOT, work has been ongoing on the shoreline site, the Middletown terminal, and the electrification project.

Graham Curtis and Maureen Lawrence have been working with the rail side and DOT is in active discussions with property owners.

Graham Curtis and Maureen Lawrence will report on these items at the April meeting.

### Operations and Staffing

Covid Relief Funds – no update

FY21 5307 Split Agreement—Comerford reported that the split agreements have been delayed due the lack of a federal budget.

Capital Projects - Comerford met with FTA about moving the grants. He reported that resolutions were approved at the February Board meeting transferring the vehicles over; an inventory is being compiled so all equipment can be transferred at the same time.

Comerford is working with counsel to revise the Opinion of Counsel letter prior to remaining grants being transferred.

He indicated that the goal is to transfer as few grants as possible to make management easier.

Comerford stressed that the TCDs need to be changed from MTD to ETD.

Guerrera reported that DOT is working on the supplemental agreement. Once issued, MTD's debt will be forgiven.

AVL RFP – Comerford is reviewing the document.

Radio System – No delivery date. Meeting scheduled with radio company to discuss final setup. Should be implemented by the end of the fiscal year.

Shared Call center and Dispatch – dependent upon one radio system.

Special Studies – The district will look at the cost benefit of collecting a fare. No other studies have been identified.

Planning and Run-cutting Software – Training and implementation are still ongoing, but the program should be available to use next month. Title VI analysis and public hearings are still needed; the proposed shared transit planner with RIVERCOG will assist with these tasks.

#### EXECUTIVE DIRECTOR'S REPORT

Negotiations have been completed for looking at the Middletown terminal; an agreement will be forthcoming.

Electrification – The DOT attorney needs to sign-off on the electrification study; the Middletown facility is a top priority. Electric buses will be ordered this fall and will arrive in 2024.

#### OLD BUSINESS

None.

#### NEW BUSINESS

None.

#### DISCUSSION OF NEXT STEPS

1. The Implementation Plan will continue to be revised and updated as needed.
2. CTDOT or CT Transit will appoint a member to the selection committee for the Fare Study.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, April 26, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Christina Denison  
Clerk