

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

ESTUARY TRANSIT DISTRICT  
MIDDLETOWN TRANSIT DISTRICT  
EXPANSION TRANSITION COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, JULY 26, 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: Joan Gay and Karl Kilduff

Also in attendance:

Staff: Joe Comerford, Christina Denison, Halyna Famiglietti, Brendan Geraghty, and Ennab Mutez

Board Members: Bobbye Knoll-Peterson, ETD Board Member, Middletown; Leslie Strauss, ETD Board Chair; and Charles Norz, ETD Board Member, Old Saybrook

CT DOT: Joanna Juskowiak, Transportation Planner 2, CT DOT, Bureau of Public Transportation, Office of Transit and Ridersharing; Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation, Office of Transit and Ridersharing; and Maureen Lawrence, CT DOT, Office of Transit and Ridersharing

Guests: David Lee, Consultant

Absent: Beverly Lawrence and Angus McDonald

CT DOT PROGRESS UPDATE REPORT

Gay expressed her frustration that Graham Curtis, CT DOT, was not able to attend the meeting as previously reported but hopes to receive an update via email. This frustration is shared by Strauss and Norz.

Gay reported:

- Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation, and Comerford are working on the Fare Study and will be sending out a survey to stakeholders later in the week.
- M. Lawrence will follow-up with S. Infantino and M. Kent regarding the status of the 5307 Split Agreement.

## IMPLEMENTATION PLAN

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

## CT DOT ITEMS

### Facilities

Funding for the shoreline facility land acquisition is in still in progress.

M. Lawrence clarified that consultants have not been engaged for any of the facilities.

Comerford reported that the terminal project and the electrification projects are moving along.

### Operations and Staffing

M. Lawrence reported that budgets are being reviewed statewide and will be finalized soon.

### Estuary Transit District Items

Comerford reported:

### Governance

- HR Study—Will be completed within the next two weeks. Personnel policies will be presented at the next Board meeting.
- Fare Study—The consultant is collecting data and reviewing the current fare structure
- Rebranding/Marketing Study – The steering committee will be meeting with the vendor within the next two weeks to discuss the results of the stakeholder meetings. Once a name is chosen, branding will commence. The vendor has also been working on redesigning the website.
- Fare hearings will be held once the study is complete
- Master Agreement – No update. M. Lawrence will get clarification regarding MAT's debt forgiveness and will email Gay with an update.

### Operations and Staffing

- FY21 5307 Split Agreement— In progress. The agreements have been updated and approved at the last RiverCog meeting. M. Lawrence will consult Maureen Kent, CT DOT.
- COVID Relief funds – no update. M. Lawrence to consult with M. Kent.
- AVL RFP –Meetings have been held with the vendor and features are being finalized.
- Radio System –Radios will be installed in vehicles over the course of the next few weeks; staff is receiving training. Portable radios are no longer needed.
- Shared Call Center and Dispatch –dispatch consoles are delayed, but should not interfere with the implementation of radios
- Planning and Run-cutting Software – The shoreline's run-cuts have been finalized; work on Middletown's routes is progressing and should be completed in several weeks.

## EXECUTIVE DIRECTOR'S REPORT

Comerford reported

- Geraghty and Comerford met with Madison officials to discuss expanding service in Madison;
- Geraghty is working on the Wesleyan U microtransit project to be implemented this fall

## OLD BUSINESS

None.

## NEW BUSINESS

None.

## DISCUSSION OF NEXT STEPS

1. The Implementation Plan will continue to be revised and updated as needed.
2. Knoll-Peterson will be appointed to serve on the Committee at the August Board Meeting.

## NEXT MEETING

The next meeting is scheduled for Tuesday, August 23, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

## ADJOURNMENT

The meeting was adjourned at 1:47 p.m.

Respectfully submitted,

Christina Denison  
Clerk