

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, NOVEMBER 16, 2021, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 1:05 p.m.

ROLL CALL

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

Absent: Ed Bailey and Angus McDonald

Also in attendance: Joseph Comerford, Christina Denison, David Lee, and Leslie Strauss.

Guests: David Lahm, ETD Board Member, Lyme; Maureen Lawrence, Transit Manager, CT DOT; and Charlie Norz, ETD Board Member, Old Saybrook.

EXECUTIVE SESSION

None

EXECUTIVE DIRECTOR'S REPORT

Comerford reported that the Legislators have been updated on the expansion via email. A copy of the email was included in the meeting packet. No feedback has been received.

He also reported that the purchase of equipment is progressing with the recent delivery of vehicles. Planning software and radios have been ordered. He also reported that all MTD dispatchers and supervisors completed training on the scheduling software used by ETD. In December, all ADA/paratransit and DAR services should be transferred over to the new software, resulting in both districts operating the same program.

Comerford also indicated that DOT has closed on the Middletown property on N. Main Street.

At the October 26 meeting, it was reported that First Transit would be assisting in writing the scopes for the major projects included in the transit study. Laura Francis made a motion to approve David Lee, to facilitate the scope of 3 projects included in the RIVERCOG transit study, including the Human Resources Study, the Rebranding and Marketing Study and the Fares Study. Karl Kilduff seconded the motion. The motion passed unanimously.

Comerford reported that in a recent conversation with Dennis Solensky, CTDOT, it was noted that the Letter of Intent did not mention the status of the 91 N. Main Street, Middletown property. Laura Francis made a motion to negotiate an agreement with CTDOT to transfer ownership of 91 N Main St., Middletown to the state at the time of the operational merger of ETD and MTD provided:

- CTDOT has met all obligations contained in the letter dated October 7, 2021;
- CTDOT has achieved a level of staffing sufficient to properly maintain the facility as determined by ETD and MTD;
- CTDOT agrees to accept financial responsibility for the maintenance of 91 N Main St;
- CTDOT has designed and programmed funding for the renovation and expansion of 91 N Main St; and
- CTDOT provides a written long-term lease with terms acceptable to ETD and MTD.

Karl Kilduff seconded the motion. The motion passed unanimously. Comerford noted that the motion will need to go to the MTD Board for approval.

Jonathan Shapiro, legal counsel, will review the Agreement when drafted.

CT DOT PROGRESS UPDATE REPORT

M. Lawrence reported that she did not have any official updates, indicating that the TOD's and the site selection are moving forward. She will report any news as soon as it is available.

COVID FUNDS

Comerford reported that the district has received \$1.5 million in CRRSSA funds and is still waiting to receive the remaining \$1.5 million in ARPA funds.

DISCUSSION TOPICS

1. Member Dues Structure

To be discussed at a future meeting. Halyna Famiglietti, Finance Director, will compile a report illustrating the percentage increase in ETD and MTD dues over the past 5 years for the next meeting.

2. Joint Board Committee Structure and Membership

To be discussed further at future meeting.

3. Joint Board Officers

Gay stated that a member of the MTD Board should be appointed in January to serve on the ETD Nominating Committee.

It was recommended that Leslie Strauss preside over January meeting.

In the meantime, MTD Board members are invited to attend all ETD Board meetings.

A meeting schedule for the Expanded Board will be determined at the December meeting.

OLD BUSINESS

1. Implementation and Communications Plan

The plan was reviewed and will be revised as needed.

Gay asked Comerford, Strauss and Lee to identify topics and a strategy for a media event. It was recommended that a MTD Board member also work with marketing committee.

2. Grant Resolution

To be discussed at a future meeting.

3. By-Laws and Board Policies

A copy of the By Laws and Board Policies were included in the meeting packet. Gay indicated that all changes have been incorporated but asked members to give the documents a final review before the documents go to the Expanded ETD Board in January for approval.

NEW BUSINESS

Norz requested that each district's budgets be made available to members.

NEXT STEPS

1. Comerford and M. Lawrence will continue to monitor the issuance of the TODs and the appointment of a facilities on-call consultant.
2. The committee will continue to discuss the dues structure and board committee structure and membership/appointments.
3. Halyna Famiglietti will compile a 5-year dues structure report.
4. The Implementation Plan will continue to be revised and updated as needed.
5. MTD Board will appoint a member to the Joint Service Committee.
6. MTD Board members will be invited to attend that ETD Board meeting on Friday, November 19, 2021.

NEXT MEETING

The next meeting is scheduled for Tuesday, November 23, 2021, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Christina Denison
Clerk