

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

ESTUARY TRANSIT DISTRICT  
MIDDLETOWN TRANSIT DISTRICT  
FACILITIES COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, SEPTEMBER 27, 2022, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 1:01 p.m.

ROLL CALL

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

Also in attendance:

Staff: Joe Comerford and Christina Denison

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

CT DOT: Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation, Office of Transit and Ridersharing; and Mike Sanders, Interim Public Transit Administrator, CT DOT (joined at 1:17 p.m.).

Gay reported that representatives from CT DOT were attending a meeting with the DOT Deputy Commissioner and would be joining the meeting later.

McDonald made a motion to move the discussion of the Facilities Plan with DOT until such time that representatives from CT DOT were in attendance. Kilduff seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Comerford reported:

- Phoenix Fiber Optics has inquired about extending their lease of the N. Main Street property in Middletown and leasing additional space at the same address. Comerford noted that since the District's project is moving slowly, extending the lease would be acceptable. Graham Curtis, Bus Capital Programs Assistant Administrator, CT DOT, is working on the lease extension.

OLD BUSINESS

None.

## NEW BUSINESS

### Marketing Committee- Strauss reported:

- An URL has been procured.
- The marketing firm is on target and has provided the committee with sample logos, mock-ups of buses and color schemes.
- Logo designs have been narrowed down to 2. The marketing firm is tweaking the designs based on comments from the committee and will forward them to stakeholders for further comment.

## FACILITIES PLAN WITH DOT

Sanders joined the meeting at 1:17 p.m. Gay explained the transition of the Implementation Committee to the Facilities Committee.

The committee reviewed the Facilities Progress Plan which was included in the meeting packet.

### Architecture & Engineering

- Facilities Master Plan* – Sanders reported that the Master Plan cannot be started until plans for the shoreline facility are resolved. However, there is currently no time schedule for initiating the Master Plan.
- Middletown Terminal Renovation & Design* - Sanders reported that the site plan has been reviewed and although the downtown location is the most desirable, it may be necessary to look at “alternatives” due to lack of space. He stated that DOT’s top priority is the electrification of buses within the State; the Middletown project is “second tier.”

### Right of Way Acquisition

- Shoreline Facility* – Sanders reported that plans to acquire a shoreline property remain “idle” due to “internal political barriers within DOT”. He also noted the Master Plan must be completed before prioritizing capital projects.

Gay, Kilduff, McDonald and Strauss all expressed concern and frustration over the delay in completing the Master Plan and the lack of progress in moving forward with a shoreline facility. She stressed that the committee has worked tirelessly for two years, noting the two districts merged with a promise from DOT that a shoreline facility would be built and the DOT Commissioner signed a commitment letter to that effect. She also indicated that per the agreement, the Master Plan was to be completed by July 1, 2022. Sanders said that he was not aware of such an agreement and asked that Comerford forward him a copy.

Discussion followed as to what the Committee could do to make the Master Plan and shoreline site a priority. McDonald strongly suggested engaging the State legislators. Sanders disagreed.

Comerford suggested the District initiate a Master Plan on its own, keeping DOT on the advisory committee. Sanders agreed that doing so might make the project a priority for DOT. He noted that DOT would help develop the scope.

Sanders questioned how the Master Plan would be funded. Comerford reported the district received a federal grant in 2016 and has been holding onto these funds; however, the District would need matching funds from the State. Sanders suggested Comerford write a letter to DOT requesting funds.

Comerford stressed that the District does not want to be involved in the acquisition of property or in construction, noting that CT DOT verbally indicated it would control all transit district construction projects. Sanders indicated he was unaware of this decision.

He stated that he will contact the DOT Commissioner to discuss the District's concerns and frustration. Gay asked Sanders to keep her apprised of the discussion and if political assistance is needed from the state legislators.

#### DISCUSSION OF NEXT STEPS

1. Comerford will forward a copy of the October 7, 2021, letter regarding "Merger-Estuary Transit District/Middletown Transit District", signed by DOT Commissioner Joseph J. Giulietti, Leslie Strauss, ETD Chair, and Joseph Samolis, MTD Chair, to Sanders.
2. Comerford will send a letter to Sanders and Sandra Infantino, Transportation Supervising Planner, Bureau of Finance and Administration, CTDOT, requesting the release of funds to move forward with the Master Plan.
3. Gay will send the "Facilities Progress Report" file to Graham Curtis and Sanders for updating.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, October 25, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

Gay thanked Sanders for attending the meeting and for his candid assessment. She asked Sanders to share the committee's frustration with the DOT Commissioner.

The meeting was adjourned at 2:19 p.m.

Respectfully submitted,

Christina Denison  
Clerk