

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
MAT GARAGE, 91 N. Main Street, Middletown, CT with Remote Options
TUESDAY, OCTOBER 12, 2021, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Susan Tyler, Chair, at 1:03 p.m.

ROLL CALL

A quorum was established with the following committee members present: Angus McDonald, Susan Tyler, Laura Francis, Beverly Lawrence, and Ed Bailey (arrived at 1:45 p.m.).

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

Guests: Charlie Norz; Karl Kilduff; and Maureen Lawrence, Transit Manager, CT DOT.

Tyler reported that Karl Kilduff, Clinton Town Manager, will be taking her seat on the ETC and Joan Gay will be replacing her as Co-Chair, effective October 29, 2021.

MOA DISCUSSION

Tyler reported that the CT DOT Commissioner signed the Letter of Intent on October 7, 2021, with one change; the date for programming capital funding for site acquisition for the shoreline facility is now November 30, 2021.

Tyler invited Maureen Lawrence or another DOT representative to attend future meetings.

Lawrence reported that the TODs for the 3 positions are currently being reviewed and should be approved in two weeks.

Comerford indicated that he will post the positions immediately and hopes to have the positions filled within one to two months.

Lawrence reported that purchase of the Middletown property is moving forward, with closing in the next few weeks. No movement has been made on the Westbrook site; DOT remains very interested in the Old Saybrook site being considered for the rail facility. Regarding the Facility Master Plan, she stated that a scope is needed, and an on-call person consultant will need to be selected to prepare the plan.

Comerford reported that positive articles about the expansion have appeared in *the CT Examiner* and *The Day*.

He also stated the expansion brochures have been ordered and should be available within the week.

Comerford also reported that town resolutions have been or will signed by ETD member towns by the next ETD Board meeting.

Laura Francis and Ed Bailey reported that they expect to hold town meetings in December to hold a vote to join ETD.

Comerford also noted that the Estuary server will be moved to Middletown in the coming months.

Dennis Solensky extended an invitation, via Comerford, for all members to attend a celebratory luncheon on October 13 at Bertucci's Newington.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING CONTRACT NEGOTIATIONS

None.

DISCUSSION TOPICS

Tyler stressed that the districts are now moving forward as one unit. Where possible, it was agreed that funding grants should be made only to ETD to simplify the administration of the grants and not unnecessarily delay the dissolution of MTD.

Laura Francis suggested that a resolution be drafted to that effect and presented to both Boards for their approval.

OLD BUSINESS

1. Board Bylaws and Policies

Tyler reported that the documents were circulated to ETD Board members and will be discussed at the upcoming board meeting.

2. Committee Workload

Tyler stressed that the plan is meant to be a generic compilation of work; the members will not be asked to do staff work. Comerford and staff will monitor the implementation of all projects. Members will be asked to participate and/or consult as needed.

3. Implementation Plan

The plan was reviewed and will be revised as needed.

NEW BUSINESS

1. Communications Plan

The plan was reviewed and will be revised as needed. The committee discussed the possibility of holding a public media event.

2. Procurement Resolutions

6 procurement resolutions were reviewed. Tyler noted that all 6 have been funded.

Laura Francis made a motion recommending the ETC authorize the ETD Board to authorize Joseph Comerford, Executive Director, to negotiate and execute all necessary contract documents required to purchase the following:

- a. Automated Vehicle Location (AVL) software for the Estuary Transit District in an amount not to exceed \$100,000;
- b. a two-way radio system for the Estuary Transit District from an authorized vendor on the State of Connecticut contract in an amount not to exceed \$150,000;
- c. planning software for the Estuary Transit District in an amount not to exceed \$50,000;
- d. One (1) body-on-chassis bus for the Estuary Transit District from Matthew's Buses in an amount not to exceed \$85,000;
- e. one (1) service vehicle for the Estuary Transit District from Freightliner of Hartford, an authorized vendor on the State of Connecticut contract, in an amount not to exceed \$185,000; and
- f. one (1) 2021 Ford Escape SE Sport AWD Hybrid (U9B) support vehicle and one (1) 2021 Ford Escape SE AWD (U9G) support vehicle for the Estuary Transit District from Gengras Ford, LLC in an amount not to exceed \$53,000.00.

Ed Bailey seconded the motion. The motion passed unanimously.

NEXT STEPS

1. Ed Bailey and Laura Francis will schedule town meetings to vote to join ETD.
2. The by-laws and policies will be revised.
3. The Implementation and Communication Plans will be revised.
4. Leslie Strauss and Comerford will make a recommendation on whether to hold a public media event.
5. Jonathan Shapiro, legal counsel, will draft a grant resolution.
6. Maureen Lawrence will update the committee on the TODs, site selection and facility Master Plan.
7. Strauss will approve and sign the Letter of Intent on behalf of ETD following the ETD Board meeting.
8. Samolis will sign the letter following MTD member town approval.

NEXT MEETING

The next meeting is scheduled for Tuesday, October 19, 2021, at the MAT Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

On a motion made and seconded, the meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Christina Denison
Clerk