



**ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL ESTUARY TRANSIT DISTRICT EXPANSION TRANSITION COMMITTEE
MEETING**

**MAT Offices, 91 N. Main St, Middletown, CT with Remote Options
December 07, 2021 at 1:00 PM**

AGENDA

- I. Call to Order- J. Gay, Co-Chair
- II. Roll Call – J. Gay
- III. CT DOT Progress Update Report- M. Lawrence
- IV. Implementation Plan
 - [1.](#) Revised Plan
- V. Executive Director's Report- J. Comerford
- VI. Discussion Topics
 1. Board Meeting Schedule
- VII. Old Business
 1. CTDOT Strategy
- VIII. New Business
 1. ETC Meeting Schedule
- IX. Discussion of Next Steps
- X. Next Meeting – December 14, 2021 at 1:00 PM with Remote Options
- XI. Adjournment

Join Zoom Meeting

Meeting ID: 837 5097 1100

Passcode: 836014

One tap mobile

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Language Assistance is available. If you need assistance, please call Lisa at 860-510-0429 ext. 104 at least 48 hours prior to the meeting.

MERGER IMPLEMENTATION PLAN

December 7, 2021

GOVERNANCE

2021

October: Letter of Intent executed by CTDOT--COMPLETED
ETC develops into Merger Oversight Committee--COMPLETED

November:

Inform State Legislators of status --COMPLETED
Update Power Point presentation COMPLETED
Joint Service Study Committee formed --COMPLETED

December:

Middletown (completed), Durham (December 13), and Middlefield (Nov. 29)
vote to join ETD as of May 1, 2022
ETD votes to accept MAT member towns as members of ETD, effective date TBD

2022

January: Joint Board meetings on FY 22-23 budget for merged district and acceptance of FY
2023 dues(12/07/21)
Determine ETD committee assignments for expansion transition period
(12/07/21)

Boards agree on revised by-laws, members' dues structure. ETC recommends
submitting by-laws and policies to merged Board (12/07/21)

PUBLIC MEDIA EVENT -TBD Comerford, Lee and Strauss will develop a plan for
the media event

February: Request FTA approval to transfer MTD assets and awards to ETD

RFP for fare study (\$50,000) (CHECK DATES WITH JOE)
RFP for rebranding/marketing study (\$100,000) (CHECK DATE WITH JOE)

April: Rebranding/marketing study begins
Fare study begins

May Public Media Event (after acquisition of Shoreline property)

- June: Boards vote on future by-laws and member dues structure
FY 22-23 budget adopted by new board
Conduct fare hearings CHECK W/JOE
- July: CTDOT forgives MAT debt concurrent with new Master Agreement
Operational merger occurs; officially begin operating as one district
Implement unified fares STUDY RELATED
Begin marketing campaign
- October: Rebrand website, schedules, etc. (Note: CHECK WITH JOE)
- Winter: MTD Board votes to dissolve MAT
ETD invites other towns to join

FACILITIES

2021

November: MDT land acquired--COMPLETED

December: Shoreline site negotiations—(TO BE DISCUSSED 12/07/21)
DOT programs funding for land acquisition for shoreline facility—TO BE DISCUSSED 12/07/21)
Engage design services consultant for all facilities—TO BE DISCUSSED 12/07/21)

2022

- January: Confirm facility programs
Kickoff facility design
DOT assigns Facility Master Plan to on-call consultant
- February: Start date for Shoreline Real Estate Market Review, if necessary (\$125,000)
- March: Site plans/preliminary facility concepts
Facility program & site master plan charrettes
- April: 30% Middletown maintenance facility design/NEPA
- May: Final facility program & site master plan
Complete shoreline land acquisition

July: 60% Middletown maintenance facility design
Facility Master Plan completed by DOT

August: 30% Shoreline facility design/NEPA

2023

March : 60% Shoreline facility design

April: 90% Middletown maintenance facility design

May: 90% Shoreline facility design

Fall: IFB construction Middletown maintenance facility

Winter: Start Middletown Maintenance facility construction
IFB construction for Shoreline facility

2024

Winter: Start construction of Shoreline facility
PUBLIC MEDIA EVENT

2025

Winter: Shoreline facility opens
PUBLIC MEDIA EVENT
Design storage facility upgrades

Spring: IFB for Middletown storage facility upgrades

Summer: Middletown maintenance facility opens
Begin Middletown storage facility upgrades

2026

Spring: Complete Middletown storage facility upgrades

OPERATIONS AND STAFFING

2021

October: Letter to staff and Teamsters (after Letter of Intent is accepted--completed

Approve procurement of: new buses, support vehicle, service truck, planning software, AVL system, and radios--COMPLETED

November: CTDOT provides TOD's for new HR, Lead Supervisor, and Grants & Procurement positions (12/07/21 TO BE DISCUSSED)
 CTDOT issues TOD's for remaining Special Studies (12/07/21 TO BE DISCUSSED)
 Potential start date for legal consultation (\$50,000)—(12/07/21 TO BE DISCUSSED)
 Receive FFY 21 5307 split agreement (12/07/21 – TO BE DISCUSSED)
 Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million (12/07/21—TO BE DISCUSSED)

December: CTDOT provides TOD's for new supervisor and dispatch positions
 Submit FFY 22 additional capital projects funding request (12/07/21)

2022

January: Begin sharing of technology (AVL, Schedule Software and other functions) (12/07/21)

February: Implement new radio system in Middletown
 Begin phasing of shared call center and dispatch operations
 Start date for any other special studies needed (\$50,000)
 Move MAT support staff to ETD payroll
 Fill new supervisor and dispatch positions
 Start date to acquire new fare collection equipment for joint fleet
 RFP for Human Resources Study (\$75,000) and Branding

April: Receive FFY 22 5307 split agreement

May: Implement joint work rules/operating policies
 Fully implement shared call center and dispatching
 Implement planning software
 Start date for the Human Resources Study

July: Implement expanded Dial-A-Ride

October: Start date to rebrand vehicles, signage, website, etc. (\$350,000)

Fall: Teamsters contract negotiations

2023

January: Remaining Middletown staff move to ETD payroll

2024

Spring: CTDOT provides TOD's for remaining staff positions

Winter: Fill remaining staff positions

Note: Unless otherwise specified, dates are intended as completion on or before.