



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

**MAT Offices, 91 N. Main St, Middletown, CT with Remote Options  
February 22, 2022 at 1:00 PM**

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**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 – J. Gay
  - 1. Implementation Plan
- V. Executive Director's Report- J. Comerford
- VI. Old Business
- VII. New Business
- VIII. Discussion of Next Steps
- IX. Next Meeting – March 22, 2022 at 1:00 PM with Remote Options
- X. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83282002498?pwd=U2lXLT1Q3aTdENGm5azhVbWV0TDU2dz09>

Meeting ID: 832 8200 2498

Passcode: 064669

One tap mobile

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

**MERGER IMPLEMENTATION PLAN 8**  
**February 22, 2022**

**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 (Middletown and Durham COMPLETED) Middlefield Town vote to be held January 24, 2022--COMPLETED

ETD votes to accept MAT member towns as members of ETD, effective date December 17 Board Meeting-- COMPLETED

HR STUDY RFP issued (COMPLETED)

**2022**

**January:** The expanded ETD’s Nominating Committee will provide a slate of officers for the February 11, 2022 Board meeting--COMPLETED

MTD Towns appoint new Board members to Expanded Board (02/22/22) - Durham appointed Laura Francis to Expanded Board

Expanded Board agree on revised by-laws and policies -ON SCHEDULE at Jan 7 meeting—COMPLETED

ETC recommended submitting by-laws and policies to Expanded Board COMPLETED by ETC

Issue RFP for fare study (\$50,000) COMPLETED Issued 1/7/22-

CT DOT or CT Transit to appoint member to serve on Study Review Committee

Issue RFP for rebranding/marketing study (\$100,000) 02/22/22

Joint Study Committee of ETD and MAT members - COMPLETED

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

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

**March:** Joint Board meeting on FY22-23 budget for merged district and acceptance of FY2023 dues

HR Study begins

**April:** Rebranding/marketing study begins

Fare study begins

**May:** Public Media Event (after acquisition of Shoreline property)

**June:** FY 22-23 budget adopted by new board

Conduct fare hearings

**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.

**Winter:** MTD Board votes to dissolve MAT  
ETD invites other towns to join

# FACILITIES

## 2021

November: MTD land acquired —COMPLETED

December: Shoreline facility space program - DOT performing information gathering re: space requirements (02/22/22)

DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (02/22/22)

## 2022

January: Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (02/22/22)

DOT assigns Facility Master Plan to on-call consultant (02/22/22)

February: Determine start date for Shoreline Real Estate Market Review, if necessary (\$125,000)

Shoreline site negotiation (02/22/22)

Confirm facility programs (02/22/22)

Kickoff facility design (02/22/22)

March: Site plans/preliminary facility concepts

Facility program & site master plan charettes

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 TODs for new HR, Lead Supervisor, and Grants & Procurement positions—COMPLETED
- CTDOT issues TODs for remaining Special Studies COMPLETED
- Potential start date for legal consultation (\$50,000) COMPLETED
- Purchase order for Planning Software COMPLETED
- Receive FFY21 5307 split agreement (02/22/22)
- Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million (02/22/22)
- December:** Submit FFY 22 additional capital projects funding request - In progress by CTDOT(02/22/22)
- Issue Operating TODs for capital projects (02/22/22)
- Issue Purchase Order for radios COMPLETED

### 2022

- January:** Begin discussions with CTDOT re: FY22 combined TODs (02/22/22)
- Issue RFP for AVL software
- February:** Implement new radio system in Middletown DELAYED (02/22/22)
- Begin phasing of shared call center and dispatch operations (02/22/22)
- Potential Start date for any other special studies needed (\$50,000) (02/22/22)

- March:** Begin sharing of planning and run-cutting software
- April:** Begin sharing of technology (AVL)  
Receive FFY 22 5307 split agreement
- June:** Fill new supervisor and dispatch positions
- July:** Implement expanded Dial-A-Ride  
Move MAT support staff to ETD payroll  
Implement joint work rules/operating policies  
Fully implement shared call center and dispatching  
Implement planning software  
Implement new radio system
- October:** Potential start date to rebrand vehicles, signage, website, etc. (\$350,000)  
RFP issued for Fare Collection system
- Fall:** Teamsters contract negotiations begin
- 2023**
- January:** Remaining Middletown staff move to ETD payroll
- June:** Potential start date to acquire new fare collection equipment for joint fleet
- 2024**
- Spring:** CTDOT provides TODs for remaining staff positions
- Winter:** Fill remaining staff positions

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