



**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
January 25, 2022 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 – J. Gay
 1. Implementation Plan
- V. Executive Director's Report- J. Comerford
- VI. Discussion Topics
- VII. Old Business
- VIII. New Business
- IX. Discussion of Next Steps
- X. Next Meeting – February 22, 2022 @ 1:00 PM with Remote Options
- XI. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83282002498?pwd=U2lXLTQ3aTdENGMT5azhVbWVOTDU2dz09>

Meeting ID: 832 8200 2498

Passcode: 064669

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 7
January 25, 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

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—(01/25/22)

MTD Towns appoint new Board members to Expanded Board (01/25/22)

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

issue RFP for rebranding/marketing study (\$100,000) 01/25/22

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 (01/25/22)

DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (01/25/22)

2022

January: Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (01/25/22)

DOT assigns Facility Master Plan to on-call consultant (01/25/22)

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

Shoreline site negotiation (01/25/22-

Confirm facility programs (01/25/22)

Kickoff facility design (01/25/22)

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 TOD's 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 (01/25/22)
- Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million (01/25/22)
- December:** Submit FFY 22 additional capital projects funding request - In progress by CTDOT(01/25/22)
- Issue Operating TODs for capital projects (01/25/22)
- Issue Purchase Order for radios (01/25/22)

2022

- January:** Begin discussions with CTDOT re: FY22 combined TODs (01/25/22)
- Issue RFP for AVL software
- February:** Implement new radio system in Middletown DELAYED (01/25/22)
- Begin phasing of shared call center and dispatch operations (01/25/22)
- Potential Start date for any other special studies needed (\$50,000) (01/25/22)

- 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 TOD's for remaining staff positions
- Winter:** Fill remaining staff positions

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