



**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
October 26, 2021 at 1:00 PM**

AGENDA

- I. Call to Order--S. Tyler, Chair
- II. Roll Call – S. Tyler
- III. Executive Session
- IV. Executive Director's Report
- V. CT DOT Progress Update Report
- VI. Discussion Topics
- VII. Old Business
 1. Implementation Plan
 2. Media Event
- VIII. New Business
 1. Election of Co-Chairs
 2. Meeting Schedule
- IX. Discussion of Next Steps
- X. Next Meeting – November 2, 2021 at 1:00 PM with Remote Options
- XI. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83750971100?pwd=SDBWekEwb21SRIVUamFiZ2ZOMDRpZz09>

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

GOVERNANCE

2021

- October: Letter of Intent executed by CTDOT
ETC develops into Merger Oversight Committee
- November: Boards agree on revised by-laws, member dues structure
Joint Service Study Committee formed
Inform State Legislators of status
Update Power Point presentation

DECEMBER

- 2022** Middletown, Durham, and Middlefield vote to join ETD as of May 1, 2022
ETD votes to accept MAT member towns as members of ETD, effective date TBD
- January: Joint Board meetings on FY 22-23 budget for merged district and acceptance of FY 2023 dues

Public 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

December: Shoreline site negotiations
DOT programs funding for land acquisition for shoreline facility
Engage design services consultant for all facilities

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

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)

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

November: **CTDOT provides TOD's for new HR, Lead Supervisor, and Grants & Procurement positions**

CTDOT issues TOD's for remaining Special Studies in Appendix D

Potential start date for legal consultation (\$50,000)

Receive FFY 21 5307 split agreement

Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million

December: CTDOT provides TOD's for new supervisor and dispatch positions
Begin sharing of technology (AVL, Schedule Software and other functions)

Submit FFY 22 additional capital projects funding request

2022

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.