



**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  
September 10, 2021 at 10:00 AM**

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**AGENDA**

- I. Call to Order--S. Tyler, Chair
- II. Roll Call – S. Tyler
- III. MOA Discussion
- IV. Executive Session for the Purpose of Discussing Contract Negotiations with CT DOT
- V. Discussion Topics
  1. [Committee Workload and Authority to Approve Contracts and Procurements](#)
- VI. Old Business
  1. Meeting Schedule
- VII. New Business
- VIII. Discussion of Next Steps
- IX. Next Meeting – TBD with Remote Options
- X. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/82634951580?pwd=cXMxTlEwZk02NnNET3VxbnlyNDRMUT09>

Meeting ID: 826 3495 1580

Passcode: 750836

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.

Joint Expansion Transition Committee  
Monday, August 16

#### Discussion of Committee Workload

##### Board Policies and Bylaws

- Finalize
- Dissemination/timing

##### Oversight Committee

- Structure
- What is its' role?

##### Participation in Local Process to Implement Consolidation

- Attend board of selectman, council and other meetings as needed
- Answer questions
- Prepare and/or make presentations

##### Labor Issues

- Meeting with Labor attorney for background
- Identify further research needed

##### Special Studies

- Human Resources (analysis of pay scales, benefits, policy changes required, etc.)
- Fare Study (recommend fares, fare collection technology, connection of transit systems, etc.)
- PR/Marketing (regional marketing campaign, new branding, etc.)
- Legal (consultation on union negotiations, other workplace matters)
- Identify additional studies as needed

##### Technical Projects

- Upgrade AVL system (unified dispatching)
- Demand response scheduling system moved to ETD Ecolane (optimize scheduling)
- Upgrade MAT radio system (interoperability with ETD)
- New planning software (optimize run-cutting)
- New fare collection equipment
- IT equipment

##### Committee involvement (how should Boards participate):

- Development or review of scope for studies
- Selection of consultants/vendors
- Oversight of consultant
- Implementation of study recommendations

#### Facilities Oversight

- Revise implementation plan
- Monitor progress on milestones
- Participate in site selection
- Participate in design
- Participate in construction

#### MOA Oversight

- Implementation of transit study
- Decision making as necessary and appropriate

#### Other

## Merger Related Studies and Projects

Study/Project	Cost Estimate	Notes
<p><b>Legal Fees</b>                      Legal consultation for boards on merger, union negotiations and other workplace matters.</p>	\$50,000	<b>FUNDED</b>
<p><b>Human Resources Study</b>                      New district will exceed 50 employees, triggering new requirements and potentially two labor divisions. An analysis of pay scales, benefits, policy changes, etc. will be required.</p>	\$75,000	<b>FUNDED</b>
<p><b>Other Studies</b>                      During the merger process, the districts and CTDOT will likely find other unforeseen issues that require further study.</p>	\$50,000	<b>FUNDED</b>
<p><b>Fare Study</b>                      The new entity will require one fare structure and one fare collection system. A study is required to recommend fares, fare collection technology and interoperability with connecting transit systems.</p>	\$50,000	<b>FUNDED</b>
<p><b>Joint Audit Statement</b>                      Following the FY 2021, a joint audit statement of the two districts should be prepared.</p>	\$40,000	<b>FUNDED</b>
<p><b>PR/Marketing</b>                      A public relations/marketing firms should be engaged to establish a consistent message about the merger, create a regional marketing campaign and develop and promote a new brand.</p>	\$100,000	<b>FUNDED</b>
<p><b>AVL</b>                      Upgrade MAT fleet to ETD AVL system to allow unified dispatching and customer experience</p>	\$150,000	<b>FUNDED</b>

Study/Project	Cost Estimate	Notes
<b>Scheduling Software</b> Move MAT demand response scheduling to ETD's Ecolane system. Using one software will allow for greatest optimization of scheduling and centralizing of scheduling functions and provide new resources to MAT.	\$40,000	FUNDED
<b>Radio System</b> Upgrade MAT to state police radio system to increase range and be compatible with ETD	\$200,000	FUNDED
<b>Planning/Run Cutting Software</b> Software to meet Title VI requirements for planning and to perform run cutting on the new larger system.	\$40,000	FUNDED
<b>Fare Collection</b> New fare collection equipment for MAT fleet	\$350,000	FUNDED
<b>Non-Revenue Vehicles</b> Administrative vehicle to move staff between sites, service truck for both fleets.  Administrative vehicle to move additional shared staff between sites, road supervisor vehicle.	\$150,000  \$55,000	FUNDED  NOT YET FUNDED
<b>Environmental Site Review – Current MTD Facilities</b> Phase 1 review before transfer of assets to understand potential liability	\$25,000	NOT YET FUNDED
<b>Shoreline Real Estate Market Review</b> If identified Westbrook site is no longer available or is not successfully negotiated, a real estate review for a shoreline facility will be required	\$125,000	NOT YET FUNDED
<b>Rebranding</b> Rebranding vehicles, signage, website, etc.	\$350,000	NOT YET FUNDED