



**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 28, 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. 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 – January 11, 2022 at 1:00 PM with Remote Options
- XI. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83750971100?pwd=SDBWekEwb21SRlVUamFiZ2ZOMDRpZz09>

Meeting ID: 837 5097 1100

Passcode: 836014

One tap mobile

+13126266799,,83750971100#,,,,\*836014# US (Chicago)

+19294362866,,83750971100#,,,,\*836014# US (New York)

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 6****December 28, 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 (Middletown and Durham COMPLETED)  
Middlefield Town vote to be held January, 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 March, 2022 Board meeting—( 12/28/21)

MTD Towns appoint new Board members to Expanded Board (12/28/21)

Expanded Board agree on revised by-laws and policies -ON SCHEDULE at Jan 17 meeting

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

Issue RFP for fare study (\$50,000) 12/28/21

Issue RFP for rebranding/marketing study (\$100,000) 12/28/21

Joint Study Committee of ETD and MAT members - completed

PUBLIC MEDIA EVENT -TBD Comerford, Lee and Strauss will develop a plan for media event MEETING SCHEDULED FOR DECEMBER 16, 2021

- February: Request FTA approval to transfer MTD assets and awards to ETD 12/28/21
- March: Joint Board meeting on FY22-23 budget for merged district and acceptance of FY2023 dues—MOVED from January 2022  
HR Study begins
- 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: MTD land acquired--COMPLETED
- December: Shoreline facility space program - DOT performing information gathering re: space requirements (12/28/21)  
DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (12/28/21)

**2022**

January: Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (12/28/21)  
DOT assigns Facility Master Plan to on-call consultant (12/28/21)

February: Determine start date for Shoreline Real Estate Market Review, if necessary (\$125,000)  
Shoreline site negotiation (12/28/21- MOVED FROM 12/21)  
Confirm facility programs (12/28/21) MOVED FROM 1/22  
Kickoff facility design (12/28/21) MOVED FROM 1/22

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--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 (12/12/21)

Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million (12/28/21)

December: Submit FFY 22 additional capital projects funding request - In progress by CTDOT(12/28/21)

Issue Operating TODs for capital projects (12/28/21)

Issue Purchase Order for radios (12/28/21)

**2022**

January: Begin discussions with CTDOT re: FY22 combined TODs  
Issue RFP for AVL software

- February: Implement new radio system in Middletown DELAYED (12/28/21)  
 Begin phasing of shared call center and dispatch operations  
 Receive FFY 21 5307 split agreement (12/28/21 )  
 Potential Start date for any other special studies needed (\$50,000)
- 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  
 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  
 (Moved from Feb. 2022)
- 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.