



**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  
April 26, 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
  - 1. Approval of Marketing Study Consultant
- VIII. Discussion of Next Steps
- IX. Next Meeting – May 24, 2022 at 1:00 PM with Remote Options
- X. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83282002498?pwd=U2lXLTQ3aTdENGM5azhVbWVOTDU2dz09>

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 10

April 26, 2022

Item 1.

## CT DEPARTMENT OF TRANSPORTATION ITEMS

### GOVERNANCE

#### 2022

**January:** CTDOT or CT Transit to appoint member to serve on Fare Study Review Committee

### FACILITIES

#### 2021

**December:** Shoreline facility space program - DOT performing information gathering re: space requirements (04/26/22)

DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (04/26/22)

#### 2022

**January:** Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (04/26/22)

DOT assigns Facility Master Plan to on-call consultant (04/26/22)

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

Shoreline site negotiation (04/26/22)

Confirm facility programs (04/26/22)

Kickoff facility design (04/26/22)

**March:** Site plans/preliminary facility concepts (04/26/22)

# MERGER IMPLEMENTATION PLAN 10

April 26, 2022

Item 1.

**April:** 30% Middletown maintenance facility design/NEPA (4/26/22)

**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

# MERGER IMPLEMENTATION PLAN 10

April 26, 2022

Item 1.

Design storage facility upgrades

**Spring:** IFB for Middletown storage facility upgrades

**Summer:** Middletown maintenance facility opens

## **2026**

**Spring:** Complete Middletown storage facility upgrades Begin Middletown storage facility upgrades

## **OPERATIONS AND STAFFING**

### **2021**

**December:** Submit FFY 22 additional capital projects funding request - In progress by CTDOT (04/26/22)

Issue Operating TODs for capital projects (04/26/22)

### **2022**

**January:** Begin discussions with CTDOT re: FY22 combined TODs (04/26/22)

**MERGER IMPLEMENTATION PLAN 10**

**April 26, 2022**

**ESTUARY TRANSIT DISTRICT ITEMS**

**GOVERNANCE**

**2022**

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

Status of RFP for Fare Study (04/26/22)

Status of RFP for HR Study (04/26/22)

Status of RFP for rebranding/marketing study (04/26/22)

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

**April:** Fare study begins

**May:** HR Study begins

Rebranding/marketing study begins

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

# MERGER IMPLEMENTATION PLAN 10

April 26, 2022

Item 1.

Begin marketing campaign

**October:** Rebrand website, schedules, etc.

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

## OPERATIONS AND STAFFING

### 2021

**November:**

Receive FFY21 5307 split agreement (04/26/22)

Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million  
(04/26/22)

### 2022

**January:** Issue RFP for AVL software (04/26/22)

**February:** Implement new radio system in Middletown DELAYED (04/26/22)

Begin phasing of shared call center and dispatch operations (04/26/22)

Potential Start date for any other special studies needed (\$50,000) (04/26/22)

**March:** Begin sharing of planning and run-cutting software (04/26/22)

**April:** Begin sharing of technology (AVL)

Receive FFY 22 5307 split agreement

**June:** Fill new supervisor and dispatch positions

# MERGER IMPLEMENTATION PLAN 10

April 26, 2022

Item 1.

- 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.

STATE OF CONNECTICUT)  
 )  
COUNTY OF MIDDLESEX )

SS: ESTUARY TRANSIT DISTRICT  
April 26, 2021

**RESOLUTION NO. 22-006  
AUTHORIZING RESOLUTION  
ESTUARY TRANSIT DISTRICT**

**CERTIFICATION:**

We, Laura Francis and Joan Gay, Co-Chairmen of the Expansion Transition Committee of the Estuary Transit District (“ETD”) do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on April 26<sup>th</sup>, 2022, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

**WHEREAS**, the ETD Board at its October 15, 2021, meeting authorized the Joint Expansion Transit Committee to approve contracts and procurements on behalf of the Board that are fully funded and related to the expansion as outlined in the MOU signed by both ETD and the Connecticut Department of Transportation on July 23,2021, in any amount of \$150,000 or less in accordance with the ETD purchasing procedures.

**WHEREAS**, the Marketing Study project has been approved by Estuary Transit District, and

**WHEREAS**, bids were solicited and opened on March 17, 2022, be it therefore:

**RESOLVED**, that Selbert Perkins Design be awarded the bid to establish a consistent public messaging about the merger, create a regional marketing campaign and develop and promote a new brand, and

**RESOLVED FURTHER**, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents with Selbert Perkins Design in an amount not to exceed \$150,000.00.

**IN WITNESS WHEREOF** the undersigned have affixed their signatures, the 26<sup>th</sup> day of April in the year 2022.

ESTUARY TRANSIT DISTRICT EXPANSION TRANSITION COMMITTEE CO-CHAIRMEN

\_\_\_\_\_  
Laura Francis, Co-Chair

\_\_\_\_\_  
Joan Gay, Co-Chair

We, Joan Gay and Laura Francis, Co-Chairmen of the Estuary Transit District Expansion Transition Committee, certify that the resolution noted above is still in force and effect as of this 26<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Laura Francis, Co-Chair

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Joan Gay, Co-Chair