

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT  
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT  
MIDDLETOWN TRANSIT DISTRICT  
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, JANUARY 25, 2022, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 1:03 p.m.

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, Laura Francis, Beverly Lawrence, and Angus McDonald

Also in attendance: Joseph Comerford, Christina Denison, Halyna Famiglietti, Dave Lee, Joseph Samolis (left at 1:09 p.m.), and Leslie Strauss.

Guests: Charles Norz, ETD Board Member, Old Saybrook; Michael Guerrero, CT DOT, Transportation Supervisor and Planner; Joanna Juskowiak, Transportation Planner 2, CT DOT, Bureau of Public Transportation, Office of Transit and Riderssharing; and Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation

Absent: Karl Kilduff

CHAIR COMMENTS:

Joan Gay welcomed the Town of Middlefield which unanimously voted to join Estuary Transit District.

Gay reported that Comerford and Dennis Solensky, CT DOT, have discussed transferring the N. Main Street property in Middletown to the State dependent on certain conditions being met. Comerford is drafting a letter to DOT which sets forth those stipulations and requests an estimated date as to when the transfer will happen. Comerford noted that the transfer would not happen before the districts merge on July 1.

CT DOT PROGRESS UPDATE REPORT

No report.

IMPLEMENTATION PLAN

The plan was reviewed and will be revised.

Per Comerford, Maureen Lawrence, CTDOT, is working with the rail side regarding the shoreline facility space program and land acquisition. He noted that DOT has been understaffed in the

capital facilities department which has delayed projects. A recent new hire should move things along.

No update on design services or the on-call consultant for the Facility Master Plan.

Comerford reported that the district is still waiting to receive CIRSA funds. The \$1.5 million grant from ARPA funds was recently executed.

Regarding the FFY21 5307 split agreement, Comerford reported that the district has been asked to submit projects to the department by mid-February. He noted that both MAT and ETD have approximately \$900,000 to \$1,000,000,00 in old grants that can be re-repurposed. The funds should cover much of the district's needs, so the district's funding request might not be as large as previous years as old funds are spent first.

Comerford reported that he and Famiglietti met with DOT to discuss which operating grants could be combined. Guerrera stated that limitations exist on several grants and further internal discussion is needed.

Comerford reported that the TODs for the operating projects are on track and no problems are foreseen. The district must submit projects to DOT by mid-February before the capital TODs can be issued. Approval to transfer all funds to ETD is also needed.

The City of Middletown will appoint members to the Estuary Board at the February Common Council meeting. Durham appointed Laura Francis to the ETD Board. Middlefield will appoint a member.

Comerford reported that the HR RFP closed, and bids have been received. The Fare RFP closes in mid-February.

Dave Lee briefed the committee on the scope of the Rebranding/Marketing RFP. The RFP will be issued in the coming weeks.

Work on the interim-logo is ceased.

Comerford requested that CTDOT appoint someone to the fare study selection committee.

#### EXECUTIVE DIRECTOR'S REPORT

Comerford reported:

1. All positions have been filled.
2. O&G has vacated the property across the street from 91 N. Main St. Middletown and the district will have access shortly.
3. Radios have been ordered.
4. Work will begin on the AVL RFP.

5. Staff has been training twice a week on the new run-cutting and planning software which should be fully operational in March.
6. A new service truck will be purchased; and
7. MAT and ETD will be on the same scheduling software as of February 1.

#### DISCUSSION TOPICS

None.

#### OLD BUSINESS

None.

#### NEW BUSINESS

None

#### NEXT STEPS

1. The Implementation Plan will continue to be revised and updated as needed.
2. Comerford will follow-up with Sandy Infantino, CTDOT, regarding TODs for capital projects.
3. Guerrera will update the committee on the progress of the TODs.
4. CTDOT or CT Transit will appoint a member to the selection committee for the Fare Study.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, February 22, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

Respectfully submitted,

Christina Denison  
Clerk