

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

ESTUARY TRANSIT DISTRICT  
MIDDLETOWN TRANSIT DISTRICT  
EXPANSION TRANSITION COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, APRIL 26, 2022, AT 1:00 PM.

CALL TO ORDER

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

ROLL CALL

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

Also in attendance: Joe Comerford, Christina Denison, Halyna Famiglietti, and Ennab Mutez

Guests: Michael Guerrero, CT DOT, Transportation Supervisor and Planner; Joanna Juskowiak, Transportation Planner 2, CT DOT, Bureau of Public Transportation, Office of Transit and Ridersharing; and Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation

Absent: Beverly Lawrence and Robert Yamartino

CT DOT PROGRESS UPDATE REPORT

None.

IMPLEMENTATION PLAN

A copy of the plan was included in the meeting packet.

Gay indicated that the Plan has been streamlined to improve the flow of the meeting.

CT DOT ITEMS

Governance

Guerrera reported that a DOT staff member is under consideration but has not yet been appointed to the Fare Study Review Committee.

Facilities

No update on the shoreline facility space program or land acquisition.

No update on the appointment of an on-call assistant.

### Operations and Staffing

Comerford reported that Graham Curtis, CT DOT, and Maureen Lawrence, CT DOT, continue to work with the rail side. Curtis will have an update next week and will report to Comerford.

Comerford reported that resolutions were approved at the February and March Board meetings transferring MTD's vehicles and property to ETD. Ennab has completed the equipment inventory so all items may be transferred at the same time.

Comerford is working with counsel to revise the Opinion of Counsel letter prior to the remaining grants being transferred.

Guerrera reported that DOT requires additional information pertaining to service hours before issuing the capital TODs. Comerford will compile the information and forward to DOT.

### Estuary Transit District Items

Comerford reported:

#### Governance

- Fare Study- Jonathan Shapiro, legal counsel, is reviewing the contract. Once approved it will be executed.
- HR Study - The contract was received and executed. The study will begin May 2; the scope is 20 business days.
- Rebranding/Marketing Study - Several proposals were received, and the Marketing Study Committee has recommended a firm for approval and contract negotiation.
- FY22-23 budget for merged district— A budget workshop is scheduled for May.

### Operations and Staffing

- Covid Relief Funds – no update
- FY21 5307 Split Agreement—The split agreements have been delayed due the lack of a federal budget.
- AVL RFP – The RFP has been issued; proposals are due May 31, 2022.
- Radio System – No delivery date due to supply chain issues. Meeting scheduled with radio company to review operations and to discuss final setup.
- Shared Call center and Dispatch – dependent upon one radio system.
- Special Studies – No other studies have been identified.
- Planning and Run-cutting Software – Training and implementation are still ongoing.

### EXECUTIVE DIRECTOR'S REPORT

Comerford reported:

- Terminal Renovation -A site plan for the terminal will be available in the coming weeks.
- Electrification – A consultant has been engaged for the statewide electrification study; the Middletown facility is a top priority. Electric buses will be ordered this fall and will arrive in 2024.

- Free Fare Program-The program is in effect through June 30. An increase in ridership has not been noticeable despite marketing efforts. The district will look at the cost benefit of collecting a fare.
- The mask mandate was dropped on April 22.

#### OLD BUSINESS

None.

#### NEW BUSINESS

A copy of the Marketing Study Authorization was included in the Committee's packet.

Laura Francis made the following motion:

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.

Angus McDonald seconded the motion. The motion passed unanimously.

#### DISCUSSION OF NEXT STEPS

1. The Implementation Plan will continue to be revised and updated as needed.
2. CTDOT will appoint a member to the selection committee for the Fare Study.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, May 24, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

The meeting was adjourned at 1:39 p.m.

Respectfully submitted,

Christina Denison  
Clerk