

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT BOARD MEETING

ESTUARY TRANSIT DISTRICT
FACILITIES COMMITTEE MEETING
ETD OFFICES, 91 N. Main Street, Middletown, CT with Remote Option
TUESDAY, OCTOBER 7, 2025, AT 2:00 P.M.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 2:05 p.m.

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, John Hall, and Christine Marques

Absent: Jim Irish

Also in attendance: Staff: Joseph Comerford, Christina Denison

Board Members: Leslie Strauss, Board Chair and Charles Norz, ETD Board Member, Old Saybrook

CT DOT: Graham Curtis, Bus Capital Programs, Asst. Administrator

FACILITIES PLAN WITH DOT

A copy of the Facilities Progress Plan was included in the meeting packet.

Graham Curtis reported:

Architecture & Engineering

Facilities Master Plan –

- The design contract has been negotiated, a detailed design schedule and design work will begin once a notice to proceed is issued.
- Fill needs to be removed from the railroad property adjacent to Miller Park.
- A conceptual plan has been developed and sent to the City of Middletown.
- A right of way will be executed at the 30% design stage.
- Enhanced public outreach will also be conducted at the 30% design stage.
- The entire process is estimated to take 18 months once the notice to proceed is issued.

Shoreline Facility –

- The scope of work has been finalized and DOT is entering into negotiations with Michael Baker, consultant, to do a feasibility study.
- Funds for the study are in place.
- An appraisal of the property will be conducted.
- Curtis is working with the property owner to do test pits to look for fatal flaws that could potentially cause problems with a septic system.

- Once a notice to proceed is given, the process could take 4-6 months to complete.
- A NEPA pre-screen study will be conducted simultaneously with the feasibility study.

Middletown Terminal Renovation –

- A safety audit and detailed survey of the property have concluded. Plans for a dry run in the alleyway using an actual bus and cones to evaluate the operational concepts are being discussed. Coordination with the City of Middletown Dept. of Public Works is pending. Marques will coordinate this effort.
- Comerford addressed the concern over egress, noting that the door should not interfere with the bus or pedestrian access; bollards and textured pavement will be installed to mark the bus route.
- Marques noted the proposal to turn Court Street into a one-way street westbound due to safety concerns at the courthouse intersection needs to go to committee and may impact bus routing.
- Terminal renovations are on hold until safety issues are addressed.

EXECUTIVE DIRECTOR’S REPORT

Comerford reported that CT Transit is parking several of their decommissioned buses at 110 N. Main Street. He also noted that the tenants at 110 N. Main Street are scheduled to move out in December.

OLD BUSINESS –

Bus Shelter Pilot Program - Curtis explained that maintenance agreements with several transit districts including Estuary Transit still need to be finalized. Once an agreement is reached, installation should occur quickly.

NEW BUSINESS – none.

ADJOURNMENT

The meeting was adjourned at 2:31 p.m.

The next regular meeting will be held on December 9, 2025, at 2:00 p.m.

Respectfully submitted,

Christina Denison
Clerk