



**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  
May 24, 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
- VIII. Discussion of Next Steps
- IX. Next Meeting – June 28, 2022 at 1:00 PM with Remote Options
- X. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83282002498?pwd=U2lXLTlQ3aTdENGM5azhVbWVOTDU2dz09>

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 11

May 24, 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 (05/24/22)

DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (05/24/22)

#### 2022

**January:** Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (05/24/22)

DOT assigns Facility Master Plan to on-call consultant (05/24/22)

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

Shoreline site negotiation (05/24/22)

Confirm facility programs (05/24/22)

Kickoff facility design (05/24/22)

**March:** Site plans/preliminary facility concepts (05/24/22)

# MERGER IMPLEMENTATION PLAN 11

May 24, 2022

**April:** 30% Middletown maintenance facility design/NEPA (05/24/22)

**May:** Final facility program & site master plan (05/24/22)

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

# MERGER IMPLEMENTATION PLAN 11

May 24, 2022

Item 1.

PUBLIC MEDIA EVENT

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 (05/24/22)

Issue Operating TODs for capital projects (05/24/22)

### **2022**

**January:** Begin discussions with CTDOT re: FY22 combined TODs (05/24/22)

**MERGER IMPLEMENTATION PLAN 11**

**May 24, 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**

**March:** Joint Board meeting on FY22-23 budget for merged district and acceptance of FY2023 dues (05/24/22)

**May:** HR Study begins—Kick-off May 17, 2022

Fare study begins—May 19, 2022

Rebranding/marketing study begins—Kick-off May 18, 2022

Public Media Event (after acquisition of Shoreline property)**ON HOLD**

**June:** FY 22-23 budget adopted by new board (05/24/22)

Conduct fare hearings (05/24/22)

**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.

**Winter:** MTD Board votes to dissolve MAT

# MERGER IMPLEMENTATION PLAN 11

May 24, 2022

Item 1.

ETD invites other towns to join

## **OPERATIONS AND STAFFING**

**2021**

**November:**

Receive FFY21 5307 split agreement (05/24/22)

Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million (05/24/22)

**2022**

**February:** Implement new radio system in Middletown DELAYED (05/24/22)

Begin phasing of shared call center and dispatch operations (05/24/22)

Potential Start date for any other special studies needed (\$50,000) (05/24/22)

**March:** Begin sharing of planning and run-cutting software (05/24/22)

**April:** Begin sharing of technology (AVL) (05/24/22)

Receive FFY 22 5307 split agreement (05/24/22)

**June:** Fill new supervisor and dispatch positions (05/24/22)

**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

# MERGER IMPLEMENTATION PLAN 11

May 24, 2022

Item 1.

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.