



**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
June 28, 2022 at 1:00 PM**

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 – July 26, 2022 at 1:00PM with Remote Options
- X. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83282002498?pwd=U2lXLT1Q3aTdENGm5azhVbWV0TDU2dz09>

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 12

June 28, 2022

CT DEPARTMENT OF TRANSPORTATION ITEMS

GOVERNANCE

2022

January: CTDOT or CT Transit to appoint member to serve on Fare Study Review Committee (COMPLETED-Piotr Milczek appointed)

FACILITIES

2021

December: Shoreline facility space program - DOT performing information gathering re: space requirements (06/28/22)

DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (06/28/22)

2022

January: Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (06/28/22)

DOT assigns Facility Master Plan to on-call consultant (06/28/22)

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

Shoreline site negotiation (06/28/22)

Confirm facility programs (06/28/22)

Kickoff facility design (06/28/22)

March: Site plans/preliminary facility concepts (06/28/22)

MERGER IMPLEMENTATION PLAN 12

June 28, 2022

Item 1.

April: 30% Middletown maintenance facility design/NEPA (06/28/22)

May: Final facility program & site master plan (06/28/22)

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 12

June 28, 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 (06/28/22)

Issue Operating TODs for capital projects (06/28/22)

2022

January: Begin discussions with CTDOT re: FY22 combined TODs (06/28/22)

MERGER IMPLEMENTATION PLAN 12

June 28, 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 (06/28/22)

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

Fare study begins—May 19, 2022 COMPLETED

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

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

June: FY 22-23 budget adopted by new board (COMPLETED 06/10/22)

Conduct fare hearings (06/28/22)

July: CTDOT forgives MAT debt concurrent with new Master Agreement(06/28/22)

Operational merger occurs; officially begin operating as one district (06/28/22)

Implement unified fares STUDY RELATED (06/28/22)

Begin marketing campaign (06/28/22)

October: Rebrand website, schedules, etc.

MERGER IMPLEMENTATION PLAN 12

June 28, 2022

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

OPERATIONS AND STAFFING

2021

November:

Receive FFY21 5307 split agreement (06/28/22)

Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million (06/28/22)

2022

February: Implement new radio system in Middletown DELAYED (06/28/22)

Begin phasing of shared call center and dispatch operations (06/28/22)

Potential Start date for any other special studies needed (\$50,000) (06/28/22)

March: Begin sharing of planning and run-cutting software (06/28/22)

April: Begin sharing of technology (AVL) (06/28/22)

Receive FFY 22 5307 split agreement (06/28/22)

June: Fill new supervisor and dispatch positions (06/28/22)

July: Implement expanded Dial-A-Ride

Move MAT support staff to ETD payroll

Implement joint work rules/operating policies

MERGER IMPLEMENTATION PLAN 12

June 28, 2022

Item 1.

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.