

MERGER IMPLEMENTATION PLAN 11

May 24, 2022

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)

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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

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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)

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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

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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

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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.