

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, JUNE 28, 2022, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Co-Chair, at 1:02 p.m.

ROLL CALL

A quorum was established with the following committee members present: Laura Francis (arrived at 1:39 p.m.) Joan Gay, Karl Kilduff, and Angus McDonald (arrived at 1:20 p.m.)

Also in attendance:

Staff: Joe Comerford, Christina Denison, Halyna Famiglietti and Ennab Mutez

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

CT DOT: Joanna Juskowiak, Transportation Planner 2, CT DOT, Bureau of Public Transportation, Office of Transit and Ridersharing; and Maureen Lawrence, CT DOT, Office of Transit and Ridersharing

Absent: Beverly Lawrence

CT DOT PROGRESS UPDATE REPORT

Gay stated that she had a “very productive” phone conversation with Graham Curtis, CT DOT. Curtis will attend the July meeting to brief the committee on the progress that is being made on the facility negotiations.

She reported:

- Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation has been appointed to the Fare Study Review Committee;
- DOT has completed gathering information regarding space requirements for the shoreline facility;
- A design consultant has been engaged for all facilities; and
- Within 30 days an on-call consultant will be assigned to the Facility Master Plan

IMPLEMENTATION PLAN

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

## CT DOT ITEMS

No report.

## Estuary Transit District Items

Comerford reported:

### Governance

- HR Study—The final presentation with the consultant will be held later in the week and Comerford will present highlights at the next Board meeting.
- Fare Study—The consultant is collecting data
- Rebranding/Marketing Study -Stakeholder interviews were held; names and color schemes have been narrowed down and a draft website was presented. Once a name is chosen, branding will commence
- Fare hearings will be held once the study is complete
- Master Agreement – No update. M. Lawrence will get clarification regarding MAT's debt forgiveness
- Operational merger will take place on July 1.

### Operations and Staffing

- FY21 5307 Split Agreement— In progress. The agreements have been updated and approved at the last RiverCog meeting. M. Lawrence will consult Maureen Kent, CT DOT.
- COVID Relief funds – no update. M. Lawrence to consult with M. Kent.
- AVL RFP –Proposals are being reviewed
- Radio System –No delivery date due to supply chain issues. Portable radios are also delayed.
- Shared Call Center and Dispatch – dependent upon one radio system.
- Planning and Run-cutting Software – The shoreline's run-cuts should be finalized by July 11. Middletown's cuts will be complete within one month.
- One supervisor position remains to be filled.

## EXECUTIVE DIRECTOR'S REPORT

Comerford reported:

- Open enrollment for employee benefits is ongoing with all employees being moved over to the new plan.
- New bank accounts have been opened at Webster Bank.
- ADA and DAR will be operating as one as of July 1
- Employees are being moved over to one payroll system
- Bills are being consolidated
- The shared transportation planner begins work on July 6

## OLD BUSINESS

None.

#### NEW BUSINESS

M. Lawrence reported that draft TODs will be available in the coming weeks; she will confirm allocations.

#### DISCUSSION OF NEXT STEPS

1. The Implementation Plan will continue to be revised and updated as needed.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, July 26, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

Respectfully submitted,

Christina Denison  
Clerk