

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, MAY 24, 2022, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Co-Chair, at 1:03 p.m.

ROLL CALL

A quorum was established with the following committee members present: Laura Francis, Joan Gay, Karl Kilduff, and Angus McDonald

Also in attendance: Joe Comerford, Christina Denison, Halyna Famiglietti, Ennab Mutez and Leslie Strauss

Guests: Dave Lee, consultant, and Piotr Milczek, Transportation Planner 1, CT DOT, Bureau of Transportation, and Charlie Norz

Absent: Beverly Lawrence and Robert Yamartino

CT DOT PROGRESS UPDATE REPORT

None.

Gay expressed her disappointment that no one from DOT was present. Both she and Comerford have sent emails requesting DOT's participation either virtually or via emailed updates. She also stressed to DOT the importance of having a representative from either DOT or CT Transit on the District's fare study steering committee. Gay will follow-up with DOT next week.

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 is underway and is on track to be completed in 20 days.

- Fare Study—goals have been clarified.
- Rebranding/Marketing Study -The scope has been reviewed in detail with the consultant. A new brand is expected in October and all deliverables in January.
- FY22-23 budget for merged district— A budget workshop was held and the proposed budget will be published by the end of the month. The budget will be presented at the June Board meeting.

#### Operations and Staffing

- FY21 5307 Split Agreement— In progress. The agreements have been updated and approved at the last RiverCog meeting; funds cannot be distributed until every COG approves the splits.
- COVID Relief funds – no update.
- AVL RFP –Proposals are due May 31, 2022.
- Radio System –February delivery date due to supply chain issues. Portable radios have been requested to fill in the gaps.
- Shared Call Center and Dispatch – dependent upon one radio system. A new dispatcher has been hired and will begin training next week.
- Special Studies – No other studies have been identified.
- Planning and Run-cutting Software – The first run-cut for 9 Town Transit was completed earlier in the week; some adjustments need to be made, but overall “it looks good.”

#### EXECUTIVE DIRECTOR’S REPORT

Comerford reported:

- AAA Grant has been filed for FY23. The free senior program will be expanded into the Middletown area towns, including Middletown, Durham, and Middlefield.
- COVID – Both the shoreline and the Middletown facilities have been deeply impacted in recent weeks; however, service has not been affected.
- Marketing Study – The steering committee met with the consultant and stakeholder requests will be sent out in the coming weeks.
- Open enrollment for employee benefits is ongoing with all employees being moved over to the new plan.
- A new bank has been selected to handle the District’s accounts.
- Supplemental Agreement—awaiting signature from DOT.

#### OLD BUSINESS

None.

#### NEW BUSINESS

None.

#### DISCUSSION OF NEXT STEPS

1. The Implementation Plan will continue to be revised and updated as needed.
2. CTDOT will appoint a member to the selection committee for the Fare Study.

NEXT MEETING

The next meeting is scheduled for Tuesday, June 28, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

The meeting was adjourned at 1:37 p.m.

Respectfully submitted,

Christina Denison  
Clerk