

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT  
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT  
MIDDLETOWN TRANSIT DISTRICT  
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, DECEMBER 14, 2021, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 1:07 p.m.

A moment of silence was observed in remembrance of Ed Bailey, Middlefield First Selectman and ETC member.

ROLL CALL

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

Also in attendance: Joseph Comerford, Christina Denison, and Leslie Strauss.

Guests: Joseph Samolis, MTD Board Chair

Absent: Dave Lee

CT DOT PROGRESS UPDATE REPORT

No report.

IMPLEMENTATION PLAN

The plan was reviewed and will be revised as needed.

Francis reported the Town of Durham voted to join Estuary Transit District at the town meeting held on Monday, December 13. The Town of Middlefield will vote at a January 2022 Town Meeting.

Jonathan Shapiro, legal counsel, is drafting a resolution.

The Nominating Committee will be appointed at the ETD Board December meeting; officers will be elected at the annual meeting in February 2022.

Comerford provided DOT with the district's space requirements for a shoreline facility.

DOT is looking into the delay in capital funding.

#### EXECUTIVE DIRECTOR'S REPORT

Comerford reported that the start date for the 3 TOD positions will be January 3, 2022. The HR position and the Lead Supervisor positions were internal hires. The procurement positions has yet to be filled.

He indicated that the run-cutting and planning software should be up and running in March. News is expected soon from DOT about the district's proposal to expand service. Also, the terminal renovation is currently being discussed with DOT as a potential capital project.

Lee will begin work on the Fare Study RFP.

#### DISCUSSION TOPICS

None.

#### OLD BUSINESS

Strauss reported that the Marketing Committee will meet later in the week to develop an outline for future events. Susan Rubinski, graphic designer, continues to work on a co-branded logo. Strauss asked the ETC to think about names for the new district.

#### NEW BUSINESS

None.

#### NEXT STEPS

1. Comerford and M. Lawrence will continue to monitor the appointment of a facilities on-call consultant and a capital project number for the radio purchase.
2. The Implementation Plan will continue to be revised and updated as needed.
3. Comerford, Strauss and Lee will meet to discuss media events.
4. Lee will continue work on the fare study RFP.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, December 28, 2021, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

The meeting was adjourned at 1:38 p.m.

Respectfully submitted,

Christina Denison  
Clerk