

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 28, 2021, AT 1:00 PM.

CALL TO ORDER

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

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, Beverly Lawrence (arrived at 1:10 p.m.), and Angus McDonald (arrived at 1:14 p.m.)

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

Guests: Charles Norz, ETD Board Member, Old Saybrook; Michael Guerrero, CT DOT; and Joanna Juskowiak, CT DOT

Absent: Laura Francis, Karl Kilduff, and Dave Lee

CT DOT PROGRESS UPDATE REPORT

No report.

Gay reported the State Bond Commission approved funds to support the new transit facility in Middletown. Comerford noted that \$5million has been appropriated for the new maintenance facility and another \$100,000 for renovations to the terminal. The \$5million will be matched with federal funds.

Norz asked if the new facility will be equipped for EV buses; Comerford responded that EV buses is a top priority for CTDOT and the new maintenance facility will be designed with EV in mind.

IMPLEMENTATION PLAN

The plan was reviewed and will be revised.

DOT/facility items remain status quo. Per Michael Guerrero, CTDOT, Maureen Lawrence, CTDOT, was unable to attend but she will be meeting with Dennis Solensky, CTDOT, early next week to discuss DOT matters and will have an update then. A full report will be provided at the next regularly scheduled meeting.

Comerford reported that the Town of Middlefield's town meeting is scheduled for January 24.

Samolis will speak with the City of Middletown's mayor regarding appointees to the ETD Board. Comerford has spoken to the Town of Middlefield regarding an appointee.

Comerford reported that Dave Lee has completed the scope for the fare study RFP; it is currently being reviewed and will be circulated upon completion. Lee will begin work on the rebranding RFP.

The public media event is currently on hold.

Comerford reported the FTA has approved the transfer of MTD assets to ETD; per FTA's request, Comerford, ETD Executive Director, will draft a letter to himself, MTD Interim Director, accepting the transfer.

After consulting with legal counsel, the FTA indicated that MTD's 2016 grant may also be transferred to ETD. FTA legal counsel is currently reviewing ETD's by-laws and policies for any issues which could possibly impact the transfer.

Comerford also reported that the 5307 split has not been received yet.

Guerrera, reported that DOT has discussed the FY22 combined TODS; however, further discussion is needed. A meeting with Comerford and Halyna Famiglietti, ETD Finance Director, is necessary.

#### EXECUTIVE DIRECTOR'S REPORT

Comerford reported that the scheduling software will be implemented by the end of January.

The AVL RFP will be issued in late January.

#### DISCUSSION TOPICS

None.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Revised Meeting Schedule—Going forward, the committee will meet on the fourth Tuesday of every month at 1:00 p.m.

#### 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. Comerford and Famiglietti will meet with CTDOT to discuss FY22 combined TODS.

3. Comerford will email the scope statements for the Fare Study and the Marketing Study upon completion to committee members.
4. The Implementation Plan will continue to be revised and updated as needed.

#### NEXT MEETING

The next meeting is scheduled for Tuesday, January 25, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

#### ADJOURNMENT

The meeting was adjourned at 1:33 p.m.

Respectfully submitted,

Christina Denison  
Clerk