

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 7, 2021, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 1:01 p.m.

ROLL CALL

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

Absent: Ed Bailey and Dave Lee

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

Guests: Michael Guerrero, CT DOT; Maureen Lawrence, CT DOT; Charlie Norz, ETD Board Member, Old Saybrook; and Joseph Samolis, MTD Board Chair.

CT DOT PROGRESS UPDATE REPORT

Michael Guerrero, CT DOT, reported the TODs for have been signed by Dennis Solensky and will be forwarded to Comerford via email later in the day.

Maureen Lawrence, CT DOT, reported that DOT is working with Rail to evaluate the space needs of the Old Saybrook site. Comerford is compiling information about Estuary's needs.

IMPLEMENTATION PLAN

The plan was reviewed and will be revised as needed.

Gay reported Durham's town meeting is scheduled for Monday, December 13. Comerford reported that Middlefield's discussion scheduled for November 29 was tabled due to improper noticing and will be rescheduled for early 2022. The Committee agreed to move forward and recommended that the ETD Board conditionally accept the 3 towns at the December 17, 2021, meeting.

Gay requested that Strauss, Samolis and Comerford meet to discuss future media events and prepare an outline.

Comerford noted that capital projects are late due to 5307 funds being delayed due to the lack of a federal budget, which should be in set in early 2022.

Guerrera indicated that he will be meeting later in the week to discuss operating TODs for next year.

Comerford reported that the run-cutting software will go live in January. Other projects, such as the server move, scheduling software and AVL program are behind schedule due to vendor delays.

He also noted that the lack of capital project number from CT DOT has delayed the radio purchase. Maureen Lawrence will investigate this matter.

EXECUTIVE DIRECTOR'S REPORT

Comerford reported that the start date for the 3 TOD positions will be January 3, 2022.

He indicated that the RFP for the HR Study has been completed and will be released soon. He asked for members to serve on the review committee.

The next RFP to be released will be the Fare Collection Study, followed by the Rebranding/Marketing Study. Comerford is working with DOT to identify DOT staff to serve on the selection committee for the Fare Collection Study.

Comerford noted that MTD towns will need to appointment members to serve on the Expanded Estuary Board. Board of Selectman appointment is needed.

DISCUSSION TOPICS

1. Board Meeting Schedule

Gay reported that the Expanded Board will meet on the second Friday of each month at 9:00 a.m.

OLD BUSINESS

1. CT DOT STRATEGY

Strauss is hopeful that progress will continue, and the Boards and DOT will work to move matters forward. However, the ETC will seek assistance from the state legislators and the Middletown Chamber of Commerce, if necessary.

2. Other Business

Comerford reported that a new co-branded logo will be ready in the coming weeks.

NEW BUSINESS

The ETC will meet next Tuesday, December 14 and again on Tuesday, December 28. The meeting scheduled for Tuesday; December 21 is cancelled.

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. MTD Board members will review board committee descriptions to determine which committees they would like to serve on.
4. Strauss, Samolis and Comerford will meet to discuss media events.
5. MTD towns will appoint members to serve on the Expanded Estuary Board.

NEXT MEETING

The next meeting is scheduled for Tuesday, December 14, 2021, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

The meeting was adjourned at 1:58 p.m.

Respectfully submitted,

Christina Denison
Clerk