

# **MERGER IMPLEMENTATION PLAN 10**

**April 26, 2022**

## **CT DEPARTMENT OF TRANSPORTATION ITEMS**

### **GOVERNANCE**

#### **2022**

**January:** CTDOT or CT Transit to appoint member to serve on Fare Study Review Committee

### **FACILITIES**

#### **2021**

**December:** Shoreline facility space program - DOT performing information gathering re: space requirements (04/26/22)

DOT programs funding for land acquisition for shoreline facility— DOT working on inclusion in 2022 budget (04/26/22)

#### **2022**

**January:** Engage design services consultant for all facilities—DOT working on inclusion 2022 budget (04/26/22)

DOT assigns Facility Master Plan to on-call consultant (04/26/22)

**February:** Determine start date for Shoreline Real Estate Market Review, if necessary (\$125,000)

Shoreline site negotiation (04/26/22)

Confirm facility programs (04/26/22)

Kickoff facility design (04/26/22)

**March:** Site plans/preliminary facility concepts (04/26/22)

## **MERGER IMPLEMENTATION PLAN 10**

**April 26, 2022**

**April:** 30% Middletown maintenance facility design/NEPA (4/26/22)

**May:** Final facility program & site master plan  
Complete shoreline land acquisition

**July:** 60% Middletown maintenance facility design  
  
Facility Master Plan completed by DOT

**August:** 30% Shoreline facility design/NEPA

### **2023**

**March:** 60% Shoreline facility design

**April:** 90% Middletown maintenance facility design

**May:** 90% Shoreline facility design

**Fall:** IFB construction Middletown maintenance facility

**Winter:** Start Middletown Maintenance facility construction  
  
IFB construction for Shoreline facility

### **2024**

**Winter:** Start construction of Shoreline facility  
  
PUBLIC MEDIA EVENT

### **2025**

**Winter:** Shoreline facility opens  
  
PUBLIC MEDIA EVENT

## **MERGER IMPLEMENTATION PLAN 10**

**April 26, 2022**

Design storage facility upgrades

**Spring:** IFB for Middletown storage facility upgrades

**Summer:** Middletown maintenance facility opens

### **2026**

**Spring:** Complete Middletown storage facility upgrades Begin Middletown storage facility upgrades

## **OPERATIONS AND STAFFING**

### **2021**

**December:** Submit FFY 22 additional capital projects funding request - In progress by CTDOT (04/26/22)

Issue Operating TODs for capital projects (04/26/22)

### **2022**

**January:** Begin discussions with CTDOT re: FY22 combined TODs (04/26/22)

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## **ESTUARY TRANSIT DISTRICT ITEMS**

### **GOVERNANCE**

#### **2022**

**January:** PUBLIC MEDIA EVENT—TBD Comerford, Lee, and Strauss will develop a plan for media event—**ON HOLD**

Status of RFP for Fare Study (04/26/22)

Status of RFP for HR Study (04/26/22)

Status of RFP for rebranding/marketing study (04/26/22)

**March:** Joint Board meeting on FY22-23 budget for merged district and acceptance of FY2023 dues

**April:** Fare study begins

**May:** HR Study begins

Rebranding/marketing study begins

Public Media Event (after acquisition of Shoreline property)

**June:** FY 22-23 budget adopted by new board

Conduct fare hearings

**July:** CTDOT forgives MAT debt concurrent with new Master Agreement

Operational merger occurs; officially begin operating as one district

Implement unified fares STUDY RELATED

## **MERGER IMPLEMENTATION PLAN 10**

**April 26, 2022**

Begin marketing campaign

**October:** Rebrand website, schedules, etc.

**Winter:** MTD Board votes to dissolve MAT  
ETD invites other towns to join

### **OPERATIONS AND STAFFING**

#### **2021**

**November:**

Receive FFY21 5307 split agreement (04/26/22)

Receive Covid relief funds split agreement (\$2.5 million)—RECEIVED \$3million  
(04/26/22)

#### **2022**

**January:** Issue RFP for AVL software (04/26/22)

**February:** Implement new radio system in Middletown DELAYED (04/26/22)

Begin phasing of shared call center and dispatch operations (04/26/22)

Potential Start date for any other special studies needed (\$50,000) (04/26/22)

**March:** Begin sharing of planning and run-cutting software (04/26/22)

**April:** Begin sharing of technology (AVL)

Receive FFY 22 5307 split agreement

**June:** Fill new supervisor and dispatch positions

## **MERGER IMPLEMENTATION PLAN 10**

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- July:**
- Implement expanded Dial-A-Ride
  - Move MAT support staff to ETD payroll
  - Implement joint work rules/operating policies
  - Fully implement shared call center and dispatching
  - Implement planning software
  - Implement new radio system
- October:**
- Potential start date to rebrand vehicles, signage, website, etc. (\$350,000)
  - RFP issued for Fare Collection system
- Fall:**
- Teamsters contract negotiations begin
- 2023**
- January:**
- Remaining Middletown staff move to ETD payroll
- June:**
- Potential start date to acquire new fare collection equipment for joint fleet
- 2024**
- Spring:**
- CTDOT provides TODs for remaining staff positions
- Winter:**
- Fill remaining staff positions

Note: Unless otherwise specified, dates are intended as completion on or before.