



Commissioners David L. Jaeger, Jr., Alice McQuaid, Esq.
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**NORWALK TRANSIT DISTRICT COMMISSIONER'S MEETING MINUTES
AUGUST 25, 2022, AT 6:00 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA TEAMS MEETING**

ATTENDING

Norwalk Transit District Commissioners:

David Jaeger, Jr., Teams Participant
Alice McQuaid, Esq., Teams Participant

Norwalk Transit District Staff:

Matt Pentz, CFO (Acting CEO)
Lori Hammill, CCO
Frank Duncanson, COO
Andrew Gallagher, Manager of Operations, Teams Participant

Public:

There was no public representation.

The meeting was called to order at 6:04 PM via Microsoft Teams.

PUBLIC COMMENT

Members of the public who wished to address the Commissioners were asked to do so. There were no other public participants in attendance.

APPROVAL OF THE AGENDA FOR THE AUGUST 25, 2022, MEETING

Mr. Pentz requested modification of the agenda to switch the placement of the Procurement topic with the Finance Topic. The agenda was approved unanimously as amended.

APPROVAL OF MINUTES OF MAY 26, 2022

The minutes of the May 26, 2022, Norwalk Transit District Commission meeting was unanimously approved as presented.

PROCUREMENT

Ms. Hammill requested formal Commissioner Approval for the following item that is a fully funded capital grant expenditure.

- **Award Recommendation for Avail Technologies, Inc. for Annual ITS System Maintenance and Support Agreement**
Request concurrence in awarding a sole source procurement in the amount of \$169,259.06 to Avail Technologies, Inc. for the Annual ITS System Maintenance and Support Agreement for period August 1, 2022 through July 31, 2023.

A motion to approve the presented procurement related transaction was made by Commissioner McQuaid and seconded by Commissioner Jaeger, passes unanimously.

FINANCE UPDATE

Mr. Pentz summarized the preliminary June FY 22 results that were reported to DOT. He stated NTD finished the fiscal year with a \$1.1m deficit from operations. Fare revenue was down \$870k compared to pre-pandemic levels. He stated that most of the deficit will be recouped through relief funds related to fare loss (a portion of which related to the free fare program), and COVID related expenses. He stated that once finalized, NTD could anticipate accumulated debt reduction and that the auditors will be on-site during the week of September 6th.

Commissioner Jaeger asked how long reimbursement relief funds will last?

Mr. Pentz stated that DOT promised to make the Districts whole for the loss in fare revenue related to the free fare program, he also mentioned that NTD has a balance of COVID relief funds that he expects may remain available for the next few years.

CFO UPDATE

Ridership Update

Mr. Pentz stated that in July, Fixed Route ridership began to exceed pre-pandemic levels. He mentioned it was an encouraging trend and that free fares have helped. For Paratransit, ridership remains 29% below pre-pandemic levels and with demand picking up driver staffing will need monitoring. NTD is entering into two new purchased transportation contracts.

Safety Update

Mr. Pentz stated there were two consecutive quarters of no new workers comp claims with 95% improvement in days lost compared to the prior year. He cited an improved worker's comp rating which has resulted in savings in the worker's comp insurance renewal. Recognition was given to the Drivers, Mechanics, and Operations Manager for his oversight.

Staffing Update

Mr. Pentz mentioned three recent resignations: HR Generalist, Operations Supervisor, and Part-Time Junior Accountant. Conversely, he mentioned that NTD had recently hired two new cleaners, nine new drivers and two new dispatchers. Lastly, an Accounting Associate, HR Manager and an Operations Supervisor have all accepted offers and are starting in early September. Staffing challenges at NTD persist, but the District is working towards achieving full-staffing.

Miscellaneous Items

Mr. Pentz mentioned that the Route 11 enhancement is starting on September 6th, which is the modification for the NCC shuttle. He stated that the feedback so far was positive. Additionally, there is a small one-day expansion in public service for the Highland Ave shuttle, which is in response to an inquiry from the Global Studies program for transportation assistance for student orientation at Brien McMahon.

ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE BOARD

No other business was noted.

NEXT MEETING SEPTEMBER 22, 2022, AT 6:00 PM

The next regularly scheduled meeting is scheduled for Thursday, September 22, 2022, at 6:00 PM.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Jaeger. Seconded by Commissioner McQuaid. Passes unanimously. The meeting adjourned at 6:16 PM.

Respectfully submitted,

Matt Pentz
CFO