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**NORWALK TRANSIT DISTRICT COMMISSIONER'S MEETING MINUTES  
DECEMBER 15, 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:**

Kimberlee Morton, CEO  
Matt Pentz, CFO  
Lori Hammill, CCO  
Besim Krasniqi, Planning and Data Analyst  
Andrew Gallagher, Manager of Operations, Teams Participant  
La-Keba Hamilton, Manager of Transportation, Teams Participant

**Public:**

Tanner Thompson  
Ben Hanpeter

The meeting was called to order at 6:01 PM via Microsoft Teams.

**PUBLIC COMMENT**

Mr. Thompson and Mr. Hanpeter of the public introduced themselves to the Commissioners and expressed their interest in becoming active members of the public advisory committees offered by the District. Ms. Morton welcomed their involvement and requested that Besim Krasniqi reach out in follow-up.

**APPROVAL OF THE AGENDA FOR THE DECEMBER 15, 2022 MEETING**

Commissioner McQuaid made a motion to approve the agenda as presented. Seconded by Commissioner Jaeger. Passed unanimously.

## APPROVAL OF MINUTES OF AUGUST 25, 2022

The minutes as presented passed unanimously.



NTD Commission  
Meeting Minutes\_8.25

## ADOPTION OF FY 2023 COMMISSIONER MEETING SCHEDULE

Motion was made by Commissioner Jaeger to approve the 2023 meeting schedule as presented. Seconded by Commissioner McQuaid. Passes unanimously.



2023 Meeting  
Schedule.docx

## FINANCE UPDATE

### **FY22 Audit Update**

Mr. Pentz mentioned that the audit fieldwork is complete and that he is working with the auditors and DOT in determining final receivable amounts related to lost fares for the fiscal year. There are a few additional minor wrap-up items, however he mentioned that the audit is moving along and should be finalized for final board presentation in early 2023.

### **FY23 Financial Update**

Mr. Pentz mentioned that through four months of FY 23, expenses were up 14% YoY driven by increases in medical insurance, IT services, fuel and purchased transportation costs. He mentioned that a second purchased transportation vendor is now operating to assist with the increasing demand. Mr. Pentz stated the uptick in costs were in line with expectation as fixed route ridership has exceeded pre-pandemic levels and paratransit ridership is up 33% YoY. He stated that free fares have helped with post-pandemic ridership recovery, and that he would be working to recoup \$325k in lost fare revenue YTD from DOT.

Commissioner Jaeger asked how long the free fare period is expected to last. Staff mentioned that the period has been extended statewide through March 2023.

### **FY24 Budget Approval**

Mr. Pentz gave an overview of NTD's City of Norwalk budget submission, highlighting that the district was requesting flat funding to prior year. Unanimous approval was granted by the Commissioners.

## **SAFETY AND SECURITY**

### **Third Quarter Accident / Workers Compensation Review**

Mr. Gallagher presented the third quarter review.

- **Workers' Compensation Claims:** There was one new Worker's Compensation claim in the first quarter of the fiscal year. Driver fell on sidewalk after exit bus in front of 275 Wilson Avenue. Three days out of work and 7 days of Light Duty. Back to work with no further follow-up on the claim.
  
- **Accident review:** There were seven accidents in the month of July. Three were Preventable and two resulted in Counseling sessions. One client rolling chair was replaced. Four were Non-Preventable. Three new ESIS claims, one reimbursement by other vehicle's insurer.

There were no accidents in August, and one reportable safety event.

There were five accidents in the month of September. Three were Preventable and all resulted in Remedial Training. Two others resulted in no damage to NTD buses requiring repairs.

### **2023 Public Transportation Agency Safety Plan (PTASP) Annual Recertification and Authorizing Resolution**

Mr. Gallagher provided a detailed update of the plans updated targets and goals. The Commissioners were requested to provide approval of the plan update as presented in the attached plan and supporting resolution. The plan and required resolution were approved unanimously.



NTD FINAL PTASP  
December 15 2022.doc



Commission signoff  
12-15-2022.docx

## **MAJOR FACILITY RENOVATION UPDATE**

Ms. Hammill reported Six competitive bids were received; Banton Construction of North Haven has been identified as the apparent low bidder. Proposed low bid price \$18,323,368.00.

## **PROCUREMENT UPDATE**

Ms. Hammill reported the following and would seek approval of all updates on conclusion of her presentation.

Norwalk Transit District Commissioners' Meeting  
Regular Meeting  
December 15, 2022

**Award Recommendation for Routematch Annual Software Agreement for Core System for period 12.1.22 – 11.31.23.**

Request concurrence in awarding a sole source procurement to TripSpark-Routematch-Uber in the amount of \$27,801.81 for the Annual License and Technical Support Agreement to support AVAIL ITS System for period December 1, 2022 through November 30, 2023.

**Award Recommendation for Wendel Companies for Major Renovation Project Bidding, Construction Administration, Construction Management Services.**

Request concurrence in awarding a large purchase procurement to Wendel Companies for the Major Renovation Project – Bidding, Construction Administration, Construction Management Services in the amount of \$1,494,000.

**On-Demand Transportation Solution RFP (Microtransit) Renewal**

Award Recommendation to approve Option 3 (Year 4) to successful proposer, VIA Mobility, LLC in the amount of \$74,880.

**Award of Construction Owner’s Representative**

Requested tabling award until negotiations is complete.

**CEO UPDATE**

Ms. Morton reported the following:

**HB 5255**

The public act enacted last legislative session is a subject of major focus for CACT for the upcoming legislative season. Ms. Morton reported having preliminary discussions with elected officials representing Westport and Wilton.

**Triennial Review**

The federal review period has commenced. A detailed desktop review package will be submitted by February 4, 2023, and a site review date is scheduled for May 15, 2023. Updates will be provided accordingly.

**Free Fare Extension**

This item was discussed under the “Finance Update”.

**Miscellaneous Items**

Ms. Morton requested that Mr. Pentz address the yearend bonus proposal. Mr. Pentz asked for Commissioner support in providing a year-end bonus to full and part-time employees. He stated that with rising inflation it is a challenging time for everyone financially. Both commissioners were supportive of the best that NTD could do for the workforce.

**EXECUTIVE SESSION**

Consideration to continue in executive session was moved and seconded by Commissioner McQuaid and Jaeger respectively at 6:30 PM to discuss the performance review and compensation of the CEO and other related personnel performance matters.

No formal action was taken in Executive Session which concluded at 6:45 PM. A motion to immediately reconvene the Regular Meeting was unanimously passed.

**CONSIDERATION OF THE PERFORMANCE REVIEW AND COMPENSATION OF THE CEO AND OTHER RELATED PERSONNEL PERFORMANCE MATTERS**

The items were tabled due to insufficient time remaining to conclude discussions. The items will be moved to the next meeting date of the Commissioners.

**AUTHORIZATION OF FY 2023 MAXIMUM ANNUAL PERFORMANCE INCREASE FOR NON-UNION EMPLOYEES AND CORRESPONDING ADJUSTMENT EXCEPTIONS**

The item was tabled for the reasons noted in the above item.

**ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE BOARD**

Item tabled as noted above.

**NEXT MEETING IS PROPOSED FOR THURSDAY, JANUARY 26, 2023, AT 6:00 PM**

**ADJOURNMENT**

Ms. Morton adjourned the meeting at 6:50 PM.