



Commissioners: [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)  
Chief Executive Officer: [Matt Pentz, CPA](#)  
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**NORWALK TRANSIT DISTRICT COMMISSION  
FEBRUARY 23, 2023, 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, CEO  
Kimberlee Morton, Consultant to CEO  
Lori Hammill, Chief Compliance Officer  
Andrea Zarate, HR Manager  
Leslie Grattan, HR Consultant  
Andy Gallagher, Operations Manager, Teams Participant

**Public:**

Tanner Thompson  
Ben Hanpeter

The meeting was called to order at 6:02 PM via Microsoft Teams.

**PUBLIC COMMENT**

Tanner Thompson asked about SB 630 and asked if NTD could publish recordings of Board meetings. Mr. Pentz mentioned there would be discussion on SB 630 under miscellaneous items, and that he would discuss the positing of recordings with the team internally.

**APPROVAL OF THE AGENDA FOR THE FEBRUARY 23, 2023, MEETING**

- \*\* Commissioner Jaeger made a motion to approve the agenda.
- \*\* Commissioner McQuaid seconded the motion.
- \*\* Motion to approve the agenda passed unanimously.

**APPROVAL OF MINUTES OF JANUARY 6, 2023**

- \*\* Commissioner McQuaid made a motion to approve the minutes.
- \*\* Commissioner Jaeger seconded the motion.
- \*\* Motion to approve the minutes passed unanimously.

**CEO UPDATE**

**Bank Signatory Changes**

A unanimous vote occurred in support of tabling this item. Motion was made by Commissioner McQuaid and seconded by Commissioner Jaeger.

**2023 Annual Commissioner Resolution Authorizing Designation of Authority**

Mr. Pentz mentioned that prior to an FTA award of federal assistance for public transportation in the form of a federal grant, certain pre-award Certifications and Assurances are required. In addition, the Norwalk Transit District Commissioners must authorize a representative to select and sign its Certifications and Assurances and bind the District's compliance.

This authorizing resolution is authorized by Commissioners Jaeger and McQuaid and designates the Norwalk Transit District's Chief Executive Officer, Matt Pentz, as the authorized representative to select and sign all certifications and assurances that NTD must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2023. Commissioner Jaeger made a motion to approve the authorizing resolution, seconded by Commissioner McQuaid, the motion passed unanimously.

**FTA Signatory Changes and Designation of Authority**

Mr. Pentz mentioned that this is the required formal notification to FTA designating Matt Pentz, Chief Executive Officer, to access the Federal Transit Administration's (FTA) Electronic Application/Award Management System, use of a Personal Identification Numbers (PIN) to execute the annual Certifications and Assurances, to transmit and submit all applications and amendments, and to execute

all awards of FTA assistance on behalf of the District and with the consent of our legal counsel, thus binding the Norwalk Transit District's compliance with FTA's requirements.

Ms. McQuaid questioned if this was an annual submittal and Ms. Morton advised that this is a one-time submittal, and the resolution above is an annual submittal corresponding with the annual publication of annual certification and assurances in the Federal Register.

Commissioner McQuaid made a motion to approve the designation of authority, seconded by Commissioner Jaeger, the motion passed unanimously.

### **FFY 2023 Annual Certification and Assurances**

Mr. Pentz updated the Board in mentioning that the annual certification and assurances must be executed by the CEO, Matt Pentz and legal counsel, Floyd Dugas. This document delineates the required regulatory areas of compliance for the District. They are circulated to all applicable staff members who confirm to their adherence and understanding. This completes the certification and designation process provided and approved above.

### **Miscellaneous Items**

Mr. Pentz mentioned that there was a Micro-Transit Grant opportunity offered by DOT that NTD intended to apply for. He also provided an update on the FTA triennial review status. Lastly, SB 630 was discussed, Mr. Pentz mentioned the districts approach, further clarification on board support for NTD was provided.

### **HUMAN RESOURCES UPDATE**

Ms. Grattan provided the annual EEO update as required in the NTD EEO plan. She highlighted the NTD workforce statistics and ongoing commitment to upholding the goals of the program. By and large the EEO numbers for NTD are quite impressive and consistent with previous reports. It remains a challenge to hire females in the maintenance and service line work areas.

### **PROCUREMENT UPDATE**

Ms. Hammill reported the following procurement items:

#### **Award Recommendation for Banton Construction Company for the Major Facility Renovation Project.**

Request concurrence in awarding a large purchase procurement to Banton Construction Company for the Major Facility Renovation Project in the amount of **\$18,769,308.00**.

## **Award Recommendation for AI Engineers for Construction Owner Representative Services on the Major Facility Renovation Project.**

Request concurrence in awarding a large purchase procurement to AI Engineers for Construction Owner Representative Services on the Major Facility Renovation Project in the amount of **\$356,903.00**.

Commissioner McQuaid made a motion to approve the two facility projects, seconded by Commissioner Jaeger. Motion passed unanimously pending a conversation with Senator Duff and DOT, both of which subsequently provided no concern.

## **Request Approval of Changes to the Purchasing and Contracts Procedure Manual**

Updated website links (Department of Administrative Services) and (FTA), names/titles, attachments (org. chart)

## **Request Approval of Changes to the Grant Management Guidance Manual**

Updated the disposition proceeds which changed from \$1,000 to \$5,000 to be in-line with asset threshold.

Added Flood Insurance procedures - annual review of flood zones is conducted to determine if there have been any changes to the FEMA maps.

Commissioner Jaeger made a motion approving the Manual changes, seconded by Commissioner McQuaid. Motion passed unanimously.

## **Maintenance Update**

Approval of Changes to the Fleet/Facility Maintenance Plans

Ms. Morton presented the plan updates in Mr. Duncanson's absence. Ms. Morton added that the update to the plans is consistent with content previously reported to the Commissioners by Mr. Duncanson when the changes occurred. The change is reflective of an update to the policy only reflecting the previous changes. She reported changes were minor in scope encompassing primarily title changes consistent with the organizational chart. The only change of significance was to the Fleet Maintenance Plan pertaining to the inspection intervals for fixed-route and paratransit vehicles. All vehicle intervals are now set at 4,000 miles. Ms. Morton respectfully requested Commissioner concurrence with the plan changes. A motion was made by Commissioner McQuaid to accept the changes as presented. Seconded by Commissioner Jaeger. Motion passed unanimously.

### **Other business brought before the board**

Mr. Pentz mentioned that NTD would be working with the Norwalk Bike / Walk Commission in an effort to donate and restore bicycles left on transit busses after an unclaimed period of 6-months. Tanner Thompson provided a further explanation on the initiative.

**Next meeting is scheduled for Thursday, March 23, 2023 at 6:00 PM**

### **Adjournment**

- \*\* Commissioner Jaeger made a motion to adjourn.
- \*\* Commissioner McQuaid seconded the motion.
- \*\* Motion passed unanimously

Meeting adjourned at 6:30 PM