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**DRAFT MINUTES PENDING APPROVAL**

**NORWALK TRANSIT DISTRICT COMMISSION - MEETING MINUTES**

**JULY 27, 2023, AT 6:00 PM**

**CONDUCTED VIA ZOOM AND IN-PERSON MEETING**

**ATTENDING**

**Norwalk Transit District Commissioners:**

David Jaeger, Jr., (left the meeting at 6:05 pm, returned at 6:20 pm) Zoom Participant

Alice McQuaid, Esq., Zoom Participant

**Norwalk Transit District Staff:**

Matt Pentz, CEO

Lori Hammill, Chief Compliance Officer

La-Keba Hamilton, Transportation Manager

Joe Scappatura, Director of Operations

Leslie Grattan, HR Consultant

**Public:**

No Attendees

The meeting was called to order at 6:00 PM via ZOOM. Mr. Pentz introduced Ms. Palmentiero as the transcriptionist for the meeting.

**PUBLIC COMMENT**

Members of the public were given the opportunity to provide comments. There were no members from the public present.

### **APPROVAL OF THE AGENDA FOR THE JULY 27, 2023 MEETING**

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

### **APPROVAL OF MINUTES OF JUNE 27, 2023 SPECIAL MEETING**

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

### **PROCUREMENT UPDATE**

Ms. Hammill reported and requested formal approval for the following solicitations that are funded with capital grant expenditures.

- o Request concurrence in awarding a sole source procurement for Avail Technologies, Inc for a three year contract for period August 1, 2023 through July 31, 2026 for a total amount of \$530,021.00 for Annual ITS System Maintenance and Support Agreement.
- o Request concurrence in awarding a sole source procurement for Routematch for Annual Core System Software Maintenance and Support Agreement for period October 1, 2023 to September 30, 2024 for a total of \$34,440.00.
- o Request concurrence in awarding a large procurement to American Total Detection, LLC for the security system in support of the major facility renovation project for a total of \$764, 527.00.

Mr. Pentz gave a brief background and said the first two items were renewals. Avail was used for fleet navigation and Routematch was used for scheduling. The security system is a key project since there have been problems with the current system.

A motion was made by Commissioner McQuaid to award these three items. Seconded by Commissioner Jaeger. Motion passed unanimously.

## **FINANCE UPDATE**

### **FY 23 Audit**

Mr. Pentz gave an update on the audit. He stated it was progressing and there were no immediate concerns and that HR was looking for a director of finance to help with the finance workload.

## **OPERATIONS**

### **June 2023 Ridership Report**

La-Keba Hamilton presented slides with comparisons of June ridership for 2019, 2022 and 2023. She also discussed the fixed route comparison year to date for June which was up as compared to 2022 and 2019. Ms. Hamilton discussed the YTD increase from 2022 to 2023 for fixed route ridership (up 49%). She then discussed the directly operated paratransit ridership which showed an increase from 2022 to 2023 of almost 25%. However, compared to 2019, there was a decrease of 19%. She then discussed the purchased transportation ridership which showed an almost 41% increase from 2022 to 2023 but a decrease from 2023 to 2019 of almost 30%. Fixed route ridership decreased by 21% given the return of fares compared to the average ridership during the free fare period. Shuttle ridership decreased as well by 16% related to the return of fares.

### **Human Resources**

#### **EEO Statement and Complaint Procedure**

Leslie Grattan began the presentation by discussing the new organization chart which is in the works.

#### **50th Anniversary – Save the Date**

To celebrate the 50th anniversary of the Norwalk Transit District, Ms. Grattan discussed that there would be a save date sent out to all employees for September 8th at the 314 Beer Garden. Although the party would start at 4 pm, the ceremony would start at 5 pm. There was a discussion about the capacity for all of the employees. Ms. Grattan did not think that all the employees would attend so that the capacity would be fine.

## **Staffing Update**

Ms. Grattan said Joe Scappatura had been named Director of Operations on July 17. She said that a new driver training class launched on June 27 and gave an update on the training. Ms. Hamilton gave a brief summary of the training. Mr. Pentz said that it was encouraging that they were able to retain the drivers through the training period.

## **Safety and Security**

Mr. Pentz said there were no updates on this.

## **Maintenance**

Mr. Pentz said there were no updates on this.

## **CEO UPDATE**

### **Facility Renovation Update**

Mr. Pentz said that there have been problems, one being the HVAC compressor has been broken so there is no air conditioning at 275 Wilson Ave. As a result, NTD has leased space at Marshall Street, and brought in a trailer for the dispatchers and supervisors who needed to be on site. He stated it was difficult to move some dispatchers and supervisors because it was difficult to move the radio system. Renovations are moving along. It will be an 18-month process but NTD is hoping it will get done quicker. The next meeting will be at the Marshall Street location.

### **Miscellaneous Items**

There was a COA kickoff meeting with a lot of participation from key stakeholders in Norwalk. He discussed the branding selection for the project which would be "NTD Ahead" as the name for the project. There will be a website for community engagement.

### **Food drive**

Ms. Grattan stated that NTD just completed a summer food drive for Open Doors.

## **Micro Transit Grant**

Mr. Pentz said that this has been delayed and has not been awarded. It was supposed to have been awarded on July 19 but it has now been pushed forward approximately one month.

## **Mobile Ticketing**

Mr. Pentz discussed streamlining fares so that passengers can board with mobile tickets depending on which system they use from the other regional towns. NTD is working on setting up a mobile ticketing fare option through Token Transit.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There was no new business.

## **EXECUTIVE SESSION**

There was no executive session.

Commissioner Jaeger returned to the meeting at 6:20 for formal adjournment.

## **Adjournment**

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

Meeting adjourned at 6:24 PM