



Commissioners: [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)
Chief Executive Officer: [Matt Pentz, CPA](#)
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**NORWALK TRANSIT DISTRICT COMMISSIONERS – SPECIAL MEETING
MINUTES MARCH 22, 2024, AT 5:00 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA ZOOM AND IN-PERSON MEETING**

ATTENDING

Norwalk Transit District Commissioners:

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

Norwalk Transit District Staff:

Matt Pentz, CEO
Lori Hammill, Chief Compliance Officer
Andrea Zarate, Human Resources Manager
Besim Krasniqi, Data and Planning Analyst, Teams Participant

Public:

There were no members of the public present.

I. CALL TO ORDER – CEO

Matt Pentz called the meeting to order at 5:00 PM via MS Teams.

II. COMMENTS FROM THE PUBLIC

There were no comments from the Public.

III. APPROVAL OF THE AGENDA FOR THE MARCH 22, 2024 COMMISSIONERS SPECIAL MEETING

** Commissioner Jaeger made a motion to approve the agenda.

** Commissioner McQuaid seconded the motion.

** Motion to approve the agenda passed unanimously.

IV. APPROVAL OF MINUTES OF FEBRUARY 15, 2024 COMMISSIONERS MEETING

** Item was tabled

V. REPORTS

1. Operations

February 2024 Ridership Report

Mr. Pentz presented ridership slides as a comparison of February 2024, 2023 and 2020 (pre-pandemic). For fiscal year 2024, NTD had 793,399 rides YTD on the fixed route system in Norwalk through February. This represented a 19.9% decline compared to prior year largely due to the return of fares and is 9.3% under pre-pandemic levels. Microtranist ridership in Norwalk was 3,388 in FY24, up 10.4 % to prior year, and up 3% compared to pre-pandemic levels. Mr. Pentz presented the Westport W2U ridership numbers and also highlighted the slow recovery in the Greenwich commuter shuttles. He stated that the Westport Board of Finance approved the upcoming transit budget and that NTD was discussing microtranist with the Town of Greenwich.

Paratransit ridership was 45,848 for the year which is up 10.4% compared to the prior year, but down 25% to pre-pandemic levels.

2. Chief Executive Officer

i. 2024 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) 2024. Commissioner McQuaid made a motion to approve the authorizing resolution, seconded by Commissioner Jaeger, the motion passed unanimously.

FFY 2024 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.

ii. Facility Renovation Update

Mr. Pentz stated that NTD admin personnel will be moving back into the Wilson Ave office location in about one month.

iii. Comprehensive Operational Analysis

Mr. Pentz reported that the COA is progressing and the recommended scenarios have been released to the public. There have been public meetings in Norwalk and Westport where feedback was compiled. Mr. Pentz mentioned that the proposed scenarios do not cut or reduce any service areas, he stated that if anything, the recommendations enhance routes and suggest more frequency. The project is anticipated to continue until July, and the next steps will be to address implementation and phasing of potential changes.

iv. Miscellaneous Items

NTD will be launching the microtransit pilot service on March 26th.

NTD is working through plans to secure an outside agency to assist with creation of a long-range plan. Commissioner Jaeger was happy to hear about the progress and suggested that it ties into the current comprehensive operational analysis. Mr. Pentz agreed and stated that the timing of both projects works out very well, and the intent is for the long-range plan to incorporate operating roadmap from the COA.

VI. OLD BUSINESS

There was no old business.

VII. NEW BUSINESS

There was no new business.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

** Commissioner McQuaid made a motion to adjourn, seconded by Commissioner Jaeger.

Meeting adjourned at 5:17 PM