



Commissioners: [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)
Chief Executive Officer: [Matt Pentz, CPA](#)
275 Wilson Avenue, Norwalk, CT 06854
Tel: 203-852-0000 • Fax: 203-299-5166
www.norwalktransit.com

**NORWALK TRANSIT DISTRICT COMMISSION - SPECIAL MEETING MINUTES
APRIL 19, 2023, AT 5:30 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA ZOOM MEETING**

ATTENDING

Norwalk Transit District Commissioners:

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

Norwalk Transit District Staff:

Matt Pentz, CEO
Lori Hammill, Chief Compliance Officer

Public:

Tanner Thompson
Ben Hanpeter

The meeting was called to order at 5:30 PM via ZOOM.

PUBLIC COMMENT

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

APPROVAL OF THE AGENDA FOR THE APRIL 19, 2023, SPECIAL 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 MARCH 23, 2023

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

PROCUREMENT UPDAE

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

- ✓ **Award Recommendation for Vista IT Solutions to Provide Information Technology Services.**
 - Request concurrence in awarding a large purchase procurement to Vista IT Solutions to provide Information Technology Services at the rate of \$90/hr. for a maximum total contract amount of **\$540,000.00** for an initial 2-year contract period. This estimate is based on a maximum of 3,000hrs./yr. All procurement regulations and requirements have been met.

- ✓ **Award Recommendation for Gillig Bus Order of (1) 40', (4) 35', (2) 29' Low Floor Buses.**
 - Request concurrence in awarding a large purchase procurement to Gillig Buses for (1) 40', (4) 35', and (2) 29' Low Floor Buses in the amount of **\$4,566,024.00**. Existing equipment has reached its useful life. All procurement regulations and requirements have been met.

- ✓ **Award Recommendation for Nelson Nygaard to provide consulting services for a Comprehensive Operational Analysis (COA).**

- Request concurrence in awarding a large purchase procurement to Nelson Nygaard to provide consulting services for a Comprehensive Operational Analysis in the amount of **\$439,663.00**. All procurement regulations and requirements have been met.

** Commissioner McQuaid made a motion to approve the presented procurement related items.

** Commissioner Jaeger seconded the motion.

** Motion to approve the three presented procurement items passed unanimously.

CEO UPDATE

Bank Signatory Change

Mr. Pentz mentioned that with the CEO transition, a new signer was needed to be added on the bank account. He requested concurrence to add Mark Allbee, finance consultant, as a signer. Mr. Allbee is a CPA, he has been consulting with the district since February 2023.

** Commissioner Jaeger made a motion to add Mr. Allbee as a signer on the NTD bank accounts.

** Commissioner McQuaid seconded the motion.

** Motion for bank signatory change passed unanimously.

Maintenance Issues

Mr. Pentz mentioned that there were ongoing issues in the maintenance department. He stated that from a broad perspective work is getting done, but he expressed a disconnect between shop management and staff. He informed the commissioners of an intent to bring in an independent consultant to do an assessment of the ongoing issues that have been reported in an effort to better understand the issues and enhance the effectiveness and culture in the shop.

Executive Session

** Consideration to continue in executive session was moved and seconded by Commissioner Jaeger and McQuaid to discuss a personnel matter. No formal action was taken in executive session.

Regular Session

A motion was made granting the Board of Commissioners the authority to decide on compensation and employment conditions for the NTD CEO, Mr. Pentz.

- ** Commissioner McQuaid made a motion granting the board authority over CEO compensation.
- ** Commissioner Jaeger seconded the motion.
- ** Motion passed unanimously.

Other business brought before the board

No other business was noted.

Next meeting is scheduled for Thursday, May 25, 2023 at 6:00 PM

Adjournment

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

Meeting adjourned at 5:58 PM