



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 COMMISSIONERS – MEETING MINUTES
DECEMBER 19, 2024, AT 6:00 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA ZOOM AND IN-PERSON 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
Rick Schreiner, Director of Service Development
Andrea Zarate, Human Resources Manager
Leslie Grattan, Director of Community Relations, Zoom Participant
Joe Scappatura, Special Projects Manager, Zoom Participant

Public:

There were no members of the public present.

I. CALL TO ORDER – CEO

Matt Pentz called the meeting to order at 6:05 PM via MS Teams.

II. COMMENTS FROM THE PUBLIC

There were no comments from the Public.

Mr. Pentz requested a motion to amend the December 19, 2024 agenda to include approval of the February 15, 2024 minutes.

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

III. APPROVAL OF THE AGENDA FOR THE DECEMBER 19, 2024 COMMISSIONERS 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

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

V. REPORTS

1. Procurement

Ms. Hammill reported the following solicitations that are funded with capital grant expenditures:

Award Recommendation for Sole Source procurement for Excess Flood Insurance Policy from Arch Specialty for period 11/8/2024 to October 7, 2025, in the amount of \$34,183.00.

Award Recommendation for Sole Source procurement for Builders Risk Insurance Policy from CNA Insurance for period 11/8/2024 to October 7, 2025, in the amount of \$34,482.00.

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

Ms. Hammill provided a DBE Plan Update.

2. Finance

FY 24 Audit Update

Mr. Pentz stated the FY 24 Audit is progressing and the majority of deliverables were provided to the auditors. There are a few open items so an extension was requested and approved.

FY 26 City of Norwalk Budget Update

Mr. Pentz stated NTD is submitting \$660k which would restore what was cut last year. He stated that NTD would need local funding to support implementation of the COA network redesign, as well as help cover NTD's structural deficit on for ADA services.

Commissioner McQuaid asked why the prior year funding was cut. Mr. Pentz stated he believed it was related to fiscal pressure on the city side, mentioning that the education budget requests that need balanced is often a factor.

** Commissioner McQuaid made a motion to approve the City of Norwalk budget request.

** Commissioner Jaeger seconded the motion.

** Motion to approve passed unanimously.

3. Operations

Ridership and Evening Shuttle Update

Mr. Pentz provided a YTD ridership update highlighting a slight dip in fixed route ridership. There remains some concern that mobile ticket ridership may not be recording properly, so NTD is investigating. He stated Shuttle ridership is up 37,852 trips to prior year largely attributable to the Governors Service Initiative, which is extra service on evenings and weekends. ADA ridership is still 20% below pre-pandemic levels.

NTD's Microtransit grant service has resulted in 38,000 rides since inception, highlighting recent improvements in utilization, which is passenger per hour.

Westport Turnkey model conversion is complete, and operating.

NTD is extending evening shuttle service which will terminate back at the NTD bus depot.

Commissioner Jaeger asked about the new vehicles in Westport, and provided positive feedback on the changes he's noticed at the trains stations.

4. Human Resources

EEO Plan Update

Mr. Pentz stated NTD is updating the EEO plan to reflect current staffing and roles and will be reaching out to FTA for concurrence on the change.

5. Safety and Security

Mr. Pentz stated NTD has a new Safety and Security Manager who helped run a Safety Committee meeting.

A motion was requested for Board Concurrence to reflect personnel changes in the PTASP plan.

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

** Commissioner McQuaid seconded the motion.

** Motion to approve passed unanimously.

6. CEO Update

Mr. Pentz shared the following updates:

2025 Board meeting calendar dates. The Commissioners concurred.

Photos of the NTD facility renovation were presented. A photo of a New Flyer Electric Bus was shared from the demo that was done with NTD.

The final round of stakeholder committee meetings is complete, and NTD will begin preparation for network conversion. This is a more simplified system with fewer yet longer routes with greater frequency on the main corridors with an anticipated August 10th launch date.

Work with Transpro on the long-term plan is progressing moving beyond executive coaching, and into mission, vision, values. The NTD leadership team participated in an off-site workshop to help identify NTD goals, define success and set a defined mission which will time well with the network conversion.

NTD met with the Town of Wilton to communicate and ensure good communication for the partnership, and identify and potential needs and goals that could be worked towards.

VI. OLD BUSINESS

There was no old business.

VII. NEW BUSINESS

There was no new business.

VIII. EXECUTIVE SESSION

Executive Session was held to discuss personnel matters.

A motion to end executive session was made by Commissioner Jaeger, seconded by Commissioner McQuaid.

IX. ADJOURNMENT

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

Meeting adjourned at 7:05 PM