



Commissioners: David L. Jaeger, Jr., Alice McQuaid, Esq.

Chief Executive Officer: Matt Pentz, CPA

275 Wilson Avenue, Norwalk, CT 06854

**NORWALK TRANSIT DISTRICT COMMISSIONERS – SPECIAL MEETING MINUTES
FEBRUARY 26, 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, CCO

Rick Schreiner, Director of Service Planning

Jacinto Torres, Shop Manager

Public:

None

I. CALL TO ORDER – CEO

Matt Pentz called the meeting to order at 6:03 PM.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF THE AGENDA FOR THE FEBRUARY 26, 2026 SPECIAL 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 THE MINUTES OF THE DECEMBER 18, 2025 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

CEO Pentz reported that NTD is going through a Triennial Review and needs to update policies that will come up throughout the meeting.

- i. Revised Purchasing and Contract Procedures Policy, February 20, 2026. CCO Hammill stated that the revised policy comports with the 421G and 2 CFR 200 Federal rules and also raises the threshold for micro purchases to \$15K and the simplified acquisition threshold to \$350K. Staff title changes and minor procedural changes are also included.
- ii. The Protest Policy Procedures were also cleaned up with updated staff titles and minor procedural changes to comply with FTA circulars.

****Motion by Commissioner Jaeger to adopt the revised Purchasing and Contract Procedures and Protest Policy Procedures.**

****Commissioner McQuaid seconded the motion.**

****Motion to approve the adopt the revised Purchasing and Contract Procedures and Protest Policy Procedures passed unanimously.**

- iii. Award recommendation for Change Order #70-77 and #82-84 to Banton Construction for \$104,223.82 for additional construction work.
- iv. Award recommendation for Change Orders #6 and #7 to ATP in the amount of \$6404.38 for additional cameras and badge access for the security system.

The change orders are all related to the facility project extension and are covered under project grants.

****Motion by Commissioner McQuaid to award the Change Orders as recommended.**

****Commissioner Jaeger seconded the motion.**

****Motion to approve the awards to Banton Construction and ATP passed unanimously.**

2. Finance

- i. The Financial Policies and Procedures Manual was revised as of February 26. The revised policy included title changes and regulatory updates. It also references the new accounting system and procurement thresholds.

****Motion by Commissioner McQuaid to adopt the revised Financial Policies and Procedures.**

****Commissioner Jaeger seconded the motion.**

****Motion to approve the revised Financial Policies and Procedures passed unanimously.**

- ii. CEO Pentz reported that he met with the DOT Commissioner, Sen. Duff and DOT Finance and Public Transit administrators. The state agreed on providing \$2.1 million receivable, and are working to agree on an additional \$200K still in question. This will help with the line of credit and reduce interest payments. Issue goes back to 2022-2023. Sen. Duff was instrumental in getting the meeting.

Additional funding for the Coastal Link is still going through the process and has not been received.

The City is in a squeeze may be making a cut. CEO Pentz related that NTD made the point that if they scale us back that this needs to be restored in future. NTD has alternate funding sources that would close the gap near term.

- iii. The District has moved to quickbooks for the General Ledger system which allows for e- payments. The auditors will be able to access the system for reports. NTD accounting staff are learning the new system which is much more user friendly.

3. Operations

- i. The new paratransit software has been in place since Sunday; the software contract was awarded to Via last year. So far seeing a huge boost in efficiency even with the loss of our contractor CES and ADA drivers moving to Wheels; currently have about 70% of what we had operated under Route Match and are still meeting the need. Besim and operations team has done a nice job. No complaints; drivers have been embracing it.

4. Human Resources

- i. 9 drivers have moved over to Wheels, working on the next run bid. One driver moved to the service lane and the Director of Community and Employee Relations resigned; that position will not be filled. Andrea is due to give birth soon; a temp is identified to fill in for her. Not a lot of open positions.

5. Safety and Security

No updates

6. Maintenance

- i. The Vehicle Maintenance Program Plan has been revised as of February 26. CCO Hammill reported that the plan includes an updated equipment list, updated PM schedules, title changes and minor procedural changes.

****Motion by Commissioner McQuaid to adopt the revised Vehicle Maintenance Program Plan**

****Commissioner Jaeger seconded the motion.**

****Motion to approve the revised Vehicle Maintenance Program Plan passed unanimously.**

CEO Pentz noted that the maintenance team did a great job clearing off the snow from the storm Monday. Service was suspended that day but there was a smooth roll out on Tuesday.

7. Chief Executive Officer

- i. The RIR for the Triennial Review, the initial request for information, is due tomorrow. Staff communicated with the reviewer and may need to tie some things up over the weekend but overall things are in good shape.
- ii. Facility renovation will not be complete by March. Still working on epoxy floor coatings and painting. There is an electrical issue with overhead doors that we may need to get legal advice on with an associated \$120K change order. CEO Pentz was hopeful the project would be wrapped up in June.
- iii. There were eight issues identified in the OSHA complaint five of which were not found not related to safety. OSHA identified three items during the inspection. One of those has been addressed and the other two will be in March.
- iv. CES, who had been operating as a contractor for ADA Paratransit, was suspended because their drug and alcohol program is out of compliance. Even with the loss of the CES vehicles, NTD is meeting service needs with the new software in place. May consider ending this contract early.

CEO Pentz provided testimony on two bills up at the legislature. SB9 continues funding for microtransit and was supported. A second bill related to transit safety came out of one of the unions and seems duplicative of our safety plan. This was not opposed, but NTD suggested that legislators look at existing policies and procedures before setting up a new committees.

Commissioner McQuaid voiced concern that getting historical receivables from the state was going to be ongoing difficulty. CEO Pentz acknowledged this and that more upper level meetings with DOT would be necessary but felt that the new Transit Administrator has more empathy and understanding than past leadership.

VI. OLD BUSINESS

There was no old business

VII. NEW BUSINESS

There was no new business.

VIII. EXECUTIVE SESSION

No executive session was held.

IX. ADJOURNMENT

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

Meeting adjourned at 6:31 PM.