



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

Chief Executive Officer: Matt Pentz, CPA

275 Wilson Avenue, Norwalk, CT 06854

**NORWALK TRANSIT DISTRICT COMMISSIONERS – MEETING MINUTES
JUNE 18, 2026, AT 5:00 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

Besim Krasniqi, Data & Planning Manager, Zoom participant

Jack Pavia, Marketing and Community Relations Coordinator

Rick Schreiner, Director of Service Planning

Jacinto Torres, Shop Manager

Public:

Tom Partales, Partner, Seward and Monde, Zoom Participant

I. CALL TO ORDER – CEO

Matt Pentz called the meeting to order at 5:04 PM.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF THE AGENDA FOR THE JUNE 18, 2026 COMMISSIONERS MEETING

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

**Commissioner Jaeger seconded the motion.

**Motion to approve the agenda passed unanimously.

IV. APPROVAL OF THE MINUTES OF THE FEBRUARY 26, 2026 COMMISSIONERS SPECIAL 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

- i. Staff is recommending award of a sole source procurement to Avail technologies, Inc., the current provider of the CAD/AVL system for the fixed route buses. The award would extend the program for 5 years and includes support, warranty and a license agreement in the amount of \$669,623.79. Funds to cover this item will come from capital grants.

****Motion by Commissioner McQuaid to award the procurement to Avail Technologies, Inc.**

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

****Motion to approve the Award to Avail Technologies, Inc. passed unanimously.**

2. Finance

- i. The FY 25 Audit was presented by Tom Partales of Seward and Monde. The audit provided a clean opinion of NTD finances. Mr. Partales reported that a long-standing workers comp claim was settled and that a \$2.1 million receivable was collected from CTDOT. CEO Pentz noted that the District was now in a positive position and that the goal is to build up a reserve.

There was a finding in the area of financial reporting related to the monthly close not being completed on a timely basis. The District implemented a month-end checklist and new general ledger system, and also hired an accounting coordinator as corrective actions.

****Motion by Commissioner Jaeger to approve the FY 2025 Audit Report**

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

****Motion to approve the FY 2025 Audit passed unanimously.**

3. Operations

- i. Looking at local routes 1-7 through May an additional 236 thousand trips were provided over the prior year; a 28% increase. CEO Pentz remarked that Route 3 is most productive, and 20% of trips are now completed through mobile ticketing.

The paratransit software implementation is going well. CES is no longer in the mix. Productivity levels have doubled. The new software constantly optimizes trips and is much more efficient.

State funding for microtransit was extended for another year.

4. Human Resources

- i. HR is filling five driver positions each in the ADA and Wheels divisions. Jack Pavia was hired as Marketing and Community Relations Coordinator.

5. Safety and Security

No updates

6. Maintenance

No updates

7. Chief Executive Officer

- i. The Triennial Review went well. The reviewers gave some helpful feedback and there was a single finding related to a late audit. CEO Pentz thanked the staff for successfully completing an often intense review process.

- ii. Facility renovation is expected to be complete by July 31.

- iii. CEO Pentz presented the FY 2026 FTA-required Certifications and Assurances, annual resolution authorizing Designation of Authority and Opinion of Counsel. These are required apply for Federal grants.

****Motion by Commissioner McQuaid to approve the Annual FTA Certifications and Assurances and the designation of Matt Pentz as the Responsible Executive for FY 2026.**

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

****Motion to approve the Annual FTA Certifications and Assurances and the designation of Matt Pentz as the responsible executive for FY 2026 for FTA grants**

- iv. Besim Krasniqi is coordinating a second annual golf tournament to support public transit. Proceeds will go towards transportation for Senior and Disabled riders.

- NTD has 6 buses displaying winning student poems from the Norwalk public schools Words in Transit poetry program.
- One of Jack Pavia's projects will be implementation of the Strategic Plan.
- The next big procurement project will be implementation of maintenance software.
- NTD is working on a plan for enhanced bus service around fireworks at Calf Pasture Beach.

Commissioner McQuade asked about the bus accident on May 15 in Milford. This was the most significant accident in 8 years, bus is substantially damaged, waiting on estimates but likely in the \$50-180K range but with a good likelihood that the bus will be repaired. Driver and one passenger sustained injuries. Drug and Alcohol tests were negative but the driver remains out on administrative leave.

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 5:44 PM.