



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

**NORWALK TRANSIT DISTRICT COMMISSIONER'S MEETING MINUTES
MAY 28, 2021, AT 1:45 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA TEAMS MEETING**

ATTENDING

Norwalk Transit District Commissioners:

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

Norwalk Transit District Staff:

Kimberlee Morton, CEO, Teams Participant
Matt Pentz, CFO, Teams Participant

The meeting was called to order at 1:45 p.m. via Microsoft Teams.

PUBLIC COMMENT

Members of the public who wished to address the Commissioners were asked to do so. Tanner Thompson was a Teams Participant who stated that he was interested in learning more about the Transit District. There were no other public participants in attendance.

APPROVAL OF THE AGENDA FOR THE MAY 28, 2021 MEETING

Motion was made by Commissioner McQuaid to adopt the agenda as presented. Seconded by Commissioner Jaeger. Passed unanimously.

APPROVAL OF MINUTES OF APRIL 30, 2021

The minutes of the April 30, 2021, meeting of the Commissioners were unanimously approved as presented by Commissioners McQuaid and Jaeger.

FINANCE UPDATE – MATT PENTZ

FY 2022 DOT Budget Submittal

Mr. Pentz mentioned that the FY22 DOT Budget Submission was due on June 15th. As with prior years, NTD would be submitting a request based on realistic funding needs, including amounts necessary to address the long-standing Coastal Link and Coastal Link ADA funding shortfalls.

FY 2022 FTA Capital Budget Submittal

Ms. Morton presented the details of the attached program of project for the federal FFY 2021 grant application.



Program of Projects
Public Notice 2021 Capital (English).pdf

APPROVAL OF PUBLIC HEARING FOR SERVICE CHANGES/ELIMINATION

Ms. Morton requested approval to proceed with a public hearing to seek comment on revised commuter service schedule changes, possible elimination of unproductive services and conversion of services to on demand type services. Commissioner McQuaid made a motion to proceed with the public comment period. Seconded by Commissioner Jaeger. Passed unanimously.

EXECUTIVE SESSION FOR THE PURPOSE OF HEARING VARIOUS LEGAL PERSONNEL MATTERS

Commissioner McQuaid made a motion to move to executive session. Seconded by Commissioner Jaeger. Passes unanimously. The time is 2:10 PM. At 2:25 PM. Executive session concluded, and the regular public session resumed. No action was taken in or as a result of the executive session.

HUMAN RESOURCES UPDATE – PENTZ/MORTON

General HR

NTD Staff provided an update on the COVID-19 vaccination status in the workforce. There was discussion around ways to improve the vaccination percentage at the District. A comparison was made to industry-wide data which suggested that NTD was within a reasonable range for the Transportation Sector, nationally. Mr. Pentz mentioned that employees are gradually becoming more comfortable with COVID-19 vaccinations as employees are continuing to schedule vaccination appointments. NTD is monitoring vaccination percentages on a regular basis.

Personnel Adjustments

Mr. Pentz provided a personnel update for the Human Resources department, proposing a new structure to consist of an HR Generalist, and tenured part-time HR consultant.

Commissioners voted unanimously in favor of a wage adjustment for the new HR Generalist (a transfer from the finance department), in addition to a unanimous vote supporting the new part-time HR consultant.

CEO UPDATE

Miscellaneous Items

Ms. Morton advised that due to ongoing department vacancies that there has been a delay in follow-up on survey results. It is expected that we will move forward in the near future but in the interim correspondence will be sent to all employees.

EXECUTIVE SESSION FOR THE PURPOSE OF HEARING VARIOUS PERSONNEL MATTERS

Motion was made by Commissioner McQuaid to enter executive session for the purpose of hearing various personnel matters Seconded by Commissioner Jaeger. Passed unanimously.

The Commissioners, Ms. Morton, Mr. Pentz and Ms. Hammill entered Executive Session for the purpose of hearing various personnel at 11:53 p.m. They returned to Public Session at 12:15 p.m. No actions were taken, or motions made during the Executive Session.

ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE BOARD

No other business was noted.

NEXT MEETING JUNE 24, 2021, 2021 AT 1:45 PM

The next regularly scheduled meeting is scheduled for Thursday, June 24, 2021, at 1:45 PM.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Jaeger. Seconded by Commissioner McQuaid. Passes unanimously. The meeting adjourned at 2:35 PM.

Respectfully submitted,

Kimberlee A. Morton
CEO