



Commissioners [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)
Chief Executive Officer [Kimberlee A. Morton](#)
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**NORWALK TRANSIT DISTRICT COMMISSIONER'S MEETING MINUTES
APRIL 30, 2021 AT 11:00 AM – 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.
Matt Pentz, CFO.
Lori Hammill, CLO
Andrew Gallagher, Manager of Safety and Security
Paul Chenard, Manager of Planning and Marketing

Others:

Tanner Thompson, Citizen

The meeting was called to order at 11:15 a.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 APRIL 30, 2021 MEETING

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

APPROVAL OF MINUTES OF FEBRUARY 25, 2021

The minutes of the February 25, 2021 Meeting of the Commissioners were unanimously approved as presented by Commissioners McQuaid and Jaeger.

FINANCE UPDATE – MATT PENTZ

March Financial Update – FY 21

Mr. Pentz responded to a question asked by Tanner Thompson, a participating member of the public, explaining that Transit District operations are primarily funded by the State DOT. He stated that the FTA provides 80% funding for the Districts capital assets, and the State contributes the additional 20% towards capital. The City of Norwalk also provides annual funds to cover DOT funding shortfalls, debt reduction and other initiatives.

OPERATIONS UPDATE – KIM MORTON

Riders Choice Program Demonstration

Ms. Morton explained the new Rider's Choice Demonstration Program would offer on-demand services provided by Uber and other on demand contractors with wheelchair accessible vehicles as an option to our traditional ADA services. A July 1, 2021 date is anticipated.

Wheels 2U Norwalk Relaunch

The Norwalk relaunch will commence on May 6, 2021.

Westport Wheels 2U

First ride free campaign will begin May 3, 2021 financially supported by the Town of Westport.

Weekend Summer Free Fare

Ms. Morton noted that NTD would support a CDOT statewide weekend summer free fare campaign on ADA and Wheels commuter and fixed-route services. This campaign will not be applicable to our Wheels 2U programs.

PLANNING AND MARKETING – PAUL CHENARD

Ridership Report

Mr. Chenard reported March 2021 fixed-route ridership is down by 41% when compared to FY2019 and paratransit service is down by 50% when compared to FY2019.

Mr. Chenard said ridership is down due to COVID and the COVID 2nd wave experienced during winter 2020-2021. However, ridership does look to be experiencing a resurgence since the state is starting to reopen and the weather is getting better.

HUMAN RESOURCES UPDATE – MATT PENTZ

General HR

Mr. Pentz officially introduced Paul Chenard, Manager of Transportation Planning and Marketing. Mr. Chenard comes to NTD with a Master's in Urban Planning and 14 years of professional planning experience.

COVID Update

Mr. Pentz provided a vaccination status update mentioning that roughly 30% of the workforce had been fully vaccinated, with another 13% who have scheduled vaccinations pending. Commissioner McQuaid noted that the percentage was low and asked about efforts to increase vaccinations in the workforce. Mr. Pentz mentioned that \$100 was offered as support for those who successfully received full vaccination. Commissioner McQuaid asked if more could be done to improve the vaccination rate. Ms. Morton added context surrounding some of the challenges and noted that NTD would re-evaluate ways to achieve better results.

Ms. Morton led the discussion on the reopening of common areas while continuing the use of masks and social distancing, cleaning products and overall expectations. It was agreed that the reopening would resume and would be closely monitored.

Personnel Adjustments

Unanimously approved by the Commissioners:

- the addition of a full-time procurement specialist that will be billed directly to capital grants; and
- in the absence of the CEO, designation of responsibility, will be assigned on a rotational basis between the Officers of the District.

After conducting executive session, the Commissioners voted unanimously in favor of:

- a general wage increase, for the lead money counter, a part-time administrative employee was recommended by Mr. Pentz; and
- approval of the 2021 bonus payment for the CEO.

COO Search

After conducting executive session, the Commissioners voted unanimously to allow contract negotiations for the COO candidate discussed.

PROCUREMENT UPDATE – LORI HAMMILL

Award Recommendation for Johnson Controls Access Control and Security System Addition

Request concurrence in awarding a sole source procurement in the amount of \$48,935.31 to Johnson Controls for installation of an Access Control Security System to tie into existing system for the 2 new doors installed in garage. All procurement regulations and requirements have been met.

Award Recommendation for Gillig Bus Order.

Request concurrence in awarding a large purchase procurement to Gillig Bus for 9 – 35’ Low Floor Gillig Buses in the amount of \$4,992,146.00. Existing equipment has reached its useful life. All procurement regulations and requirements have been met.

Award Recommendation for Website Design and Services RFP.

Request concurrence in awarding a large purchase procurement to Spruce Technology, Inc. for Website Design and Services Update in the amount of \$137,740.00 for 5-year contract. All procurement regulations and requirements have been met.

Motion to approve the three procurement award recommendations was made by Commissioner McQuaid and seconded by Commissioner Jaeger. Motion passes unanimously.

SAFETY AND SECURITY – ANDREW GALLAGHER

Quarterly review of WC Claims and Accidents

There were two new Worker’s Compensation claims in the quarter.

1-05-2021 - A driver fell down front stairs of ADA van when misjudged top step. Fell to parking lot outside van. Missed four days of work before returning to full duty with no further limitations.

1-29-2021 - A mechanic reported back strain after experiencing pain following the previous evening shift. Initially returned to work on light duty but condition worsened and was removed from work completely. Treatment is ongoing.

There were three accidents in the month of January. One reported injury. Two were preventable and resulted in Written Warnings. Damage in one crash was repaired by and through other motorist’s insurance company. Claims sent to Sedgwick in each of the other accidents.

There was one Non-preventable accident in February. No injuries or damage to our vehicle.

There were two accidents in the month of March. No injuries. One was determined Preventable as bus struck parked vehicle. Driver received a Written Warning. The other was a van clipped our mirror and evaded. Video could not aid in identifying the van.

CEO UPDATE

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)

Ms. Morton advised that NTD submitted several operating enhancement projects as well as facility and enhanced digital solar powered signage technology projects for consideration for the second round of COVID funds.

Miscellaneous Items

Ms. Morton recommended the utilization of legal resources on an as needed basis to conduct internal investigations that are complex in scope and/or would benefit from an impartial investigator. The Commissioners unanimously agreed to the concept in principle and cautioned over utilization from a cost perspective.

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 MAY 27, 2021, 2021 AT 1:45 PM

The next regularly scheduled meeting is scheduled for Thursday, May 27, 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 12:25 PM.

Respectfully submitted,

Kimberlee A. Morton
CEO