



Commissioners [Andrew A. Glickson, Esq.](#), [Alice McQuaid, Esq.](#)
Chief Executive Officer [Kimberlee A. Morton](#)
Chief Operating Officer [Britt T. Liotta](#)
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Norwalk Transit District Commissioners' Special Meeting Minutes

August 8, 2019 at 3:00 PM – Norwalk Transit District

Attending

Norwalk Transit District Commissioners:

Andrew Glickson
Alice McQuaid

Norwalk Transit District Staff:

Kimberlee Morton, CEO
Matt Pentz, Director of Finance
Britt Liotta, COO, participated via telephone

The meeting was called to order at 3:04 PM and a quorum was determined to be present.

PUBLIC COMMENT

Members of the public who wished to address the Commissioners were asked to do so. There were none.

APPROVAL OF MINUTES OF JULY 25, 2019

The minutes of the July 25, 2019 Meeting of the Commissioners were unanimously approved.

FY 2020 State Budget Update

Mr. Pentz advised while we still do not have a TOD from the State that we do have an email from Mr. Solensky stating DOT is authorizing an increase of 2.5% for the 2020 fiscal year. The email from Mr. Solensky is attached. Based on this information both Mr. Pentz and Mrs. Morton recommended moving forward with the next administrative steps necessary for adoption of a final budget.

Organizational Changes

Ms. Morton presented the attached organizational changes. She stated the executive team of Mr. Pentz and Mr. Liotta were additionally in support of the changes presented. Mr. Pentz added that the changes were included in the budget which will be presented later in the agenda. There was an open discussion regarding the documents. Ms.

Morton requested formal approval from the Commissioners for the organizational changes as noted. Commissioners McQuaid and Glickson unanimously approved the recommendation in support of the changes.

Authorization of the FY 2020 maximum annual performance increase for non-union employees and corresponding exceptions.

Mr. Pentz requested the approval of the annual maximum 2% increase for non-Union employees and the attached exceptions as previously discussed. Ms. Morton noted that annual performance reviews would be effective July 1, 2019. Ms. Morton added that this is the same amount that the Union contract has established for Union employees. All exceptions would be effective August 4, 2019. Commissioners McQuaid and Glickson voted in support of the maximum increase and the corresponding exceptions as presented.

FY 2020 Draft Budget Approval

Mr. Pentz presented the summarized version of the budget. He advised that we move forward with publication and afford the opportunity for a public hearing prior to finalization of the budget. It was agreed the public hearing would be the first item on the agenda for the upcoming Commissioners' meeting.

CEO UPDATE

Flu Shot Clinic

Ms. Morton distributed invites to our October 8, 2019 Flu Shot Clinic organized by Ms. Brayboy. The Executive team agreed to move away from the traditional Health Fair due to the lack of employee participation and move forward with a Clinic approach to healthcare initiatives.

FHWA Article

Ms. Morton presented a copy of an Article that was authored by FHWA in their industry paper featuring our MicroTransit project.

APTA Annual Conference

Ms. Morton reported that she and Lori Richards would be attending the APTA annual conference. This year features an enhanced procurement workshop and SMS Executive overview workshop. She advised the Commissioners if anyone was interested, she would send them a link to the information for consideration.

ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE COMMISSIONERS

Ms. Morton requested that the following item be added for action to the current agenda. Recommendation for Award of Sole Source Procurement to Avail Technologies, Inc. for ITS System Maintenance and Support Agreement (Option Year 4) in the amount of \$165,951. The funding source would federal grant CT-90-X531. The Commissioners agreed to add the item to the agenda for action. Ms.

Morton explained it was an option that was available under the terms of the original procurement. Ms. Richards was successful in negotiating a lesser price from the original priced option period.

Commissioners' McQuaid and Glickson voted in support of exercising the 4th option period with Avail Technologies.

NEXT MEETING SEPTEMBER 26, 2019 AT 3:00 PM

The next regularly scheduled meeting is scheduled for September 26, 2019 at 3:00 PM.

ADJOURNMENT

The meeting adjourned at 3:30 PM.

Respectfully submitted,

Kimberlee A. Morton

Kimberlee A Morton, CEO
Norwalk Transit District