



Received 11:56 AM  
October 18, 2021  
Susan J. Jeanfavre  
Assistant Town Clerk

*NORTHWESTERN CT TRANSIT DISTRICT*  
957 E MAIN ST, TORRINGTON, CT 06790  
860-489-2535

**Raymond Pech–Barkhamsted**  
**Chris Johnstone - Colebrook**  
Vacant – Cornwall  
Vacant – Salisbury  
**Michael Criss– Harwinton**  
**Ruth Epstein – Kent**  
Vacant - Litchfield  
**Betsy Weinbach –Winchester**  
**Tom Weik - Morris**

Vacant – New Hartford  
**Matt Riiska - Norfolk**  
**Marybeth Wabrek - North Canaan**  
**Mark Harris - Goshen**  
Vacant – Sharon  
**Elinor Carbone - Torrington**  
**Dan Farley - Torrington**  
Vacant - Warren

**BOARD OF DIRECTORS’  
REGULAR MEETING  
Via ZOOM  
October 20, 2021  
1:45 P.M.**

- 1) Opening and Attendance
- 2) Approval of Minutes from August 18, 2021 Meeting and Special on Oct 1, 2021
- 3) Naming of Someone to Take Meeting Minutes
- 4) Executive Director’s Report
- 5) Current Budget
- 6) Discussion of Local Share Dollars
- 7) Rebranding the Busses
- 8) Update on Issues with Former Director
- 9) Reconsideration of Meeting in Person
- 10) Election of officers
- 11) Next Meeting: November 17, 2021

## Town Clerk

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**Subject:** FW: Dee Williams' Zoom Meeting  
**Location:** <https://us02web.zoom.us/j/87497883325?pwd=cjM5bkFhcndPTVRXNXVWTmIEODdudz09>  
**Start:** Wed 10/20/2021 1:45 PM  
**End:** Wed 10/20/2021 4:45 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Dedra Williams

-----Original Appointment-----

**From:** Dedra Williams [<mailto:office.manager@nwcttransit.com>]

**Sent:** Friday, October 15, 2021 8:29 AM

**To:** Dedra Williams; 'Betsy Weinbach'; 'Christopher '; 'Dan farley'; 'Elinor Carbone'; 'Mark Harris'; 'MaryBeth Wabrek'; 'Matt Riiska'; 'Michael Criss'; 'Ray Pech'; 'Ruth Epstein'; 'Tom Weik'; 'Craig B. Nelson'; [dispatcher1@nwcttransit.com](mailto:dispatcher1@nwcttransit.com)

**Subject:** Dee Williams' Zoom Meeting

**When:** Wednesday, October 20, 2021 1:45 PM-4:45 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** <https://us02web.zoom.us/j/87497883325?pwd=cjM5bkFhcndPTVRXNXVWTmIEODdudz09>

When: Wednesday, October 20, 2021 1:45 PM-4:45 PM (UTC-05:00) Eastern Time (US & Canada).

Where: <https://us02web.zoom.us/j/87497883325?pwd=cjM5bkFhcndPTVRXNXVWTmIEODdudz09>

Note: The GMT offset above does not reflect daylight saving time adjustments.

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<<...>> <<...>> <<...>> <<...>> Dee Williams is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87497883325?pwd=cjM5bkFhcndPTVRXNXVWTmIEODdudz09>

Meeting ID: 874 9788 3325

Passcode: 134889

One tap mobile

+19292056099,,87497883325#,,,,\*134889# US (New York)

+13017158592,,87497883325#,,,,\*134889# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 874 9788 3325

Passcode: 134889

Find your local number: <https://us02web.zoom.us/j/87497883325>

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NORTHWESTERN CT TRANSIT DISTRICT  
MEETING MINUTES  
AUGUST 18, 2021

Meeting was called to order with the following present: Ray Peck, Chris Johnstone, Ruth Epstein, Elinor Carbone, Tom Weik, Betsy Weinbach, Dan Farley, Craig Nelson, Mark Harris, Matt Riiska, Dedra Williams. Absent Mary Beth Wabrek & Michael Criss couldn't get into meeting.

The July 21 minutes were approved by Dan Farley and Matt Riiska second.

Dedra Williams will take minutes and Craig Nelson will overlook them before giving them out.

Chris Johnston wants to set a date for Personnel Meeting and set up a interview for Executive Assistant. There is one candidate right now Jen Bailey but Craig noted another person is interested in applying as well. It was agreed upon to set September 7 at 1pm at NWCT for a face to face personnel meeting.

Craig Nelson gave the following report:

Craig Nelson reported no \$ coming in due to DOT Joanna saying she's not receiving our emails. Ruth asked about payroll, Craig has noted employees are getting paid. Ray noted Craig isn't cashing his checks.

Driving Training is going to begin next month with Leron, Craig & Dedra running them at night.

New Auditor was approved and others were sent letters saying they were not. New Auditor in place and ready to start.

2 New buses have arrived at transit, a 3<sup>rd</sup> should be here soon. Awaiting approval from DOT to replace 2 CDL buses.

Route 1B (new DFR route) to Northwestern Community College is starting next Thursday, 26<sup>th</sup>. Monday Route 3 changed and is rerouting to Post office. Route 3 PM is continuing to received complaints about the driver. Continuing to look for non CDL & CDL drivers, we have information for drivers to be able to get endorsements for free. Craig is looking into it more.

Met with NET IT this am to discuss new computers, phones and copier. We told them our needs and Dave will be getting back to us.

Current budget hasn't changed, we have no cash flow due to missing faxes per Joanna at DOT. Craig and Dedra have resend the original emails to her and Craig is hoping to start receiving funds soon.

Letter's going out asking for monies from the American Recovery Act.

Local Shares \$ total \$35,000, we aren't sure how formula works, Craig will get Tami involved.

Craig discussed rebranding the new buses and working on a contest to do this. Will bring more to the next meeting to discuss and vote on it.

Ray Pech has no new updates on the former Director. Attorney has been on vacation. Will update next meeting.

Waiting another month for face to face board meetings. Next meeting September 8 will again be zoom.

Received 11:25 AM  
October 15, 2021  
Susan J. Jeanfavre  
Assistant Town Clerk

**Northwest Transit District  
E. Main Street, Torrington, CT.**

**Board of Directors  
Special Meeting  
Location: Via Zoom  
Friday, October 1<sup>st</sup>, 2021**

Members - Present: Chris Johnstone  
Ruth Epstein  
Betsy Weinbach  
Mark Harris  
Dan Farley  
Tom Weik  
Matt Riiska

Absent/Excused: Ray Pech  
Elinor Carbone  
Michael Criss

Others Present: Craig Nelson

1. Meeting called to order at, 9:00AM by Chris Johnstone.
2. Chris Johnstone discussed the two interviews that the Personnel Committee conducted on Tuesday, 28 September 2021. The interviews were conducted by Michael Criss, Ruth Epstein, Chris Johnstone with Craig Nelson in attendance. The committee had received resumes from three individuals: Darcie Martineau, Jessica Hurlburt, and Jennifer Bailey. Jennifer Bailey declined an interview and Darcie Martineau and Jessica Hurlburt were interviewed for the Administrative Assistants position. At the conclusion of the interview process the Personnel Committee members voted to recommend hiring Jessica Hurlburt for the Administrative Assistants position.
3. Motion by Matt Riiska, second by Mark Harris to approve the recommendation of the Personnel Committee to hire Jessica Hurlburt for the Administrative Assistant position.
  - a. Discussion: Dan Farley told the committee members that in the 1 October edition of the Waterbury Republican a Jessica Tanner had been arrested for shop lifting and possession of drugs. Johnstone paused the meeting and called Jessica Hurlburt and confirmed that the Jessica Tanner who was arrested was not her and in fact a different individual (See footnote). Mark Harris requested that a copy of Jessica's resume be sent to all Board Members. Craig will send a copy of her resume and application for employment to all Board Members. Mark Harris and Ruth Epstein asked if her application or resume listed reference's and if any of them had been called? Chris Johnstone stated that he had not called any of the references, further stating that he would call the references at the conclusion of the meeting. Craig Nelson explained that all employees of the Transit District must undergo urinalysis and drug testing prior to employment.
  - b. Vote: Motion passed by unanimous vote, no abstentions.
4. Compensation: Starting salary of \$55,000., with an increase to \$60,000., after completion of 90-day probation period. Medical benefits are also included after completion of 90-day probation.
5. Craig Nelson and Chris Johnstone will notify Jessica Hurlburt of the Board of Directors approval to hire Jessica for the Administrative Assistants position. Craig will assemble and send an employment package to Jessica Hurlburt.

6. Employment start date of 1 November 2021 is anticipated.
7. Meeting adjourned at 9:20 on a motion by Mark Harris. <sup>1</sup>

Chris Johnstone, Chairman  
Personnel Committee

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<sup>1</sup> Jessica Hurlburt is recently married to Josh Tanner but has not legally changed her name to Tanner.

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]