

Northwestern CT Transit District

Received
Asst. Town Clerk
Susan J. Jefferies
FEB 14 2022
11:40 A.M.

Board of Directors
Zoom
Agenda for February 16, 2022
1:45 PM

- 1) Opening and Attendance
- 2) Approval of Minutes of January 19th
- 3) Discussion and vote on Local Share, as submitted in January
- 4) Executive Director's Report
- 5) Any other lawful business to come before the Board

Next meeting March 16, 2022

Join Zoom Meeting

[https://us02web.zoom.us/j/83514326729?pwd=Vjh2Q1ZQRTZDaWU3RksxcckJT
KzFFQT09](https://us02web.zoom.us/j/83514326729?pwd=Vjh2Q1ZQRTZDaWU3RksxcckJT
KzFFQT09)

Meeting ID: 835 1432 6729

Passcode: 133158



NORTHWESTERN CT TRANSIT DISTRICT
MEETING MINUTES
January 19, 2022
1:45 pm

1) Opening and Attendance:

Present: Ray Pech, Chris Johnstone, Tom Weik, Matt Riiska, Dan Farley, Ruth Epstein, Craig Nelson, Mark Harris, Michael Criss
Regrets: Elinor Carbone
Recording Secretary: Jessica Tanner

Meeting was called to order at 1:48 pm by Raymond Pech.

2) Minutes of December 15, 2021:

Motion to accept the Minutes of December 15, 2021. (Johnstone/ Riiska.) Ruth Epstein noted a few grammatical errors. Ray Pech wanted to make sure that the motion for the pay increase was noted as passed.

Discussion of the signature stamp. Chris Johnstone had concerns regarding the signature stamp. Ruth Epstein had the concern of not having that second signature for checks. Tom Weik suggested to run this by our auditor. Dan Farley explained that it is only to be used with written permission during specific dates. Craig Nelson will ask Eleanor if she is interested in becoming the fourth authorized signature for checks. Craig Nelson will also speak with our auditor Rico Melaragno about his suggestions for the signature stamp.

All in favor, Motion passes. (9-0)

3) Additions to the Agenda: None

Ray Pech spoke with Kevin Roy regarding the bill and advised to ignore the bill we received and it will be revised.

Ray Pech would like to add The Municipal Fare Share to the agenda. (Epstein / Johnstone) Cornwall, Goshen and Litchfield do not use our services so they are removed from the local share list. Ray Pech took each participating town population as a percentage of the total of the participating towns and multiplied each percentage by Craig Nelson's figure of \$46,217. Motion to accept the formula by Ray Pech (Riiska / Johnstone) (5-0-3) Motion Failed.

Motion to table the Local Share formula to the February 16th, 2022 meeting. (Criss / Pech)

All in favor, Motion tabled until February meeting.

It was noted that Mark Harris is an Ex-Officio. Motion to keep Mark Harris as an Ex-Officio in a non-voting status, pending revision of the bylaws. (Pech / Farley)

All in favor. Motion Carried.

4) Executive Director's report:



- DOT is returning to biweekly meetings. COVID-19 numbers are dropping and the transit district seems to be doing better.
- Two drivers are out right now for COVID-19. Thank you to Eleanor Carbone for the test kits from the City's batch they received.
- Thank you to Jessica Tanner and Tami Ostroski for finding that we have been shorted over fifty thousand dollars for an error on the ISP submissions only showing one week of security instead of four. DOT is working in getting the funds back to us shortly.
- Thank you Dan Farley, we are now receiving our City Fuel bill early now allowing us to submit our ISP forms in a timely manner.
- There have been a couple accidents. Yesterday a driver slid on ice causing minor fiberglass damage. The second one was down at the fuel tanks; the bus hit one of the balusters. The worst one was in December with a vehicle running a stop sign and hitting the bus. The last incident was a busted rear bumper that someone tried to repair; it was not reported by any of the three drivers that have used the bus.
- We are now working with CT Workforce. They received a four million dollar grant to help people get back to work. Western CT Workforce is working with us to help schedule busing to the industries within Torrington and Winsted.
- Our biggest problem is the software on the computers, being as old as it is; Excel tends to change formulas on spreadsheets so the numbers are completely different from today and tomorrow. We are having to print our documents just in case. The state was informed about this; we are in the works for upgrades on our software along with a couple laptops.
- Craig Nelson has sent out all of the guidelines for the rebranding to the local schools, Northwest Arts Council and a few others with some replying that they are very interested and they will be submitting. DOT is very interested in seeing this done. DOT allotted eight to ten thousand dollars per bus for rebranding.
- We will be taking back Route 3 afternoon shift from NETCO. This is the last route they were doing for us. We now have enough drivers to do this; we will be starting Monday January 31, 2021. They continue our IT and maintenance, we will never find maintenance cheaper. We will be getting the new Dial-a-Ride software; all buses will be equipped with iPads that will match up with GPS.

Discussion about the three drivers who used the bus within the last thirty days and failed to report the broken bumper along with possible disciplinary action followed.

Motion to adjourn the meeting (Johnstone / Weik) All in favor.

The next meeting will be held on Wednesday February 17, 2022 at 1:45 pm.

This chart keeps Craig's total revenue numbers, but drops Cornwall, Goshen and Litchfield from the population count. The total percentage is off by .01 and the total dollars off by 1 dollar from Craig's projection of 46,217 for FY 2023. Discrepancy due to rounding error.

Town	2020 Census	% of total population	FY 2023 share	FY 2024 share	FY 2025 share	
Barkhamsted	3647	4.43 %	2,049			
Canaan	1080	1.31 %	607			
Colebrook	1361	1.65 %	765			
Harwinton	5484	6.66 %	3,081			
Kent	3019	3.67 %	1,696			
Morris	2256	2.74 %	1,267			
N. Hartford	6658	8.10%	3,740			
Norfolk	1588	1.93%	892			
N. Canaan	3211	3.90 %	1,804			
Salisbury	4194	5.10 %	2,356			
Sharon	2680	3.26 %	1,506			
Torrington	35515	43.17 %	19,952			
Warren	1351	1.64 %	759			
Winchester	10224	12.43 %	5,744			
TOTAL	82268	99.99 %	46,218			