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September 8, 2021
Susan J. Jeanfavre
Assistant Town Clerk

NORTHWESTERN CT TRANSIT DISTRICT

MEETING MINUTES - *Zoom Meeting*
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 3rd 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, 26th. 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.