

## **Westport Transit District Directors' Meeting**

Wednesday, November 14, 2012 - 10:00 AM – Town Hall Lobby

### Minutes

Westport Transit District Directors: Eugene Cederbaum and Jennifer Johnson; Westport Human Services Commission: Lynn Goldberg; and, Norwalk Transit District: Richard Bangs and Nancy Carroll.

### Minutes

The meeting was called to order at 10:00 AM. The minutes of the previous meeting (10/10/12) were reviewed for accuracy and accepted as submitted.

### Public Comment

Ms. Goldberg requested discussion of bus shelters at a future meeting. It was agreed to place this item on the agenda of the February 2013 meeting. Ms. Johnson commented on our need to address safety issues along U.S. Route 1.

### Storm Update and Lessons Learned

Mrs. Carroll reported on Storm Sandy and its impact on Westport Services. She noted that:

- Commuter Shuttle services and After School Shuttles were suspended for five (5) days
- Door-to-door services were suspended for two (2) days
- Evacuations from Canal Park were done at the request of the Westport EOC on the day of the storm
- Service updates were done daily on the Norwalk Transit District website, Westport Now, Westport News and Westport Minuteman.

### Ridership

Mrs. Carroll shared ridership information through October 2012. It was noted that the requested footnotes and explanations were provided.

### Town Budget Preparation

A lengthy discussion regarding the preparation for the Town Budget submission occurred. Beyond the financial data that is required with the submission, the Directors noted that the following needed to be included in the packet to the Town:

- Marketing plan (including actions to date, short term plans and long term plans)
- References to study being overseen by SWRPA and an update
- CTC draft interim report
- Vehicle utilization during Storm Sandy
- Cost benefit to being part of coordinated regional vehicle pool

The Directors will review the packet prepared by the Norwalk Transit District, make recommendations on any additional materials needed or modify the documents prepared. The actual submission to the Town will come from the Directors.

### Marketing

Further brainstorming was done on marketing. Ms. Johnson stated she was working on a landing page. In addition, the need for an information kiosk at the rail station should be highlighted, as well as bus stop signs on routes.

Mrs. Carroll shared a draft letterhead that would be used by the Directors. Mr. Cederbaum made suggestions on changes which will be presented at next meeting.

### Other Business

Discussion of the CTC draft interim report occurred. The Directors agreed that the suggestions presented by the CTC would be reviewed by the Norwalk Transit District and they would prepare comments for the Directors. The Directors would then communicate with the CTC.

Ms. Johnson stated we should look at a prioritized wish list, offer some guidance and look at next steps.

There being no further business, the meeting was adjourned at 11:05 AM.

Respectfully submitted,  
Nancy Carroll, Chief Operating Officer  
Norwalk Transit District