

Westport Transit District Directors' Meeting Minutes

Tuesday, March 12, 2013 - 10:00 AM – Westport Town Hall – Room 201A

Attending

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

Minutes

The meeting was called to order at 10:15 AM. The minutes of the previous three meetings (12/12/12; 1/9/13; and, 2/13/13) were reviewed for accuracy and were accepted as submitted.

Ms. Johnson indicated that a link to the minutes will be placed on the new website.

Public Comment

Ms. Goldberg reported that Teresa Giegenback was no longer with the Human Services Department. In her role with the Department she served as a liaison with ITN and CTC. She encouraged the Directors and Norwalk Transit District to maintain a relationship with Human Services and ITN so transportation continued to be coordinated.

Ms. Goldberg also reaffirmed the need for bus shelters along U.S. Route 1 and hoped that the Directors would continue to advocate for this amenity. Ms. Johnson spoke to the safety issues along this road and the study that the State is doing. Mr. Cederbaum said the Directors would write a letter to the CTC and ask them to consider this issue.

Town Budget Preparation

Dates for upcoming meetings were shared:

March 19, 2013 at 7:30 pm – Special Meeting of the Board of Finance

(March 20th, if needed)

April 10, 2013 – Restoration Request

The Norwalk Transit District requested the Westport Transit District Directors be placed on the distribution list with the Finance Department. This would ensure timely notification of meetings and the submission of information.

Marketing Status

Ms. Johnson reported that the \$3000 requested for immediate marketing efforts was granted. The design of the billboards at the rail station was reviewed. Jim Ross of the CTC joined the discussion by telephone. Consensus was reached on the design. The goal is to have the billboards in place by April 1st, to coincide with the dedication of the alternate fuel station.

Ms. Johnson requested the updating of the Westport Commuter Shuttle map on the Norwalk Transit District website.

Other marketing issues included:

- Norwalk Transit District responding to emails and copying the Directors

- Including “Email Comments from the Public” as a standing item of the agenda
- Getting cost proposal for a separate telephone number for Westport Transit District and establishing a Westport Auto Attendant message that would route new users to the correct department at Norwalk Transit District for information
- Provide a monthly update to the Directors on any information that is requested of the Norwalk Transit District for the Westport Bus or Rail Parking Studies.

Ridership

Mrs. Carroll noted that the Blizzard in February had a significant impact on ridership, as Metro North services were suspended for a period of time. Ms. Johnson noted the need for header/footer on all documents.

Municipal Dial-A-Ride Grant

Mrs. Carroll reported that Norwalk Transit staff was working on the application with the Westport Department of Human Services as in past years. The application would be submitted on time. Ms. Johnson requested that the Directors receive a copy of the application when submitted.

Other Business

Both Directors asked for a list of items requested by the BOF. It was noted that the Bus Study would address some of these items. Also, the Directors would request that the scope be expanded to include new areas of concern noted by BOF.

There being no further business, the meeting was adjourned at 12:00 Noon.

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