



NORTHWESTERN CT TRANSIT DISTRICT
281 CHURCH STREET, TORRINGTON, CT 06790
860-489-2535

**BOARD OF DIRECTORS'
MEETING
February 12, 2024
8:30 am
Via Zoom**

Present: Michael Criss, Dan Farley, Elinor Carbone, Tom Weik, Greg Lacava, Ruth Epstein, Candy Perez, Matt Riiska, Brian Kalosky, Barbara Kalosky,

Regrets: Ray Pech, Michael Levensgood

Recording Secretary: Jessica Tanner

The Meeting was called to order at 8:30 am by First Selectman Michael Criss

Approval of Minutes of January 8th, 2024

Motion to approve January 8th, 2024 minutes (Hktuv'Ugrgevo cp'Matt Riiska/ First Selectman Greg Lacava)
All in favor, Motion Passes *8-0-0+

New Building Update

Discussion ensued. No motions were made, no votes were taken.

Committee updates

Motion to approve Cash Handling Policy and Fare Change Policy (Mayor Elinor Carbone / First Selectman Tom Weik)
All in favor, Motion Passes (8-0-0)

Financial update

Discussion Ensued. No Motions were made, no votes were taken.

Tom Partalas - Audited Financials

Motion to approve FY23 audit draft (Mayor Elinor Carbone / Treasurer Dan Farley)
All in favor, Motion Passes (8-0-0)

Pilot Program

Discussion ensued. No motions were made, no votes were taken.

Appointments & Resignations, Other Business

Motion to adjourn at 9:37 (First Selectman Tom Weik / Mayor Elinor Carbone)
All in favor, Motion Passes (8-0-0)

Respectfully submitted by Jessica Tanner

02/15/2024

Jessica Tanner

NWCTD Cash Handling Policy

Yard service collects all cash from fare boxes in the evening as buses arrive at the end of each shift.

All cash is put in respective route money bags and dropped in the locked drop box window.

The following morning, cash is counted and matched to the drivers manifests and spreadsheet log.

Cash is then immediately taken to the bank for deposit.

Deposit slip is recorded daily in Quickbooks.

NWCTD Fare Change Policy

The executive director will contact the Board Chairman to discuss the reasoning for fare rate changes.

The Chairman will bring the topic to the Board of Directors at the next meeting OR call a special meeting, if necessary.

The board will vote to approve any changes to the fare rates.

If approved, the executive director will send a letter to the Transportation Planner side to the District for CT DOT. The letter will contain the details of the fare change.

Any comments provided by DOT, if any, will be brought back to the Board of Directors and the process will be repeated.