



**TRANSIT COMMISSION MEETING MINUTES
MONDAY, SEPTEMBER 23, 2024 AT 5:00 PM**

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Tom Hahn, David Applegarth and Laurie Grosenick. Absent was Ald. Schmid. Also in attendance was City Clerk Megan Dunneisen.

1. CALL TO ORDER - Chair Hahn called the meeting to order at 5:00pm.
2. REVIEW & APPROVE MINUTES
 - A. Grosenick made a motion to approve the Transit Commission minutes from July 22, 2024, seconded by Bainbridge and carried by unanimous voice vote.
3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT - None
4. BUSINESS:
 - A. Discuss: Procurement update – Dunneisen gave an update on the 3rd transit van procurement. Waiting on DOT approval and lettering.
 - B. Grosenick made a motion to approve the 2025 Exercise of Option Year 5 with Passenger Transit Inc., seconded by Applegarth and carried by unanimous voice vote. 2025 rate will be at \$33.24 with 29900 contracted hours.
 - C. Grosenick made a motion to Enter into One-Year contract with Passenger Transit Inc for Shared-Ride Taxi Service seconded by Applegarth and carried by unanimous voice vote
 - D. Grosenick made a motion to Enter into lease with Passenger Transit Inc for Shared-Ride Taxi Service Vehicles seconded by Applegarth and carried by unanimous voice vote
 - E. Bainbridge made a motion to approve applying for Capital Grant from Department of Transportation for Fleet purchases for Shared-Ride - Purchase of 1 ADA Rear Load Minivan seconded by Grosenick and carried by unanimous voice vote.
 - F. Applegarth made a motion to approve Applying for Operating Grant from Department of Transportation for Shared-Ride Taxi Service, seconded by Bainbridge and carried by unanimous voice vote.
5. SET NEXT MEETING DATE – November 18, 2024, at 5:00pm
6. ADJOURNMENT Bainbridge made a motion to adjourn at 5:18pm, seconded by Grosenick and carried by unanimous voice vote.

Respectfully submitted,
Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the office of the Finance Department