



## **TRANSIT COMMISSION MEETING MINUTES**

**MONDAY, JULY 22 , 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 minutes from May 20, 2024, seconded by Applegarth and carried by unanimous voice vote.
3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT – none
4. REVIEW RIDERSHIP / FINANCIAL STATISTICS
  - A. Taxi Stats 2024 QTR 2 were presented.
5. BUSINESS:
  - A. Update: Watertown Transit Manager Retirement – Candy Higgins started on July 10<sup>th</sup>. Hoping to attend September's meeting to be introduced.
  - B. Update: Procurement of 3rd Transit Van – Third van was delivered today – paperwork to be started to get is on the road.
  - C. Review and take action: Taxi lettering design – options provided – Passenger Transit made a suggestion of Public Transit being in the name. Dunneisen to check in with DOT and City.
6. REVIEW CITIZEN COMMUNICATIONS AND REPORTS
  - A. Quarterly Driver Report - No Updates
  - B. Quarterly Vehicle Maintenance Report was presented.
  - C. Complaint Log – no complaints received.
7. SET NEXT MEETING DATE – September 23, 2024, at 5pm.
8. ADJOURNMENT - Grosenick made a motion to adjourn the meeting at 5:20pm, seconded by Applegarth 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