



MINUTES

Greater Waterbury Transit District (GWTD)

NVCOG Conference Room

49 Leavenworth Street, 3rd Floor

Waterbury, CT 06702

10:00am, Tuesday, December 12, 2017

Directors In Attendance: Dorothy Hoff (Naugatuck), Dawn Grenier (Thomaston), Danessa Marshall (Waterbury), Gwen Canada (Waterbury), Maritza Acosta (Waterbury), Lisa Carew (Watertown), Mary Morrone (Wolcott)

Others Attending: April Chaplin (Kennedy Center), Patricia Bauer (NVCOG), Benjamin Muller (NVCOG)

The meeting opened at 11:15am.

1. **Roll Call, Introductions, and Public Comment:** At roll call eleven (6) voting GWTD Directors were in attendance, representing five (5) Members and 46.3% of the total votes, meeting quorum by Member Representation.
2. **GWTD Administrative Items, Approval of Minutes, and Chair's Report:**
 - a. Approval of the 9/12/17 Minutes
 - i. **Motion made by Dorothy Hoff, seconded by Dawn Grenier**
 - ii. **Vote passes by affirmation**
 - b. Approval of the FY2018 Budget
 - i. Ben Muller of NVCOG distributed a draft budget outlining income and expenses for the remainder of FY2018. There is a projected budget deficit due to Thomaston applying separately for the Municipal Grant Program that will need to be addressed by the next fiscal year's budget.
 - ii. **Motion to approve the budget for the remainder of FY2018 made by Lisa Carew, seconded by Danessa Marshall**
 - iii. **Vote passes by affirmation**
 - c. Approval of the 2018 Meeting Schedule
 - i. Proposed meeting schedules for Tuesdays before or after the close of quarter were presented, along with proposals for Executive Committee meeting schedules. Several Directors have conflicts for Tuesdays around quarter ends, so it was decided to shift meetings to Wednesdays. Directors wanted to have the Executive Committee meetings on the same days as regular meetings.
 - ii. **Motion to set quarterly meetings for 10:00 am on the second Wednesdays after the end of each quarter, and quarterly Executive Committee meetings for 9:30 am on the same days made by Lisa Carew, seconded by Dawn Grenier**
 - iii. **Vote passes by affirmation**
 - iv. Note: Dorothy Hoff of Naugatuck had to vacate the meeting. Maritza Acosta, the new representative from Waterbury, entered the meeting. This shifts attendance to 50.9% of the total votes, meeting quorum.
3. **Northeast Transportation Update:** Ridership on all services has held steady so far this fiscal year. Paratransit services system-wide have served around 7,000 trips each month. Wolcott remains a heavy user of the Non-ADA system.

4. **Website Update:** Ben Muller of NVCOG has been making updates to the draft website based on notes from multiple Members and from NET. Any additional changes should be sent ASAP to Ben Muller at bmuller@nvcogct.org.
 - a. **Motion to launch the website in the new year made by Lisa Carew, seconded by Dawn Grenier.**
 - b. **Vote passes by affirmation**

5. **Election of Officers:** Since the previous meeting, the Secretary has resigned due to a conflict of interest. Due to the current transition, it was decided to leave the position open until the next meeting, and to maintain the current seated officers.
 - a. **Motion to maintain current seated officers made by Dawn Grenier, seconded by Danessa Marshall**
 - b. **Vote passes by affirmation**

6. **Driver Training Opportunities:** April Chaplin, the regional Mobility Manager, spoke about free driver training opportunities offered by the Kennedy Center. These trainings would educate drivers on assisting senior and disabled riders safely and with sensitivity.

7. **Open Discussion:**
 - a. Future Meeting ideas include having a meeting at NET's new headquarters once completed, including a tour.
 - b. **Motion submit a letter to legislators regarding the transportation budget proposals made by Lisa Carew, seconded by Danessa Marshall.**
 - i. **Vote passes by affirmation**

8. **Next Meeting Date:** March 14, 2018, 10 am, at the Naugatuck Valley Council of Governments.

9. **Adjournment:**
 - a. **Motion to adjourn the meeting made by Lisa Carew, seconded by Danessa Marshall.**
 - i. **Vote passes by affirmation**

Respectfully submitted by
Benjamin Muller, NVCOG