NOTES
Greater Waterbury Transit District (GWTD)
NVCOG Conference Room
49 Leavenworth Street, 3rd Floor
Waterbury, CT 06702
10:00am, Tuesday, September 12, 2018

Directors in Attendance: Aleta Looker (Cheshire), Dorothy Hoff (Naugatuck), Lisa Carew (Watertown)
Others Attending: Patricia Bauer (NVCOG), Christian Meyer (NVCOG), Benjamin Muller (NVCOG), Maria Vaccarelli (North East Transportation)

The meeting did not achieve a quorum.

1. Roll Call and Public Comment: At roll call three (3) voting GWTD Directors were in attendance, representing three (3) Members and 20.8% of the total votes, not meeting quorum.

2. GWTD Administrative Items:
   a. Approval of the 06/13/17 Minutes (tabled)
   b. Correspondence
      i. There were multiple calls from residents seeking ride information. Calls were forwarded to April Chaplin, the regional Mobility Manager.
      ii. There is a required form for the City of Waterbury Finance Department that was sent to a previous Chair of GWTD. NVCOG staff are working with the City to update their records.
   c. NVCOG Staffing Update
      i. Benjamin Muller is moving on from his position with NVCOG. Administration of GWTD will be managed by Christian Meyer at NVCOG until a replacement is hired.
   d. Website Update
      i. NVCOG’s website troubles extended to the GWTD website, www.gwtd.org, as they were hosted on the same server. The website was replaced with a placeholder until it could be reconstructed on a new, more secure location. The new website will be backed up regularly to enable quicker recovery, and is equipped with SSL certificates to ensure safe browsing.
   e. Ridership Report
      i. Ridership is holding relatively steady, and no-shows are not increasing. Prospect’s use of the Dial-A-Ride continues to rise. NVCOG will work to fill Prospect’s vacancy by the next meeting.
   f. Financial Report
      i. All outstanding bills from FY18 have been paid, thanks to delivery of the Municipal Grant Program funds by CTDOT. All Member municipalities have paid dues and their respective Non-ADA Matches.

3. Driver and Administrator Training Discussion: April Chaplin has been working with CTDOT to identify Title VI training for 5310 administrators. A free training is available should there be interest. Due to low attendance, NVCOG will reach out to representatives directly to identify
support for training.

4. 5310 Reporting Check-In: The desktop audits for 5310 recipients Watertown and Middlebury are complete or nearly complete. There is support for a more regional process to allow 5310 recipients to use pre-approved materials developed through GWTD. There is potential for a different arrangement of ownership for 5310 vehicles in the future, which would streamline this process for municipalities, but that would need to be examined closely.

5. Open Discussion

6. Next Meeting Date: December 12th, 2018, 10:00am

7. Adjournment

Respectfully submitted by
Benjamin Muller, NVCOG