



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