



## MINUTES

### Greater Waterbury Transit District (GWTD)

NVCOG Conference Room  
49 Leavenworth Street, 3<sup>rd</sup> Floor  
Waterbury, CT 06702  
10:00am, Tuesday, June 13, 2018

**Directors In Attendance:** Dorothy Hoff (Naugatuck), Gwen Canada (Waterbury), JoAnn Cappelletti (Middlebury), Lisa Carew (Watertown), Maritza Acosta (Waterbury), Stephanie Ferrall (Cheshire)  
**Others Attending:** Patricia Bauer (NVCOG), Benjamin Muller (NVCOG)

The meeting opened at 10:15am.

1. **Roll Call and Public Comment:** At roll call six (6) voting GWTD Directors were in attendance, representing five (5) Members and 45.3% of the total votes, meeting quorum by Member Representation.
2. **GWTD Administrative Items:**
  - a. Approval of the 12/12/17 Minutes
    - i. **Motion made by Lisa Carew, seconded by Maritza Acosta**
    - ii. **Vote passes by affirmation**
  - b. Approval of website domain renewal for \$35
    - i. **Motion made by Lisa Carew, seconded by Maritza Acosta**
    - ii. **Vote passes by affirmation**
  - c. Correspondence
    - i. There were two letters addressed to GWTD since the previous Board Meeting, both requesting transit schedules. Requests were filled by North East Transportation. There was one census request for information.
  - d. Website Update
    - i. Ben Muller of NVCOG notified the GWTD Board of the updated website: gwtd.org. There has been activity on the new site, including direct contact from riders. The URL display will be adjusted when time permits. The calendar includes limited service hours and GWTD meetings. Dorothy Hoff recommended the calendar also include special events that adjust transit schedules, such as road races. Any calendar items, updates, or edits should be sent to Ben Muller of NVCOG.
  - e. CACT Membership Renewal
    - i. Ben Muller of NVCOG updated the Board on CACT activities, and the cost of membership (\$145). The Board expressed an interest in rejoining the organization.
    - ii. **Motion to submit application materials to CACT, and to amend the FY19 budget to include CACT Membership made by JoAnn Cappelletti, seconded by Maritza Acosta**
    - iii. **Vote passes by affirmation**
3. **Northeast Transportation Update:** Ridership on most services has held steady this fiscal year. Prospect, Wolcott, and Watertown have seen increases in use of the Dial-A-Ride and Non-ADA

Services. Non-ADA ridership for Naugatuck is reported as ADA ridership. Thomaston no longer participates in the Dial-A-Ride, but does participate in the Non-ADA service.

4. **Northeast Transportation Dial-A-Ride Contract Adjustments:** Due to Thomaston's withdrawal from the Dial-A-Ride service, the Thomaston van operating on Thursdays is unable to be fully funded for FY19. This van had been used jointly by Thomaston and Waterbury while Thomaston participated, and functioned as a second Waterbury van on Thursdays upon Thomaston's exit. Because Thomaston's ridership was relatively low, a large number of Waterbury riders (35-40 per month) were using the Thomaston van through recent years. NVCOG has notified the Mayor of Waterbury of the upcoming proposed service reduction, and has discussed the potential for amending the Dial-A-Ride contract mid-year to preserve the service if the financial situation changes.
  - i. **Motion to permit NVCOG staff to negotiate and Stephanie Ferrall to sign a reduced NET contract for the current value of the Municipal Grant Program, with the elimination of the Thomaston van in January of 2019 made by Lisa Carew, seconded by JoAnn Cappelletti**
  - ii. **Vote passes by affirmation**
  
5. **GWTD FY2019 Budget:** Ben Muller of NVCOG presented a draft budget for FY19. The budget adds a line item for the website domain and removes Thomaston's Municipal Grant Program contribution. It also includes the updated Non-ADA Match, using a \$1.75 match due to fare increases. The Non-ADA Match is less for most Members than in previous years.
  - a. GWTD Directors discussed the potential for reducing municipal dues across the board in light of NVCOG's status as Transit Director. The additional administrative funds may be useful for advertising, raising awareness of transit opportunities, expanding shared administrative services for municipal senior shuttles, but it is unclear whether GWTD would actively use these funds. Funds may also be useful for matches on federal and state grants.
    - i. **Motion to approve the proposed budget, with the addition of a line item for CACT, and provided the Board reexamine municipal dues in FY20 made by Dorothy Hoff, seconded by Lisa Carew.**
    - ii. **Vote passes by affirmation**
  
6. **State Transportation Grants**
  - a. The Municipal Grant Program has been submitted for FY19. FY18's funds have been disbursed, according to the program manager at CTDOT. We are waiting to see the funds in our accounts before directing NET's invoices to be paid for the fiscal year. This is unacceptably late, and NVCOG will work to ensure FY19's disbursement moves more smoothly.
  - b. Lisa Carew and JoAnn Cappelletti shared their experiences with the state's new Section 5310 review process. CTDOT is shifting the majority of its in-person reviews of municipal 5310-funded vans to a form, and have incorporated Title VI and other civil rights reviews from OPM. The review is extremely detailed, and the civil rights requirements are particularly detailed and cumbersome.
    - i. NVCOG developed updated civil rights documents in the wake of their FTA review, and CTDOT is likely responding to similar FTA exhortations to improve Title VI compliance. Should Members need assistance with these compliance efforts, Ben Muller of NVCOG is available.
    - ii. NVCOG will look into developing standard materials and templates for municipalities where feasible.

7. **Transportation Resource Guide:** April Chaplin, the regional mobility manager, has completed an update of the Transportation Resource Guide. GWTD Directors will receive a copy via email.
8. **Open Discussion:**
  - a. GWTD Directors expressed support for a regional Coordinated Health and Human Services Plan to coordinate the 5310 program and other public financing for public transit in the region.
  - b. GWTD Directors expressed interest in a presentation on driver training opportunities. NVCOG staff will look for speakers to present on the topic.
9. **Next Meeting Date:** September 12<sup>th</sup>, 2018, 10 am, at the Naugatuck Valley Council of Governments.
10. **Adjournment**

Respectfully submitted by  
Benjamin Muller, NVCOG