



MINUTES

Greater Waterbury Transit District (GWTD)

10:00am, Wednesday, December 12, 2018

Directors in Attendance: Stephanie Ferrall, Aleta Looker (By phone), JoAnn Cappelletti, Dorothy Hoff, Danessa Marshall, Maritza Costa, Lisa Carew, Mary Morrone

Others Attending: Patricia Bauer, April Chaplin, Christian Meyer

1. Commencement of Meeting

- The meeting was called at 10:04 by GWTD Chair, Stephanie Ferrall.
- Public Comment
 - Stephanie Ferrall stated that the public seems to be contacting her less often. She has the impression that this is a direct result of the information available on the GWTD website and the 211 information hotline.
 - April Chaplin asked what responsibilities the local senior bus in Prospect would have to pick up an individual with disabilities. The directors shared their experiences working with their respective transit services. Most expressed the willingness of their programs to assist in these situations, but included that service is limited by hours and the facilities available on the busses to accommodate an individual's disability. Buses purchased with federal funds would require the service be offered to all ADA eligible riders. Additionally, the group suggested that if the rider is younger than 21 years old the municipality is responsible for transit for educational purposes.

2. GWTD Administrative Items

- Approval of the 06/13/18 Minutes

Motion to approve the minutes from the June 13, 2018 meeting.

Motion made by Lisa Carew and Seconded by JoAnn Cappelletti

VOTE: By unanimous vote, the motion passes

Motion to approve the revised 2019 meeting dates as follows: 3/13/2019, 6/12/2019, 9/18/2019, and 12/11/2019

Motion made by Lisa Carew and seconded by Mary Marrone

VOTE: By unanimous vote, the motion passes

- NVCOG Staff reported that the firm, Levitsky and Berney, which has completed the audits of the transit district in the past, has proposed to complete the financial audit for the fiscal year 2018 at their hourly rate, capped at \$2,500. NVCOG staff consulted the accounting firm that has completed the COG's audits in recent years and were quoted over \$7,000. Given the positive experience the GWTD has had with Levitsky and Berney in the past, staff recommend entering into an agreement to have them complete the financial audit again this year.

Motion to authorize the Chair to enter into an agreement with Levitsky & Berney to complete a financial audit for fiscal year 2018 as presented in the engagement letter dated 11/20/2018

Motion made by Maritza Costa, seconded by Lisa Carew

VOTE: By unanimous vote motion passes

- Correspondence
 - No business this quarter

- NVCOG Staffing Update
 - Ongoing
- Ridership Report
 - Ridership is holding relatively steady, and no-shows are not increasing. Prospect's use of the Dial-A-Ride continues to rise.
 - Questions regarding the rides classified as "shared" were brought up. Shared rides are used to classify when a customer from one community is given a ride on another community's DAR day due to vacancies.
- Financial Report
 - Greater Waterbury Transit District (GWTD) has received all of the town member dues and paratransit match for fiscal year 2019. Northeast Transportation (NET) is due \$80,412 for Dial-a-Ride services and have submitted invoices through October 31, 2018. NET was paid \$17,250 for the Non-ADA ridership for FY2019 with check number 1052 on July 31, 2018. In September Director and Officer coverage was purchased from Great American Insurance for \$1,574, covering the period of October 2018 – October 2019.
 - The Webster checking account balance is \$17,881.24. The People's Bank Dial-a-Ride account has a balance of \$14,102.65. The GWTD has not received any Dial-a-Ride funds for the current fiscal year from the State of Connecticut.
- 3. Open Discussion
 - Aleta Looker requested contact information be updated on all transit district materials, including: addresses, emails, and contact info on agenda. Additionally, she asked the group where contact information can be found for the operators, Northeast Transportation Co., and other transit district stakeholders. Staff reported that many of the numbers are available on the GWTD website; however the NET number is listed under dispatch. NVCOG staff will update the contacts, bylaws and other information included in the directors' packets.
 - The board has requested a tour of the new NET facility, or the possibility of holding a GWTD meeting at the new location.
- 4. Next Meeting Date: March 13th, 2019, 10:00am
- 5. Adjournment
 - Called by Stephanie Ferrall, Chair at 10:55