



## MINUTES

### Greater Waterbury Transit District (GWTD)

10:00am, Wednesday, March 13, 2019

**Directors in Attendance:** Stephanie Ferrall (by phone), Aleta Looker, JoAnn Cappelletti, Dorothy Hoff, Betty Bajek, Danessa Marshall, Gwen Canada, Maritza Acosta (by phone), Lisa Carew (by phone), Mary Morrone

**Others Attending:** Patricia Bauer, April Chaplin, Christian Meyer, Gabriel Filer, Maria Vaccarelli

#### 1. Commencement of Meeting

- The meeting was called at 10:05 by GWTD Vice Chair, Mary Morrone.
- Betty Bajek was introduced as the newest Board member from Prospect.
- Public Comment
  - None

#### 2. GWTD Administrative Items

- Approval of the 12/12/18 Minutes

*Motion to approve the minutes from the December 12, 2018 meeting.*

**Motion** made by Lisa Carew and Seconded by Dorothy Hoff

**VOTE:** By unanimous vote, the motion passes

*Motion to move Item 4 to Item 2*

**Motion** made by Lisa Carew; Seconded by JoAnn Cappelletti

**VOTE:** By unanimous vote, the motion passes

- Gabriel Filer presented the proposed FY 2020 budget for GWTD explaining the cost structure for Non-ADA Match and Municipal Dues. He discussed that the formula for Non-ADA match was based on 6-month ridership figures between July – December 2018. The Municipal Dues were not expected to change. Gabriel also distributed ridership totals and a memo explaining how the formula was created. Christian added that a similar formula was used in previous years.

*Motion to approve the budget for FY 2020 for the GWTD*

**Motion** made by Lisa Carew, seconded by Dorothy Hoff

**VOTE:** By unanimous vote motion passes

- Gabriel Filer mentioned that he created a sign-in sheet for this meeting because he intends on updating everyone's contact information. Mary encouraged Gabriel to follow-up with Stephanie, Lisa, and Martiza for their updated contact information.
- Gabriel Filer shared a document containing a list of communities within GWTD that have sent in their most recent appointment letters. Gabriel needs appointment letters from several communities. Christian Meyer asked Gabriel if they could examine changing the bylaws to see if appointment letters can only be required for a first-time appointment.
- Gabriel Filer discussed the Executive Summary that he was working on for GWTD. This document contains information about services operated by GWTD such as paratransit and Dial-A-Ride. He asked members to please provide input and feedback on this matter. Gabriel mentioned this was a document that would change frequently over a period of time.
- Christian Meyer mentioned the upcoming CACT Membership Renewal and Financial Audit.

#### 3. Northeast Transportation Update

- Maria Vaccarelli mentioned that Northeast Transportation moved into a new building located at the old Watertown Drive-In located on 761 Frost Bridge in Watertown. The board has requested a tour of the new NET facility, or the possibility of holding a GWTD meeting at the new location. One concern about moving meetings to that venue was the lack of public transit accessibility.
4. State Transportation Grants
    - Municipal Grant Program
      - Gabriel Filer mentioned that he spoke with officials from the CT DOT about the upcoming grant cycle. He notified the Board that the allocation for municipalities should not change, however the application would be completed by NVCOG. He and Christian are still waiting to hear from CT DOT for more detailed logistics.
    - Section 5310 Update
      - Gabriel mentioned that the grant application for the Section 5310 program is due on April 12 at 4pm. Copies of the application must be submitted to both CT DOT and NVCOG. He offered technical assistance to any municipality that needed assistance completing the grant application.
  5. Open Discussion
    - Christian Meyer invited Gwen Canada to discuss the importance of having general public transit issues be addressed by the GWTD Board. Gwen explained her personal experience having issues with CT Transit and that many bus drivers do not follow the official bus routes assigned to them. One example was that drivers have cut their routes short and avoided picking up riders. Christian mentioned that a separate agenda item regarding public transit complaints should be established at the next meeting.
  6. Next Meeting Date: June 12, 2019 10:00am
  7. Adjournment
    - Called by Mary Morrone, Vice Chair at 10:36