



**MINUTES**  
**Greater Waterbury Transit District (GWTD)**  
10:00am, Wednesday, September 18, 2019

**Directors in Attendance:** Stephanie Ferrall, Aleta Looker, JoAnn Cappelletti, Betty Bajek, Lisa Carew, Mary Morrone

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

1. Commencement of Meeting

- The meeting was called at 10:12 by GWTD Chair, Stephanie Ferrall.
- Public Comment
  - None

2. GWTD Administrative Items

- Approval of the 3/13/19 Minutes

*Motion to approve the minutes from the March 13, 2019 meeting.*

**Motion** made by Mary Morrone and Seconded by Aleta Looker

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

- Gabriel Filer mentioned about the financial update and the start of the new fiscal year which began in July. He spoke about the Municipal Grant Program (MGP) application update with the Connecticut Department of Transportation. Gabriel will start sending the tri-annual reports for MGP in November. He explained that Naugatuck needs to provide additional information on how they allocate certain line items for purchased transportation services. Gabriel has been in touch with Naugatuck's Finance Department and is awaiting a response.
- Gabriel Filer discussed the ridership updates with Non-ADA and Dial-A-Ride. He explained that ridership is up for both programs. Christian mentioned that municipal dues correlate with ridership numbers. Betty stated that Prospect's dues went up this past year.
- Gabriel Filer discussed the upcoming audit for GWTD. He distributed a memo comparing the costs of two different accounting firms to conduct this year's audit. The previous accounting firm, Levitsky & Berney offered to charge \$3,000 increasing their rate by \$500. Clermont & Associates offered to perform the audit for \$2,500. Lisa Carew expressed concern about changing accounting firms. She mentioned the long-standing relationship GWTD has with Levitsky & Berney. Stephanie asked if GWTD has already entered an agreement. Betty asked if it was possible to have Levitsky & Berney match Clermont and Associates' price of \$2,500. Lisa introduced a motion to have the Chair of GWTD enter an agreement for the upcoming annual audit given the fee would not exceed \$3,000.

*Motion to have the Chair enter into an agreement with an accounting firm which would not charge a fee higher than \$3,000.*

**Motion** made by Lisa Carew; Seconded by Mary Morrone

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

- Betty asked why the CT DOT hasn't paid GWTD. Christian responded by saying that the MGP grant is awarded on a reimbursement basis instead of advance payment. In the past North East Transportation has carried high balances before getting paid by the State.
- Gabriel Filer brought up the ongoing vacancies within the GWTD Board. As it stands, Waterbury and Naugatuck have two vacancies each and Thomaston also has a vacancy. He mentioned that he e-mailed Thomaston's First Selectman trying to get a vacancy filled. Mary Morrone

encouraged this issue to get brought up during the next NVCOG regular meeting. She explained that last year this issue was brought up and attendance increased. Lisa suggested bringing this issue up in December after the local elections.

3. Northeast Transportation Update
  - Maria Vaccarelli brought up the issue of clients trying to use ADA services in a Non-ADA region. April Chaplin mentioned how the Kennedy Center is partnering with Lyft to help seniors get around.
4. Community Engagement
  - Naugatuck Street Festival
    - Gabriel spoke about the Naugatuck Street Festival in May. He showed the group a flyer that he created for the event. Mary and Stephanie both mentioned that the phone numbers for Dial-A-Ride need to be updated on the GWTB website. Mary wanted Gabriel to send copies of the flyer to each member of the GWTB Board.
  - Newsletter
    - Gabriel presented NVCOG's new website to the GWTB Board. He showed the area where people can sign up to receive the NVCOG newsletter.
  - Other Events
    - Gabriel asked the Board if there are any upcoming community events that will be happening this season. Betty mentioned that Prospect will be holding its Pumpkin Festival on October 19 and that people should contact Anne in the Mayor's Office to complete the vendor form for this event.
5. Open Discussion
  - Gabriel mentioned that Gwen Canada wanted the GWTB Board to address the issue of fixed-route transit services in the area. Maria Vaccarelli explained that she spoke with Gwen and that Maria told Gwen to contact North East Transportation directly. Mary noted that the GWTB Board doesn't address fixed-route transit since it doesn't fall under their jurisdiction.
  - Maria asked how GWTB determined the amount that Naugatuck would have to pay for the Non-ADA match. Gabriel stated that dues are based on ridership from the previous year. Maria said in the past she would tell riders to contact their local First Selectman's office to ensure their community allocated enough funding for the program.
  - April Chaplin distributed copies of the Northwest Transportation Resource Guide. In addition, April shared booklets showing how other regions document their transportation services. Her organization has been in touch with other agencies regarding funding and printing. She asked if the GWTB Board could set aside money for a new booklet. Lisa said this matter would have to be explored in the coming months once towns start preparing their municipal budgets.
  - Stephanie Ferrall announced her resignation from the Board of Directors effective December 6. She noted that the Town of Cheshire is in search for a new replacement and the individual that will occupy her position will most likely join the Board of Directors. Stephanie thanked everyone for their support during her tenure on the Board.
6. Next Meeting Date: December 11, 2019 10:00am
7. Adjournment
  - Called by Stephanie Ferrall, Chair at 11:15