



## MINUTES

### Greater Waterbury Transit District (GWTD)

10:00am, Wednesday, March 11, 2020

**Directors in Attendance:** Aleta Looker, JoAnn Cappelletti, Betty Bajek, Allyson Bruce, Jacqueline Butler Thomas, Christopher Vega

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

#### 1. Commencement of Meeting

- The meeting was called at 10:07 by NVCOG Transportation Planner, Gabriel Filer.
- Gabriel Filer introduced the new Board members of GWTD, Jacqueline and Christopher. Both were appointed by Mayor O'Leary to represent Waterbury.
- Public Comment
  - None

#### 2. GWTD Administrative Items

- Gabriel Filer discussed the financial update for the third quarter. He noted that the Municipal Grant Program (MGP) grant funds still need to get paid out by CT DOT. Gabriel contacted Aimee Marques last week and mentioned that the CT DOT still needs to approve the grant funds. He also mentioned the annual audit was completed last December and e-mailed copies of the audit to each Board member. Gabriel noted that the audit was clean. Christian explained that the MGP funds are nine months behind and that North East Transportation runs the Dial-A-Ride program and receives a reimbursement check towards July. Christian noted that the Town of Woodbury still hasn't received their MGP funds for the current fiscal year.
- Gabriel mentioned that Stephanie Ferrall resigned from GWTD last December and that the Board is searching for a new Chair. Gabriel mentioned that he is contacting other Board members to see if they are interested in assuming her role. Betty asked what role the Chair serves, Gabriel explained that typical duties include signing checks, executing agreements, and leading meetings. Gabriel also clarified that NVCOG carries out a lot of administrative duties such as grant applications, budgets, and facilitating public meetings. Christian noted that Gabriel will drive out to Board members in the event they needed to sign documents.
- Gabriel discussed that he spoke with Ed Mone, First Selectman of Thomaston asking him to fill the vacancy on GWTD, however Ed has not cooperated on this matter. Gabriel expressed trying to work with Thomaston numerous times. Christian interjected explaining that Thomaston only utilizes Non-ADA services thus their role on the Board has greatly diminished since they assumed full control of their Dial-A-Ride program.

#### 3. Northeast Transportation Update

- Maria Vaccarelli stated that North East Transportation is in the process of piloting a new tablet for drivers. This tablet has a bigger screen and better color resolution so drivers can navigate more easily. The new system included streets not featured in the old computer system. The GPS features are better with this new tablet. Christian asked if there are any issues with cellular service. Maria said no but explained that drivers also have a paper backup so they don't lose any information. Maria explained that NET is preparing for the coronavirus by disinfecting all vans each night.

4. GWTD FY2020 Budget

- Gabriel passed out copies of the budget memo to all the Board members. This memo contains all the fees for Non-ADA Match and Municipal Dues. Christopher Vega asked Christian about having CT Transit offer evening transit passes for people working third shift. Christopher mentioned that having flexible transit options would help people working after hours. Christian explained that NVCOG works with CT Transit and would have Gabriel reach out to CT Transit.
- Gabriel passed around the ridership flyer showing that Non-ADA ridership has increased since last year. He explained that Non-ADA Match is based on six-month ridership figures and that Municipal Dues were unchanged from last year. Allyson Bruce asked Gabriel if Naugatuck will have to increase their Non-ADA match in the middle of the year. Christian said no because the initial funding amount allocated by Naugatuck was not based on previous ridership data. Christian mentioned that having previous ridership data helps GWTD estimate funding amounts more accurately. Christian said that having ridership history helps predict how much money towns need to allocate for Non-ADA Match.

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

**Motion** made by Betty Bajek; Seconded by Aleta Looker

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

Gabriel put forth another motion to approve the meeting minutes from September.

*Motion to approve the minutes from the September 18, 2019 meeting.*

**Motion** made by Betty Bajek; Seconded by Aleta Looker

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

5. Open Discussion

- Christian discussed the Center of Disease Control is launching a grant program focused on active transportation. This grant is administered by Capitol Region Council of Governments. Christian wanted to share this program with the GWTD Board because many projects being funded under this program include bus stops designed for disabled individuals. Another project included decorative crosswalks which could reduce traffic speed and increase visibility. One project occurred along Main Street in Harford – this project resulted in lower traffic speed. This program offers great access to consultants that have worked on traffic calming projects. Christian encouraged people to visit: <https://crcog.org/2020/03/cdcproject/#overviewtab> if they are interested in learning more information.
- Betty asked about having the CT DOT utilize another vendor to purchase mini buses. She noted that the existing Ford mini busses don't run smoothly. Christian mentioned the Section 5310 grant program allows municipalities to purchase new service buses, however many Board members stated that the existing fleet offered by CT DOT was not comfortable for riders. Gabriel noted that the Section 5310 grant application cycle will begin in late March or early April.

6. Next Meeting Date: June 10, 2020 10:00am

7. Adjournment

- Called by Gabriel Filer, Transportation Planner at 10:44