



**MINUTES**  
**Greater Waterbury Transit District (GWTD)**  
10:00am, Wednesday, June 10, 2020

**Directors in Attendance:** Aleta Looker, JoAnn Cappelletti, Betty Bajek, Stefanie Theroux, Jack DeOliveira, Jan Mizeski, Lisa Carew, Mary Morrone

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

1. Commencement of Meeting

- The meeting was called at 10:04 by NVCOG Transportation Planner, Gabriel Filer.
- Gabriel Filer put forth a motion to approve the meeting minutes from March 11. Aleta informed Gabriel that she didn't receive the meeting minutes from March. Gabriel said the meeting minutes were included in an e-mail sent on June 1. Gabriel asked Christian if he could put forth a motion, Christian said that Aleta had the option of abstaining.

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

*Motion to approve the minutes from the March 11, 2020 meeting.*

**Motion** made by JoAnn Cappelletti; Seconded by Mary Morrone

**VOTE:** 7 in favor, 1 abstained; the motion passes

- Public Comment
  - None

2. GWTD Administrative Items

- Gabriel Filer discussed the Financial Update outlining expenditures for the Municipal Grant Program. He noted that GWTD is still awaiting revenues from CT DOT. Trish explained that Aimee Marques hasn't processed the ISP. Gabriel explained the end of the fiscal year was approaching, but that GWTD tried to keep their expenses minimal.
- Gabriel brought up the Ridership Update memo that was sent on June 1. He explained there was a significant decline in ridership for both Non-ADA and Dial-A-Ride due to the coronavirus. Gabriel explained that although services are still being provided, fewer people are using them.
- Gabriel noted that Stephanie Ferrall resigned from GWTD last December and that the Board is searching for a new Chair. Christian asked Gabriel to explain the role of GWTD Chair. Gabriel said the role of Chair is to sign checks, execute agreements, and lead meetings. Gabriel also clarified that NVCOG carries out a lot of administrative duties such as grant applications, budgets, and facilitating public meetings. Trish said that the Board Chair signs checks and oversees the meetings. She also said that checks need two signatures. Betty expressed interest in being the next Chair.

*Motion to nominate Betty Bajek to serve as Chair of GWTD.*

**Motion** made by JoAnn Cappelletti; Seconded by Jan Mizeski

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

- Gabriel noted that North East Transportation (NET) has to enter into an agreement with GWTD each year. This agreement has to get sent to CT DOT. Gabriel asked the Board if it was willing to move forward with a motion to approve the agreement.

*Motion to have the Chair of GWTD enter into an agreement with NET to carry out Dial-A-Ride services.*

**Motion** made by Mary Morrone; Seconded by Betty Bajek

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

3. Northeast Transportation Update
  - Maria Vaccarelli stated that NET is cleaning vehicles daily due to the coronavirus. Plexiglass has been installed to protect drivers. She said that all drivers are equipped with PPE. Initially there was a sharp drop in ridership, but ridership is starting to stabilize. No drivers at NET contracted COVID-19.
4. Section 5310
  - Gabriel mentioned that the Section 5310 grant application is currently open. He discussed the various components of 5310 and mentioned the deadlines for applicants to issue a public notice and submit the actual grant application. The deadline for this program was pushed back due to COVID-19.
5. Open Discussion
  - April asked if Betty's appointment to Chair would cause a vacancy on the Board. Christian Meyer mentioned that no vacancy would occur. April stated that the Kennedy Center is distributing PPE. She is currently working on doing PPE Sales and Mobility for seniors. April discussed all of the products the Kennedy Center is selling. April left her contact info with the Board.
6. Next Meeting Date: September 16, 2020 10:00am
7. Adjournment
  - Called by Gabriel Filer, Transportation Planner at 10:30