



MINUTES

Greater Waterbury Transit District (GWTD)

10:00am, Wednesday, September 16, 2020

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

Others Attending: Patricia Bauer, Gabriel Filer, April Chaplin

1. Commencement of Meeting

- The meeting was called at 10:02 by NVCOG Transportation Planner, Gabriel Filer.
- Gabriel Filer put forth a motion to approve the meeting minutes from June 10.

Motion to approve the minutes from the June 10, 2020 meeting.

Motion made by Lisa Carew; Seconded by JoAnn Cappelletti

VOTE: unanimous in favor; the motion passes

- Public Comment
 - April Chaplin notified that she sent e-mails notifying people that she will be doing in-person events including flu shot clinics and Farmers Market events. She will be doing events in Naugatuck, Watertown, Barkhamsted, and Bethel. Anyone interested in these events is encouraged to contact her.

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. He also noted that Middlebury had to pay their Non-ADA Match while Wolcott and Prospect had to pay their Municipal Dues. Gabriel said that Trish Bauer informed him of those matters while he was compiling the report. Betty asked if Prospect was ever billed. JoAnn agreed to double check with Middlebury's Finance Department to see why GWTD wasn't paid. Mary also said she would double check to see if they had paid their Municipal Dues. Mary noted that the Town of Wolcott changed their Financial software during this period. JoAnn mentioned that she received Middlebury's invoice for Municipal Dues, but not for Non-ADA match. Gabriel agreed to send follow-up e-mails after the meeting.
- Gabriel brought up the Ridership Update memo that was sent on September 2. 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. Lisa mentioned that transit ridership is down across the country. She asked if Gabriel needed a motion and he said no.
- Gabriel put forth a memo regarding the upcoming audit with Levinsky & Berney. He reached out to them in late August asking for a letter of engagement. They agreed to do the audit for \$2,500. Gabriel said the audit would take place between October 26 and December 5.

Motion for Chair to enter into agreement with Levinsky & Berney for upcoming GWTD audit.

Motion made by Lisa Carew; Seconded by Jan Mizeski

VOTE: unanimous in favor; the motion passes

3. Northeast Transportation Update
 - Maria wasn't available to provide an update for North East Transportation (NET).
4. Section 5310
 - Gabriel mentioned that the CT DOT is in the process of reviewing Section 5310 grant applications. Final decisions are expected to be released next month. Southbury withdrew their application unexpectedly. April asked why Southbury withdrew their application. Gabriel said based on his communication with Tammath Rossi, the Town of Southbury is redirecting their financial resources towards other areas and has no intention on purchasing a service bus. April asked if that would impact transportation services, Gabriel wasn't sure.
5. Open Discussion
 - Aleta asked if Gabriel could send an Outlook invite in addition to the formal legal notice containing the Meeting ID and password. Gabriel said we would do that for the next meeting.
 - April suggested copying and pasting the Meeting ID and password into your personal Outlook calendar.
 - Jan asked if Non-ADA match fees would go down due to reduced ridership. Gabriel said that is something NVCOG staff will examine closer to when the budget process starts next March. Jan asked Gabriel how the Municipal Grant Program works, Gabriel said that North East Transportation provides the service but usually doesn't get paid until the end of the year once the CT DOT disperses the grant. Trish summarized that North East Transportation doesn't expect to get paid until NVCOG gets the funds.
 - April asked when North East Transportation will start charging fares again. He told April to reach out to Maria.
6. Next Meeting Date: December 9, 2020 10:00am
7. Adjournment
 - Called by Gabriel Filer, Transportation Planner at 10:18