



## AGENDA

Greater Waterbury Transit District Board Meeting  
Virtual Video Conference Meeting  
March 13, 2024 at 10:00 am

1. Commencement of Meeting (*Betty Bajek*)
  - a. Roll Call
  - b. Public Comment
  - c. Approval of Minutes of the December 13, 2023 Meeting (*motion*)
2. GWTD Administrative Items (*Joanna Rogalski*)
  - a. Financial Update
  - b. Ridership Update
3. GWTD FY2025 Budget (*Joanna Rogalski*)
  - a. Non-ADA match and municipal dues
  - b. Acceptance of GWTD FY 2025 Budget (*motion*)
4. Northeast Transportation Update (*Maria Vacarrelli*)
5. NVCOG Items
  - a. Discussion of Valley Transit District Microtransit Pilot Program (*Joanna Rogalski*)
  - b. Statewide Bus Stop Enhancement Program (*Kevin Ellis*)
6. Open Discussion
7. Adjournment (*motion*)

Called by  
Betty Bajek, Chair

Any member of the public wishing to address the GWTD members at a GWTD virtual meeting should send an email to [info@nvcogct.gov](mailto:info@nvcogct.gov) with the following information:

- Your name, address and any professional affiliation (for the public record)
- Your phone number (only if you are using the phone dial-in option)
- The item number on the agenda you plan to address in your comments

Your information must be received by 4:30 p.m. on the day before the meeting. Because of the need for stable meetings and public security, anyone who does not provide the above information cannot be admitted to our online meetings.

*A language or sign translator can be requested five days in advance of the meeting.  
Un traductor de idiomas puede ser solicitado al menos cinco días previos a una reunión.  
Tłumacza języka lub języka migowego można poprosić pięć dni przed spotkaniem.*



**DRAFT MINUTES**  
**Greater Waterbury Transit District (GWTD)**  
10:00am, December 13, 2023

**Directors in Attendance:** Debbie Bournival, Karen Harvey, Joann Cappelletti, David Keller, Mira Levasseur, Aleta Looker, Mary Morrone, and Stefanie Theroux.

**Others Attending:** Trish Bauer (NVCOG), Rich Donovan (NVCOG), Joanna Rogalski (NVCOG), Meg Haffner (Kennedy Collective)

**1. Commencement of Meeting**

Vice Chair Mary Morrone called the meeting to order at approximately 10 am.

Public Comment – none.

Approval of Minutes of the September 20, 2023 Meeting

Ms. Cappelletti MOVED to approve the minutes of the September 20, 2023 meeting; SECONDED by Ms. Bournival. The motion carried unanimously.

Approval of 2024 Meeting Schedule

Ms. Cappelletti MOVED to approve the meeting schedule for 2024; SECONDED by Ms. Bournival.

**2. Election of Treasurer**

The former Treasurer, Lisa Carew, has resigned. Debbie Bournival has been asked to serve in Lisa's place. There were no nominees from the floor.

Ms. Morrone NOMINATED Debbie Bournival to serve as Treasurer; SECONDED by Mira Levasseur. The motion carried unanimously..

**3. GWTD Administrative Items**

a. Financial Update

Joanna Rogalski reviewed the Financial Update that was included in the meeting packets. She noted that she has contacted Naugatuck and Prospect, and NVCOG staff will visit them this week to try and get the paperwork for the Municipal Grant Program. This is a major source of funding for the Dial-a-Ride Program. The audit is under way.

b. Ridership Update

Dial-a-Ride and non-ADA ridership remains mostly unchanged, and funding should last through the end of the fiscal year.

**4. Northeast Transportation Update**

Maria Vaccarelli will provide an update at the next meeting.

**5. NVCOG Items**

a. Transportation Guide 2023

NVCOG Transportation Planning Director Rich Donovan reviewed the new Transportation Guide. He credited NVCOG Transportation Planner Tayo Olaleye with putting it together as well as drawing the cover artwork himself.

The Naugatuck Valley region has many transit operators in many different modes. This guide is a source of information about them all - in one place. The guide is available on the NVCOG website on the Publications page. It is being prepared for printing. We plan to distribute it to all Town and City Halls, Senior Centers, Libraries, School Districts, Adult Education programs and any other place that would like to have copies. We want to get the guides into the hands of riders of public transit in our region, hopefully in the beginning of January.

The next step will be to translate the guide into a story map that will be available on the NVCOG website. It will be interactive and will help answer questions about how to connect between the different services throughout our region.

Contact Tayo [tolaleye@nvcogct.gov](mailto:tolaleye@nvcogct.gov) or Rich Donovan [rdonovan@nvcogct.gov](mailto:rdonovan@nvcogct.gov) for paper copies or any questions.

b. Waterbury Senior Center Outreach November 6, 2023 (Joanna Rogalski)

On November 6<sup>th</sup>, NVCOG gave a presentation to the Waterbury Senior Center regarding transportation projects, trails, the Naugatuck River Greenway, and the Greater Waterbury Transit District. There was a good turnout, a lot of information was covered and there were a lot of great questions. The seniors commented on scheduling, delays, inter-district transportation, and the cost.

David Keller and Karen Harvey were at that meeting. Karen noted that it was a really good presentation with a lot of good information provided. There was a question regarding the calls to CT Transit and the waiting time. She would like this board to stay on top of that and address the wait time, how to reserve the van, etc. and see how we can increase membership.

David Keller agreed that it was a great presentation, and the presenters were fully engaged with the audience. He would like to see follow up with that event as well. Maybe come back again with answers on how to do Dial-a-Ride, for instance. Having Maria there to clarify the reasons for the wait times was great and she talked to the clients about navigating it.

Mira Lavasseur thanked everyone for coming to the Senior Center and presenting. She feels it would be beneficial to compile a survey to see the needs of the seniors and find out what their questions are. How can we educate them more in the future? She also noted that Waterbury seniors are the most vulnerable financially – and it may be beneficial to hold this presentation at some of the other Senior Centers in the City. Ms. Harvey agreed.

**6. Open Discussion**

Ms. Harvey discussed the transition from the old senior shuttle (Curtin) to the new (Ambassador). She is hearing that the customer service is great from the seniors she spoke with from the Hispanic community and the Mount Olive Center. They are pleased with the updated equipment used by Ambassador, and the drivers are great. There are still issues regarding accessibility – they have new vans, but they’re difficult to get into.

[Ms. Harvey’s comments became inaudible at this point.]

Mira Lavasseur will put Ms. Harvey in touch with Nancy and Chris from Community Development who oversee the Senior Shuttle. She feels this is valuable feedback that they need to hear.

**7. Adjournment**

Ms. Morrone MOVED to adjourn; SECONDED by Ms. Cappelletti. The motion carried unanimously.

Next Meeting Date

The next meeting will take place on March 13, 2024.

Respectfully submitted,



Patricia Bruder, Executive Administrative Clerk  
Naugatuck Valley Council of Governments



## Financial Update – March 2024

July 2023 through February 2024

### Revenues

Local Revenue (Municipal Dues)	\$5,800
Local Revenue (Non-ADA Match)	\$14,000
Municipal Grant Program*	\$212,190
<b>Total Revenues</b>	<b>\$231,990</b>

### Expenses

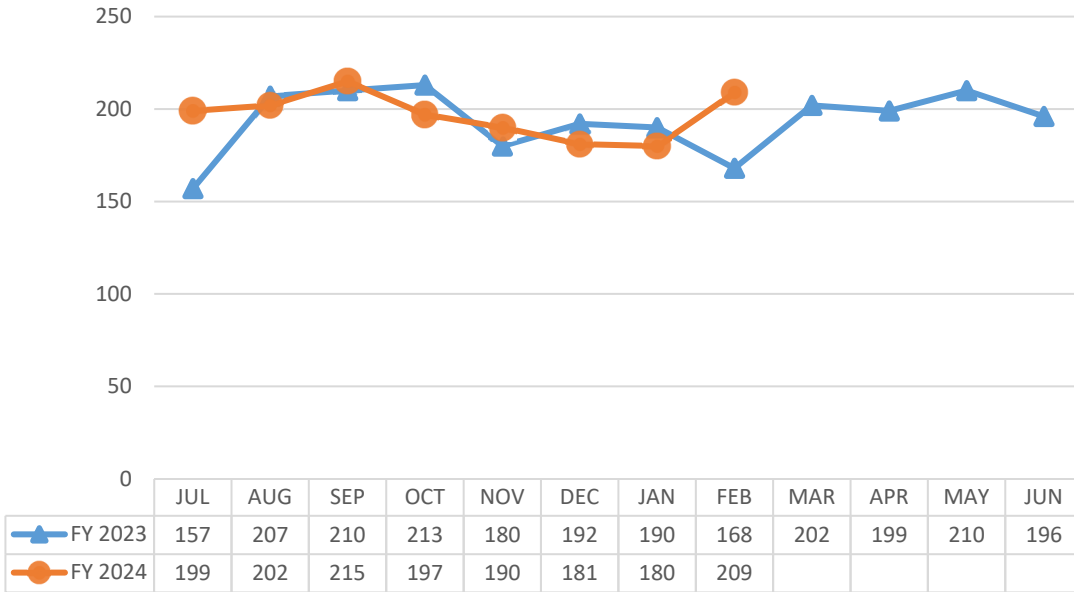
North East Transportation	\$154,936
Liability Insurance	\$1,441
Financial Audit	\$1,250
Bank Service Charges	\$12.00
Misc – Expenses	\$250.00
<b>Total Expenses</b>	<b>\$157,889</b>

\*Pending CT DOT approval – anticipated income

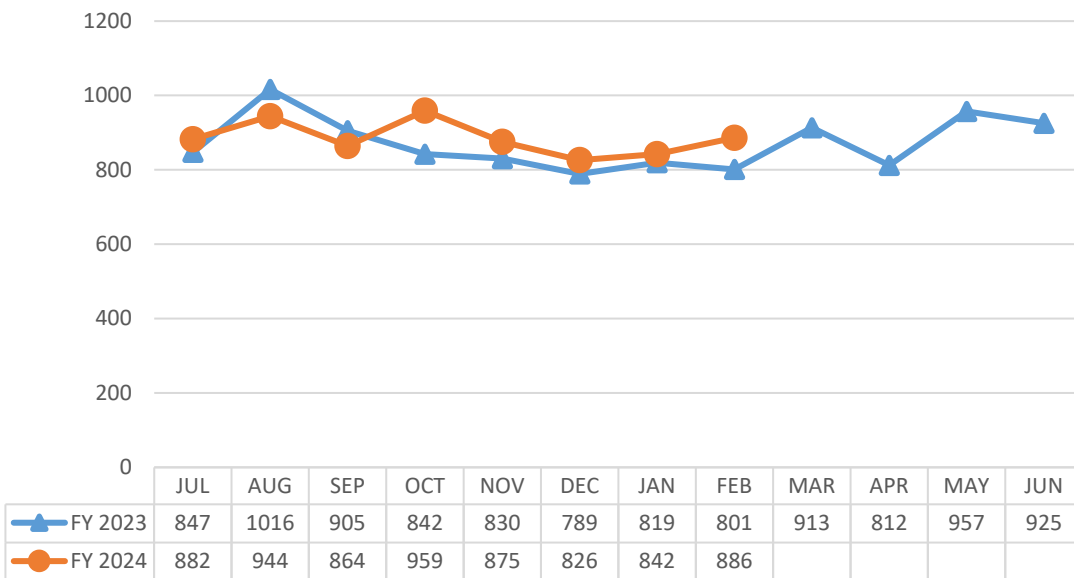


**Ridership Update – March 2024 Meeting**

**Dial-A-Ride Ridership FY 2023 vs. FY 2024**

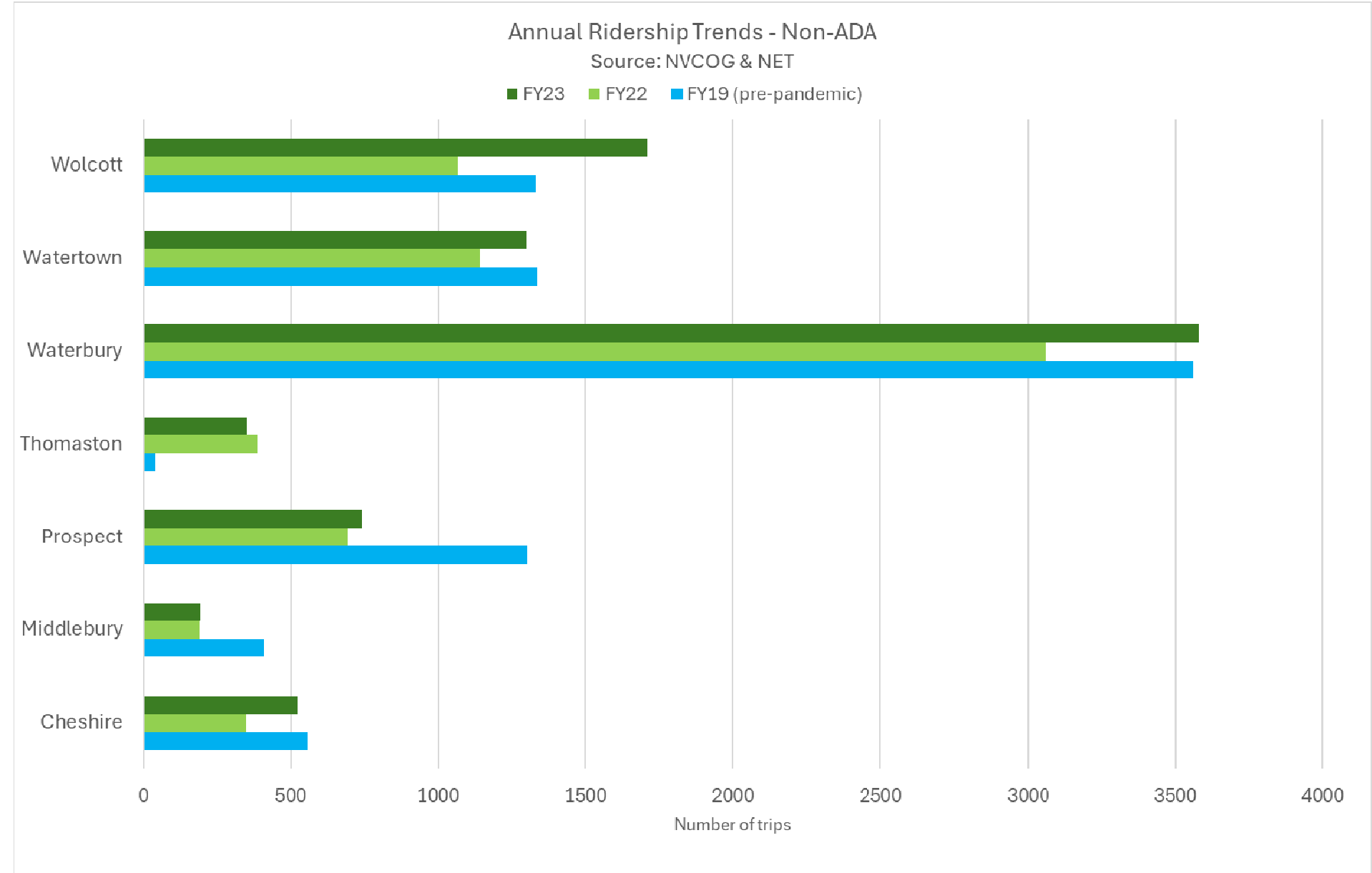


**Non-ADA Ridership FY 2023 vs. FY 2024**



GWTD Master Budget FY2025

Income	Annual
<b>Carryover FY23</b>	<b>\$ 74,105.00</b>
Municipal Grant Program - Cheshire	\$ 37,396.00
Municipal Grant Program - Middlebury	\$ 15,329.00
Municipal Grant Program - Naugatuck	\$ 27,571.00
Municipal Grant Program - Prospect	\$ 14,227.00
Municipal Grant Program - Waterbury	\$ 81,596.00
Municipal Grant Program - Watertown	\$ 32,982.00
Municipal Grant Program - Wolcott	\$ 22,380.00
Municipal Dues - Cheshire	\$ 664.00
Municipal Dues - Middlebury	\$ 172.00
Municipal Dues - Naugatuck	\$ 724.00
Municipal Dues - Prospect	\$ 213.00
Municipal Dues - Southbury	\$ 452.00
Municipal Dues - Thomaston	\$ 179.00
Municipal Dues - Waterbury	\$ 2,506.00
Municipal Dues - Watertown	\$ 511.00
Municipal Dues - Wolcott	\$ 379.00
Non-ADA Match - Cheshire	\$ 625.00
Non-ADA Match - Middlebury	\$ 250.00
Non-ADA Match - Naugatuck*	\$ -
Non-ADA Match - Prospect	\$ 625.00
Non-ADA Match - Thomaston	\$ 625.00
Non-ADA Match - Waterbury	\$ 4,750.00
Non-ADA Match - Watertown	\$ 1,500.00
Non-ADA Match - Wolcott	\$ 1,625.00
<b>Total</b>	<b>\$ 321,386.00</b>
Expenses	Annual
Non-ADA Match	\$ 10,000.00
Dial-A-Ride	\$ 211,584.00
Management Fees	\$ 7,800.00
Liability Insurance	\$ 2,000.00
Financial Audit	\$ 2,500.00
CACT Membership	\$ 125.00
Contingency	\$ 200.00
Website	\$ 228.00
Marketing	\$ 5,000.00
Printing**	\$ 1,100.00
<b>Total</b>	<b>\$ 240,537.00</b>
Change in Net Position	
<b>Total</b>	<b>\$ 80,849.00</b>



Notes: \*Naugatuck does not match fare    \*\* Based on Staples printing and folding estimate for 500 copies multiplied by 2 - quoted for Feb 28, 2024

*Municipal dues same as FY24 - based on population percentage multiplied by 5800*

CACT - CT Assn for Community Transportation

Note: Dial-A-Ride 2017 total is the maximum allowed under the GWTD NET Subsidy Addendum to the NET Dial-A-Ride Agreement. - IE Municipal Grant Program funds = \$231,481.00