



AGENDA

Greater Waterbury Transit District Board Meeting
Virtual Video Conference Meeting
September 11, 2024 at 10:00 am

1. Commencement of Meeting (*Betty Bajek*)
 - a. Roll Call
 - b. Public Comment
 - c. Approval of Minutes of the June 12, 2024 Meeting (*motion*)
2. Election of Officers (Betty Bajek) (*motion*)
3. GWTD Administrative Items (*Kevin Ellis*)
 - a. Financial Update
 - b. Ridership Update
4. Northeast Transportation Update (*Maria Vaccarelli*)
5. August 18th Flood Response (*Richard Donovan*)
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 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 reunion.
Tłumacza języka lub języka migowego można poprosić pięć dni przed spotkaniem.*



MINUTES

Greater Waterbury Transit District Board Meeting
Virtual Video Conference Meeting - June 12, 2024 at 10:00 am

The meeting was called to order at 10:10 am by Mary Morrone. The Pledge of Allegiance was recited, and roll called.

Attending: Patricia Bruder, Desira Blanchard, Debbie Bournival, Jo Ann Cappelletti, Richard Donovan, Jane Dunbar (DOT), Kevin Ellis, Meg Haffner (The Kennedy Collective), Karen Harvey, Mira Levasseur, Aleta Looker, Mary Morrone, Eytayo Olaleye, Stefanie Theroux.

Public Comment

None.

Approval of Minutes

Jo Ann Cappelletti MOVED to approve the minutes of the March 13, 2024 meeting; SECONDED by Deborah Bournival. Motion carried unanimously.

Election of Officers

The current membership has not yet expressed any interest in remaining or becoming an officer of the board. The members present were unsure of the terms of the current officers. It was suggested to table the vote until more members are present to volunteer or discuss.

Richard Donovan noted that according to the list of existing terms, Betty's is the only one that expires this year - in November - and she is likely to be reappointed. The rest extend through the summer of next year or beyond. The current officers are Betty as Chair, Mary as Vice-Chair and Deborah as Treasurer. NVCOG has served as Secretary and will continue to do so. It would be helpful to have a Board member serve as Secretary for the purpose of chairing the meeting in the absence of the Chair and Vice-Chair.

Aleta Looker MOVED to TABLE the election of officers until the September meeting; SECONDED by Stefanie Theroux. Motion carried unanimously.

By-Law Updates – A 3-person working group of the Board is needed to review the GWTD By-Laws.

Rich Donovan – the operating by-laws for the Board of Directors here are dated, and rules have changed at the State level. NVCOG will host a working group of this Board to review the by-laws to be sure they comply. Aleta volunteered to serve on this committee. Other interested members should email Betty or Joanna to volunteer.



Financial Update

Kevin Ellis reviewed the Financial Update. We have yet to receive our municipal grant program funding for 2024. NVCOG is working to provide CT DOT with the requested information. GWTD will be operating at a loss until those funds are received.

Ridership Update

Kevin Ellis reported that there was an uptick in Dial-a-Ride numbers. Watertown has requested an extra day, and we are working with NET and the town to advance that. Non-ADA showed an increase as well. There is a demand for the service, and we should continue providing it.

GWTD FY2025 Budget

Included in the packet is the proposed budget, including the Naugatuck match for the non-ADA transit fare. This is updated with the current 2025 municipal grant program funding maximums, which are based on the most recent census. The pre-pandemic ridership numbers are trending and are reflected in the proposed budget.

Jo Ann Cappelletti MOVED to accept the revised budget for 2025; SECONDED by Stefanie Theroux. Motion carried unanimously.

Northeast Transportation Update

Maria was not present to give the report, but her reports are included in the packets.

NVCOG Items

Kevin Ellis the municipal grant program funds for 2025-2028 will provide Dial-a-Ride services through NET. This is a 4-year grant. GWT will submit one application for all members who participate in Dial-a-Ride service.

Rich Donovan continued, this grant program is all state-funded dollars – a one-to-one match for communities that provide any type of transit service focusing on providing service to elderly or disabled riders. All applications go through the COGs to see if there are additional opportunities for cross-town shared services. In our case nothing changes; your towns submit through us in a single application from the GWTD.

Discussion of Regional Transit Equity

Rich Donovan reported that Waterbury is the fifth largest city in Connecticut and receives considerably less total transit operations than the four other largest cities. NVCOG is looking at an analysis of the total service provided for Waterbury and the surrounding towns compared to the similar districts of the other four cities. Not surprisingly, the level is lacking. There is a lot of



opportunity to provide additional services that are not only beneficial to our riders using Dial-a-Ride or paratransit services, but to all riders.

We are working regularly with the City and the DOT looking at issues and proposing solutions to bring the service level in Waterbury more in parity with the surrounding cities in Connecticut. There are several big issues. It is difficult and inconvenient to get from Waterbury to almost any other city in the state. There is a decent rail line connection to Bridgeport, but no good option from Waterbury to New Haven or Danbury, and a limited option from Waterbury to Torrington or Hartford. To get to Middletown or Bristol you must go to Hartford first.

This will impact the Greater Waterbury Transit District in terms of hopefully bringing additional service and additional ADA supportive area into the network. We are hoping to address these issues over the next few years and will continue to update this Board at future meetings. The group discussed possible reasons for this disparity.

Open Discussion

Adjournment

At approximately 11:15 am, Karen Harvey MOVED to adjourn; SECONDED by Jo Ann Cappelletti. Motion carried unanimously.

The next meeting will be held September 11, 2024.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Bruder".

Patricia Bruder
Executive Administrative Clerk
Naugatuck Valley Council of Governments

- Section 4 **Vacancies.** A vacancy may occur when a Director steps down from her position or is de-appointed by the Member being represented. A vacancy will also occur automatically upon lack of attendance by an individual Director to District meetings for a period of one continuous year. Any vacancy shall be filled by the respective Member for the remaining period of the Term.
- Section 5 **Rules and Regulations.** The Directors shall in all cases act as a Board, regularly convened, and they may adopt such rules and regulations for the conduct of their meetings and the management of the Transit District as they deem proper. The rules and regulations shall be consistent with these Bylaws and the Laws of the State of Connecticut.
- Section 6 **Powers & Duties.** The Board of Directors shall have all the powers and duties necessary or appropriate for the plenary administration of the affairs of the District, and may do all such acts and things as are permitted by law in order to carry out the affairs of the District.
- Section 7 **Votes per Director.** Each Director shall be entitled to cast a number of votes in accordance with CGS § 7-273c. The accompanying table “Distribution of Directors and Voting Units in the Greater Waterbury Transit District” details the current distribution of votes.
- Section 8 **Majority Vote Rule.** A majority of votes cast by the Directors present and voting is necessary for the adoption of any proposals, resolutions, or other matters to come before the Board of Directors (except as otherwise provided for in these Bylaws).

Article V Officers & Executive Committee

- Section 1 The Officers of the District shall consist of a Chair, Vice-Chair, a Secretary, and a Treasurer.
- Section 2 **Chair.** The Chair shall preside at all meetings except in her absence when the Vice-Chair shall preside. The Chair, when so authorized, shall sign contracts in the name of the District.
- Section 3 **Vice-Chair.** The Vice-Chair shall assume the powers and duties of the Chair upon the Chair’s absence.
- Section 4 **Secretary.** The Secretary shall be responsible for the keeping and maintenance of the minutes of meetings of the Board of Directors in the absence of a Transit Director. In the absence of the Chair and Vice-Chair the Secretary shall assume the duties of the Chair.
- Section 5 **Treasurer.** The Treasurer shall be responsible for the care and custody of funds and securities in the absence of a Transit Director.
- Section 6 **Executive Committee.** The Officers shall form the Executive Committee, which may meet publicly or privately in accordance with CGS § 1-225.
- Section 7 **Member Limitations.** Members are limited to a maximum of two (2) Officers from among their Directors, to prevent the Executive Committee forming a quorum of the Board of Directors. This limitation shall be revisited upon any reapportionment of votes.



Financial Update – September 2024

July 1, 2024 to September 5, 2024

Revenues

Local Revenue (Municipal Dues)	\$5,800
Local Revenue (Non-ADA Match)	\$14,000
Municipal Grant Program (Anticipated)	\$212,190

Total Revenues	\$231,990
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Expenses

North East Transportation	\$34,330
Liability Insurance	\$1,481
Bank Service Charges	\$2
CACT Dues & Registrations	\$350
Misc – Expenses	\$0

Total Expenses	\$ 36,463
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