AGENDA – REGULAR HYBRID MEETING

Greater Waterbury Transit District Board Meeting

City Hall Building 235 Grand Street, Cass Gilbert Room, Waterbury, CT 06702

March 11, 2026 at 1:00 pm

Please email jrogalski@nvcogct.gov or call 203-757-0535 by Tuesday, March 10, 2026 confirming attendance.

1. Commencement of Meeting *(Karen Harvey)*
    a. Roll Call
    b. Welcome to newly appointed GWTD Board Members
    c. Public Comment*
    d. Approval of Minutes of the December 10, 2025 Meeting *(motion)*
2. GWTD Administrative Items *(Joanna Rogalski)*
    a. Financial Update
    b. Ridership Update
3. Discussion of Proposed Budget for FY27 (*Joanna Roglski*)
4. Discussion of Proposed By-law revision (*Joanna Rogalski*)
5. Discussion of Public Outreach for GWTD (*Karen Harvey*)
6. Discussion of Proposed State Legislation *(Rich Donovan)*
7. Northeast Transportation Update *(Maria Vaccarelli)*
8. Open Discussion
9. Adjournment *(motion)*

Called by
Karen Harvey, Chair

*Any member of the public wishing to address the board at a GWTD virtual and hybrid 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 pm on the day before the meeting and you will be sent credentials to log-in to 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 meetings.

If you do not plan to address the board, you may instead watch the meeting on the NVCOG YouTube channel: https://www.youtube.com/channel/UCVWg1tjA3T17sPHTk5ETVaQ

For language assistance or other accommodations, contact NVCOG at least five business days prior to the meeting at info@nvcogct.gov

Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con NVCOG por lo menos cinco dias hóbiles antes de la reunión al info@nvcogct.gov

W przypadku pomocy językowej lub innej pomocy, skontaktuj się z NVCOG co najmniej pięć dni roboczych przed wydarzeniem w info@nvcogct.gov

RECORD OF MEETING
Greater Waterbury Transit District Board Meeting
December 10, 2025

Commencement of Meeting and Roll Call

At 10 a.m., Chair Karen Harvey called the meeting to order. The Pledge of Allegiance was recited, and the roll was called.

Attending:
Karen Harvey, Chair, Waterbury; Aleta Looker, Cheshire; Deborah Bournival, Thomaston; Mira Levasseur, Waterbury, Stefanie Theroux, Cheshire; Jorge Rosario Pabon, Waterbury; Andrea Corcoran, Southbury; Maria Vaccarelli, Northeast Transportation, Mary Morrone, Wolcott; Joanna Rogalski, NVCOG; Trish Bauer, NVCOG; Anthony Lagana, NVCOG; Richard Donovan, NVCOG; Patricia Bruder, NVCOG.

Woodbury guests: Susan Coates and Paul Hinckley, Woodbury Commission for Seniors.

Other attendees:
Chet Doheny and Lisa DeMarest.

A quorum of 8 members from 5 member towns was declared.

Public Comment

There were no members of the public that wished to address the board.

Approval of Minutes of the September 10, 2025 Meeting *(motion)*
Debbie Bournival MOVED to approve the Record of Meeting from September 10, 2025; SECONDED by Jorge Rosario Pabon. Motion carried unanimously.

GWTD 2026 Meeting Schedule – Discussion and possible action *(Karen Harvey)*

The meeting schedule for 2026 is being changed from 10 am to 1 pm.

GWTD 2026 Meeting Schedule

Meets quarterly on the second Wednesday of the month at 1:00 p.m. The default location is the Naugatuck Valley Council of Governments (NVCOG) Conference Room, 49 Leavenworth Street. 3rd Floor, Waterbury, CT 06702. The NVCOG is expecting to move in the spring of 2026 to One Exchange Place, 21 Main Street, 6th Floor, Waterbury, CT 06702. We will send an advisory when that move occurs.

March 11, 2026
June 10, 2026
September 9, 2026
December 9, 2026

Debbie Bournival MOVED to approve the GWTD 2026 Meeting Schedule; SECONDED by Jorge Rosario Pabon. Motion carried unanimously.

GWTD Administrative Items

Financial Update
Trish Bauer reported that we are about 40% through the year. Dial-a-Ride expended $97,000 of the $228,000 budgeted for the year. We have a cash position in the Dial-a-Ride funds of $122,000. We have $29,000 in administrative checking.

Ridership Update
Joanna Rogalski reported that both non-ADA ridership and Dial-a-Ride ridership are higher than last year, demonstrating the increased need for this service.

Adoption of Proposed By-law revisions
The final document will be distributed to the Board pending minor cleanup of formatting and typographical errors.

Jorge Rosario Pabon MOVED to adopt the proposed revisions to the GWTD Bylaws; SECONDED by Mira Levasseur. Motion carried unanimously.

Town of Woodbury, CT request for membership in the GWTD – discussion and possible action - *Joanna Rogalski*
Woodbury membership for the Greater Waterbury Transit District began in earnest this past spring at the Woodbury Senior Center and it was organized by the Commission for Seniors. They are applying for the Dial-a-Ride service only, once weekly for 52 weeks per year. The municipal services grant will cover the service costs, so there will be no cost and will not affect the transit services of the other member municipalities. When Woodbury joins the Greater Waterbury Transit District, all of the membership dues will decrease for all of the members. With Woodbury joining Dial-a-Ride, the other towns will have Woodbury as a destination, increasing the service area. The Woodbury Board of Selectmen has passed a resolution to approve Woodbury's membership to the Greater Waterbury Transit District. On November 18th, membership was voted and approved at the Town Meeting.

Paul Hinckley, Chair and Susan Coates, Commissioner of the Woodbury Commission for Seniors, addressed the Board expressing their appreciation and enthusiasm. They explained that many residents struggle with mobility and the Dial-a-Ride service will offer safe, reliable and affordable transportation.

Stephanie Theroux MOVED to approve the membership of the Town of Woodbury in the GWTD; SECONDED by Aleta Looker. Motion carried unanimously.

Northeast Transportation Update
Maria Vaccarelli introduced herself and asked for a new list of members. She welcomed Woodbury and explained that she has no update today.

Open Discussion
Joanna reported that the FY 2027 budget will be in the works and it should be available in January. Estimates for the town match should be available in mid-January. Staff is in the process of updating the Greater Waterbury Transit website and also the information flyers for the senior centers and community centers.

Mira Levasseur from the Waterbury Senior Center reported that the senior shuttle came to the Waterbury Senior Center for an information session, sign-up, and Q&A. It was very productive with about 30 members signing up. She noted that even though there are all these wonderful transportation opportunities, seniors are still having a hard time getting around.

She asked if Northeast Transportation could schedule presentations of Dial-a-Ride and paratransit for seniors and as another option of transportation and to remind them of the service. Joanna will help to arrange more outreach in Waterbury and other senior centers as well.

Karen Harvey thanked Maria for the tour of the Northeast Transportation facility on November 24th. She reminded everyone to check their town's websites to make sure the GWTD information appears there.

Adjournment
At approximately 10:42 a.m., Mira Levasseur MOVED to adjourn; SECONDED by Debbie Bournival. Motion carried unanimously.

Respectfully submitted,

Patricia Bruder
Executive Administrative Clerk

Financial Update – March 3, 2026

July 1, 2025 to March 3, 2026

Revenues

$

Local Revenue (Municipal Dues)	$5,800.00
Local Revenue (Non-ADA Match)	$16,488.50
Municipal Grant Program*	$228 278.00
Total Revenues	**$251,016,50**

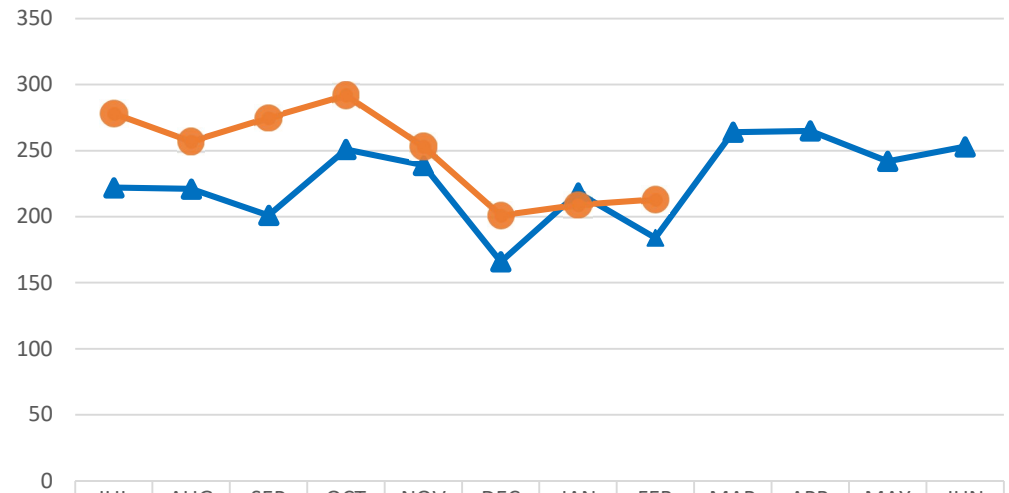
*Anticipated December 2025

Expenses

North East Transportation -	$155,440.00
Audit	$1,600.00
Liability Insurance	$1,528.00
Bank Service Charges	$24.00
Town Match (Non-ADA)	$16,488.50
Misc – Expenses	250.00
Total Expenses	$175,330.50

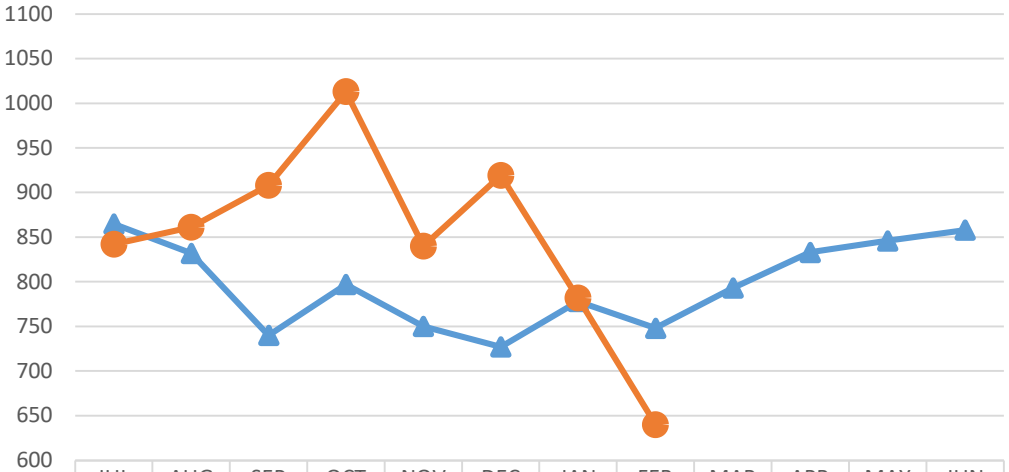
Ridership Update – March 2026 Meeting

Dial-A-Ride Ridership FY 2025 vs. FY 2026



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2025	222	221	201	251	239	166	218	184	264	265	242	253
FY 2026	278	257	275	292	253	201	209	213				

Non-ADA Ridership FY 2025 vs. FY 2026



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2025	865	832	740	797	750	727	778	748	793	833	846	858
FY 2026	842	861	908	1013	840	919	782	640				

GWTD Master Budget FY2027 - DRAFT

Income	**Annual**
Carryover FY26	**TBD**
Municipal Grant Program - Cheshire	$ 39,238.00
Municipal Grant Program - Middlebury	$ 15,986.00
Municipal Grant Program - Naugatuck	$ 28,247.00
Municipal Grant Program - Prospect	$ 14,929.00
Municipal Grant Program - Waterbury	$ 75,057.00
Municipal Grant Program - Watertown	$ 31,586.00
Municipal Grant Program - Wolcott	$ 23,685.00
Municipal Grant Program - Woodbury	$ 27,215.00
Municipal Dues - Cheshire	$ 639.39
Municipal Dues - Middlebury	$ 165.52
Municipal Dues - Naugatuck	$ 696.23
Municipal Dues - Prospect	$ 205.51
Municipal Dues - Southbury	$ 434.93
Municipal Dues - Thomaston	$ 172.34
Municipal Dues - Waterbury	$ 2,411.65
Municipal Dues - Watertown	$ 491.96
Municipal Dues - Wolcott	$ 364.48
Municipal Dues - Woodbury	$ 217.97
Non-ADA Match - Cheshire	$ 507.50
Non-ADA Match - Middlebury	$ 560.00
Non-ADA Match - Naugatuck	$ 1,911.00
Non-ADA Match - Prospect	$ 1,431.50
Non-ADA Match - Thomaston	$ 182.00
Non-ADA Match - Waterbury	$ 6,678.00
Non-ADA Match - Watertown	$ 2,551.50
Non-ADA Match - Wolcott	$ 5,019.00
Total	**$ 280,583.50**
Expenses	**Annual**
Non-ADA Match	$ 18,840.50
Dial-A-Ride	$ 255,943.00
Management Fees	$ 7,800.00
Liability Insurance	$ 1,528.00
Financial Audit	$ 1,600.00
CACT Membership	$ 125.00
Contingency	$ 200.00
Website	$ 228.00
Marketing	$ 5,000.00
Total	**$ 291,264.50**
Change in Net Position	
Total	**$ (10,681.00)**

Municipal dues are based on US Census 2010 population percentage multiplied by 5800

CACT - CT Assn for Community Transportation

Note: Dial-A-Ride total is the maximum allowed based on SFY2027 Municipal Grant Program funds = $228,728.00

Note: Non-ADA estimates based on 6 mo ridership for July-Dec 2025

Distribution of Directors and Voting Units in the Greater Waterbury Transit District		
Municipality	**Number of Directors**	**Voting Units per Director**
Cheshire	2	224
Middlebury	1	118
Naugatuck	2	246
Prospect	1	100
Southbury	1	155
Thomaston	1	116
Waterbury	4	447
Watertown	1	345
Wolcott	1	252
Woodbury	1	153

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Section 8 **Majority Vote Rule**. Except as provided for herein, 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 their 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 keeping and maintaining 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 these Bylaws and the laws of the State of Connecticut.