AGENDA – REGULAR HYBRID MEETING
Greater Waterbury Transit District Board Meeting
NEST, Conference Room, 193 Grand Street, Third Floor, Waterbury, CT 06702
September 9, 2026 at 1:00 pm

1. Commencement of Meeting *(Karen Harvey)*
    a. Roll Call
    b. Public Comment*
    c. Approval of Minutes of the June 10, 2026 Meeting *(motion)*
2. Election of Officers (Karen Harvey) *(motion)* – Secretary
3. GWTD Administrative Items *(Joanna Rogalski)*
    a. Financial Update
    b. Ridership Update
    c. GWTD -NET Agreement for Dial-A-Ride Services – Authorize Chair to enter into Agreement *(motion)*
4. Northeast Transportation Update *(Maria Vaccarelli)*
5. Update from the Chair (*Karen Harvey)*
    a. GWTD Marketing Committee
    b. GWTD logo
    c. Community Outreach Update
6. Tour of NET *(Karen Harvey)*
7. Open Discussion
8. Executive Session *(motion)*
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 – June 10, 2026
City Hall Building 235 Grand Street, Cass Gilbert Room, and via Zoom

Commencement of Meeting and Roll Call

At 1:05 p.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; Stefanie Theroux, Cheshire; JoAnn Cappelletti, Middlebury; Deborah Bournival, Thomaston; Guy Riddick, Waterbury; Jorge Rosario Pabon, Waterbury; Mary Morrone, Wolcott; Michael Ganem, Watertown; Paul Hinckley, Woodbury.

Also attending: Maria Vaccarelli, Northeast Transportation, Joanna Rogalski, NVCOG; Trish Bauer, NVCOG; Anthony Lagana, NVCOG; Patricia Bruder, NVCOG.

A quorum of 10 members from 7 member towns was declared.

PUBLIC HEARING ON GWTD FY27 BUDGET PROPOSAL

Presentation of Budget Proposal – Fiscal Year 2027
Joanna Rogalski reviewed the proposed State FY27 budget proposal for the Greater Waterbury Transit District (GWTD). Woodbury's addition as a new member increases municipal matching grant funding for Dial-a-Ride by approximately $27,215. Membership dues for existing members will decrease slightly as Woodbury contributes its $5,800 share.

The non-ADA fare-matching program requires municipalities to pay half the fare for rides outside the three-quarter-mile ADA area. The estimate for this program is $18,840.50, based on doubling ridership from the first six months of FY25. Demand for non-ADA service has generally risen, with Wolcott showing a notable increase.

Expenses include direct payments for services (Dial-a-Ride and fare matches), management fees for Northeast Transportation, and general costs. The $5,000 marketing fund was carried over and has seen limited use. An expected carryover of about $90,000 yields a projected positive balance of $79,319. Discussions with the Connecticut DOT continue regarding the sustainability of the matching grant program.

The Chair opened the floor for public comment. There being no comments, the public hearing was closed at **10:08** am on a MOTION by Guy Riddick, SECONDED by Jorge Rosario and unanimous.

GWTD Regular Meeting (Immediately following public hearing)

Karen Harvey called the regular meeting to order immediately following the public hearing at 10:08 am. The recording secretary confirmed the roll.

Public Comment
There were no members of the public that wished to speak.

Approval of Minutes of the March 11, 2026 Meeting

Jorge Rosario MOVED to approve the minutes of the March 11, 2026 Record of Meeting; SECONDED by Joann Capeletti. Motion carried unanimously with Michael Ganem abstaining.

Election of Officers – Vice Chair and Secretary

The Positions to be elected: Vice Chair and Secretary. Each of these positions is a two-year term.

Description and Duties of the offices:

Vice Chair. According to the GWTD by-laws: "The Vice-Chair shall assume the powers and duties of the Chair upon the Chair's absence." These duties of the Chair include facilitating the four GWTD quarterly meetings each year, they may be asked to represent the GWTD at transit-related events, and signing the service agreements with North East Transportation (NET), who provides the Dial-A-Ride services.

Secretary. According to the GWTD By-laws: "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." Currently the NVCOG staff continues to draft and maintains the meeting minutes.

Call for nominations from the floor

Jorge Rosario self-nominated for the position of Vice-Chair and no other nominations were received.

No nominations were received for the position of Secretary.

By a unanimous vote, Jorge Rosario was elected to serve as Vice Chair for a two-year term commencing July 1, 2026.

GWTD FY27 Budget Adoption

Debbie Bournival MOVED to approve the FY2027 Waterbury Transit District budget as presented. SECONDED by Michael Ganem. Motion carried unanimously.

GWTD Administrative Items

Financial Update

The current financial position shows a $9,000 deficit before applying final matching grant funding. After receiving final funding, the district expects to be in the black with approximately $70,000.

Ridership Update

Dial-a-Ride ridership is generally higher than last year. Woodbury's ridership started slowly, with two rides in both April and May. Non-ADA fare-match ridership also shows higher demand this year than last.

Adoption of Proposed By-law revision (Article IV Section 7)

This amendment adds the Town of Woodbury and its voting units to the table in Article IV Section 7 "Votes per Director" of the GWTD by-laws.

Debbie Bournival MOVED to approve revision to the bylaws as amended; SECONDED by Jorge Rosario. Motion carried unanimously.

Northeast Transportation Update *(Maria Vaccarelli)*

Maria Vaccarelli noted that there is nothing to update; it's been a slow start for Woodbury.

Establishment of GWTD Marketing Committee

The committee was formally established to improve marketing, especially for Dial-a-Ride. Many residents are unaware that Dial-a-Ride is free, underscoring the need for better outreach. Karen Harvey, Jorge Rosario and Guy Riddick volunteered to serve on the committee. Their initial tasks will include updating the website, revising pamphlets, and creating branded materials (tablecloth, etc.) for community events. The marketing budget is currently $5,000. A suggestion was made to potentially add last year's unused funds to that line.

Paul Hinckley MOVED to establish the GWTD Marketing Committee; SECONDED by Jorge Rosario. Motion carried unanimously.

Community Outreach Update

Outreach is important across all member communities. A transportation-focused community event was held on May 28, where Dial-a-Ride was promoted. A future event is being organized at the Waterbury Senior Center on July 14, coinciding with bingo and Brass City Harvest.

Open Discussion

Dial-a-Ride service clarifications

Eligibility: individuals aged 60+ or those with a disability. Dispatching varies by town; some senior centers handle it directly (e.g., Cheshire), while others use NET (e.g., Woodbury). A question was raised about Thomaston's separate bus service and verifying rider eligibility, especially for non-visible disabilities. It was suggested to review the Connecticut DOT's list of eligible disabilities.

Adjournment

At approximately 1:55 p.m., Paul Hinckley MOVED to adjourn; SECONDED by Jorge Rosario. Motion carried unanimously.

The next quarterly meeting of the GWTD will be held on September 9, 2026.

Respectfully submitted,

Patricia Bruder
Executive Administrative Clerk

Financial Update – September 2, 2026

July 1, 2026 to September 2, 2026

Revenues

Local Revenue (Municipal Dues)	$5,800.00
Municipal Grant Program*	$228 278.00
Local Revenue (Non-ADA Match)	$18,840.50
Total Revenues	**$252,918.50**

Expenses

North East Transportation – Aug 31,26	$ 43,540.00
Audit	$0.00
Liability Insurance	$0.00
Bank Service Charges - July – Aug. 26	$6.00
Town Match (Non-ADA)	$18,840.50
Misc – Expenses	$0.00
Total Expenses	**$62,380.50**

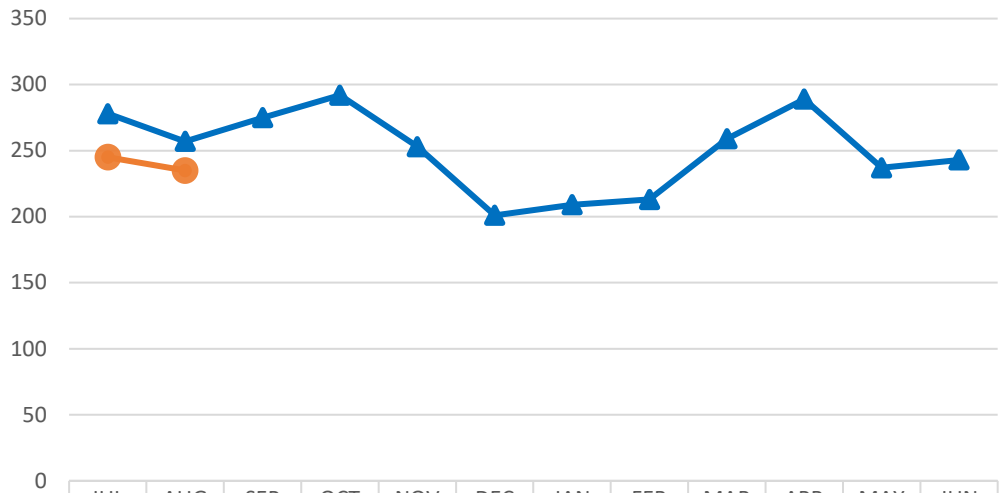
Bank Balances Aug. 31, 2026
Webster Bank – $49,515.17
M&T Bank - $68,052.65

As of 8/31/26 the GWTD is still waiting on some Non-ADA trip match funds but most towns have paid, so the check to NET will be issued probably during this month.

The accounting firm King & King have begun their financial review of the books for fiscal year 2026 and we should have their report for the next meeting.

Ridership Update – September 2026 Meeting

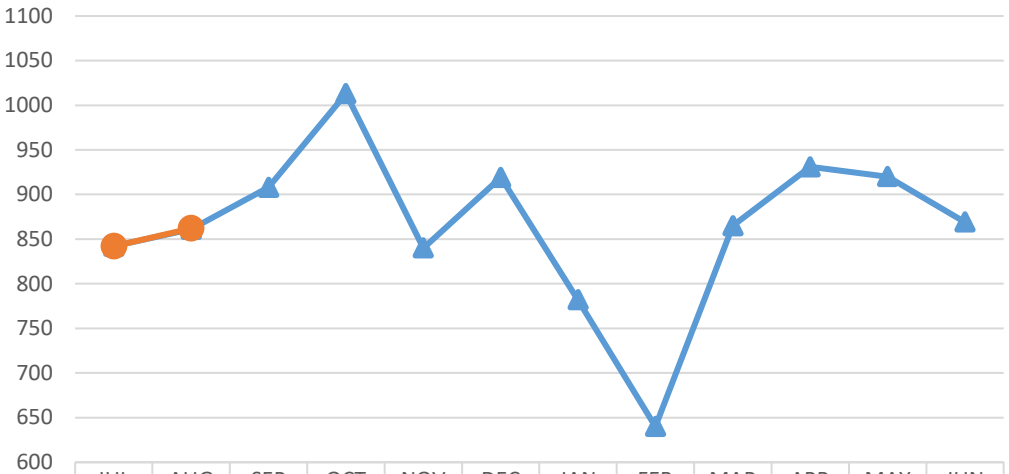
Dial-A-Ride Ridership FY 2026 vs. FY 2027



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2026	278	257	275	292	253	201	209	213	259	289	237	243
FY 2027	245	235										

Dial-A-Ride from April 2026 reflects addition of Woodbury service which began April 1, 2026

Non-ADA Ridership FY 2026 vs. FY 2027



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2026	842	861	908	1013	840	919	782	640	865	931	920	869
FY 2027	842	862										