

Windham Region Transit District

Regular Board Meeting

Friday, April 28, 2017

Windham Region Transit District Board Room

28 South Frontage Road, Mansfield Center, CT

SPECIAL MEETING MOTIONS and MINUTES

Committee Members Present: Marge Roach, Terry Coonradt **Committee Members Missing:** Alex Marcellino, Tom Currier, Matt Hart (connected by phone at 2:42PM); **Other Board Members Present:** None; **Staff Present:** Ellen Grant, Lisa Seymour, Rose Kurcinik, Dagmar Noll; **Guests Present:** David Lee, First Transit; **Public Present:** Don MacNeil, WRTD; Eric Sanderson, NECCOG; Charlie Grab, UCONN

1) Call to Order

M. Roach called the meeting to order at 2:30pm.

2) Public Participation

D. MacNeil inquired if our fixed route services were a part of the service being put out to bid at UCONN. E. Grant replied that WRTD will continue to run the Storrs-Willimantic Bus and Willimantic City Bus services.

3) Secretary's Report

a) Approval of Minutes from the 3/31/17 Special Meeting of the Windham Region Transit District Personnel Committee

T. Coonradt MOVED to accept the minutes of the 3/31/17 Special Meeting of the Windham Region Transit District Personnel Committee. T. Currier SECONDED. MOTION PASSED unanimously.

b) Approval of Minutes from the 3/31/17 Special Meeting of the Windham Region Transit District Finance Committee

T. Currier MOVED to accept the minutes of the 3/31/17 Regular Meeting of the Windham Region Transit District Personnel Committee. T. Coonradt SECONDED. MOTION PASSED unanimously.

4) Correspondence – E. Grant announced that she will be retiring in June. [Matt Hart is linked into the meeting via phone] D. Lee noted that First Transit has already begun the process of identifying a new Administrator for WRTD. Lee noted that Joe Comerford will be the area Vice President covering WRTD and this area, and will provide support during the upcoming transition.

5) Chairman's Report

None.

6) Reports of Officers and Staff

a) Report from the Finance Committee - FY 2018 Proposed Budget

L. Seymour presented the FY 2018 Proposed Budget to the Board. M. Hart MOVED to approve the proposed FY 2018 Proposed Budget for publication and for a public hearing. T. Coonradt SECONDED. MOTION PASSED unanimously. The public hearing will be scheduled for 5pm, May 31, at the Windham Region Transit District conference room at 28 S. Frontage Road, Mansfield Center.

b) Report from the Personnel Committee - Personnel Policy

E. Grant reported that the new Personnel Policy has been submitted to all of WRTD's employees.

c) Report from Ellen Grant, Administrator

E. Grant reviewed her recent meetings with DOT to discuss securing funding for an additional late-night UCONN run. Staff meetings in March were positive and several employees are preparing to compete in the Roadeo. Lead Dispatcher, Wendy Kurcinik, completed the SMITH training and will be training all WRTD drivers in the coming weeks. WRTD is still seeking CDL drivers to fill out our fixed route staffing. New fares go into effect on May 15, 2017. WRTD has secured funding for four buses to replace some of our older buses. M. Hart requested that staff send reports for him to present to the Mansfield Transportation Advisory Committee.

d) Financial Update - Lisa Seymour, Finance Director

L. Seymour presented YTD spending and income on all services.

e) Service Report – Transportation Director

R. Kurcinik reported that WRTD has been short small vehicles and have acquired two vans from Greater Hartford, one of which is currently on the road. R. Kurcinik expressed concerns about the long-term future of the Windham Region Transit District regarding pay scale and benefits for employees, ability to secure new full-time employees, and the future of the District in light of changes in nearby transportation service administrations. M. Hart recommended increased communication with WRTD employees including soliciting feedback from employees.

7) Old Business

a) Fare Increase. May 15, 2017 – Addressed earlier in the meeting.

b) Additional service on the Storrs-Willimantic run – Addressed earlier in the meeting.

c) Fare Free Program UCONN & Mansfield – Windham – WRTD is currently in negotiation with UCONN.

8) New Business

a) CTDot Funding for FY2018 – Addressed earlier in the meeting.

b) Employee increase July 2017 – Administration will be looking at employee increases once funding from the State becomes clearer.

9) Executive Session

a) Discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E)

T. Coonradt MOVED to go into executive session for discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E). T. Currier SECONDED. MOTION PASSED unanimously. The Board went into Executive Session at 3:23pm with E. Grant, R. Kurcinik and L. Seymour present. The Board came out of Executive Session at 3:30pm.

10) Other Business – None.

11) Adjourn

The meeting was adjourned at 3:30pm

Respectfully submitted by Dagmar Noll.