

Windham Region Transit District

Regular Board Meeting

Friday, June 16, 2017

Windham Region Transit District Board Room

28 South Frontage Road, Mansfield Center, CT

MEETING MOTIONS and MINUTES

Board Members Present: Marge Roach, Terry Coonradt, Alex Marcellino, Tom King, Matt Hart (connected by telephone) **Committee Members Missing:** Tom Currier **Staff Present:** Ellen Grant, Lisa Seymour, Rose Kurcinik, John Rayman; **Guests Present:** Joe Comeford, First Transit; **Public Present:** Eric Sanderson, NECCOG; Bagenesh Vsu, UCONN

1) Call to Order

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

2) Public Participation

Mr. Vsu inquired as to when the bus pass will be renewed for FY18 school season. Mr. Vsu inquired if Sunday service would be considered to be available to grad students. E. Grant explained that a UPASS is being discussed for the fall season and that Sunday service is not currently available to UCONN.

T. Coonradt made a motion to move 6a on the agenda approval of FY18 Budget to 3c on agenda. Seconded by T. King. MOTION PASSED unanimously.

T. Coonradt made a motion to move Authorizing Resolutions and Municipal Deposit Resolution from Other Business to 3d on agenda. Seconded by A. Marcellino. MOTION PASSED unanimously.

3) Secretary's Report

a) Approval of Minutes from the 4/28/17 Windham Region Transit District Board Meeting

T. Coonradt MOVED to accept the minutes of the 4/28/17 Windham Region Transit District board meeting. M. Roach SECONDED. MOTION PASSED unanimously.

b) Approval of Minutes from the 4/28/17 Special Meeting of the Windham Region Transit District Finance Committee

T. Coonradt MOVED to accept the minutes of the 4/28/17 Special Meeting of the Windham Region Transit District Finance Committee. M. Roach SECONDED. MOTION PASSED unanimously.

c) Approval of FY18 Budget

M. Hart MOVED to accept FY18 proposed Budget. T. Coonradt SECONDED. MOTION PASSED unanimously.

d) Authorizing Resolutions

A. Marcellino MOVED to adopt Municipal Deposit Resolution from Keybank, and Authorizing Resolutions for Senior Resources on Agency and WRTD business. T. Coonradt SECONDED. MOTION PASSED unanimously.

M. Hart made a motion to move 8c and 8d on agenda to 3e. A. Marcellino SECONDED. MOTION PASSED unanimously.

e) UPASS Program

Discussion concerning program. A. Marcellino MOVED to amend fare policy to include UPASS program with condition that CTdot reimburses WRTD at no less than the current fares and that the agreement must be in writing before acceptance of UPASSes. T. King SECONDED. MOTION PASSED unanimously.

f) UCONN use of garage for maintenance

Discussion of UCONN approaching DOT about use of WRTD garage for maintenance of their fleet of 50 vehicles and ours of 21 vehicles. Concerns that two bays can only accommodate 10 vehicles each and there is no adequate tire storage. Discussion that UCONN did not approach WRTD Board of their intentions or request. M. Hart discussed that WRTD would welcome a presentation from UCONN. T. King MOTION to write letter from WRTD to CTDot stating WRTD's position of opposition to UCONN using our bays due to that it will unduly interfere with WRTD's operation. T. Coonradt SECONDED. MOTION PASSED unanimously.

T. Coonradt made MOTION to move 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)** to 3f due to M. Hart needed to leave early. A. Marcellino SECONDED. MOTION PASSED unanimously.

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

T. Coonradt made MOTION to go into Executive Session. A. Marcellino SECONDED. MOTION PASSED unanimously. The Board went into Executive Session at 3:25pm with E. Grant, R. Kurcinik, J. Comeford, J. Rayman and L. Seymour present. The Board came out of Executive Session at 3:48pm.

M. Hart left phone call at 3:49pm.

4) Correspondence – E. Grant reported receiving email from Ashford that Tom King would replace Chris Abikoff as Board member. All welcomed Tom.

5) Chairman's Report

M. Roach reported that she comes in weekly to sign checks and payroll if needed.

6) Reports of Officers and Staff

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

Completed in 3c.

b) Report from Joseph Comerford, area VP First Transit

J. Comeford reported that he is the corporate contact for WRTD. J. Rayman is E. Grant's replacement as administrator. Discussed a Board Retreat, and proposals for the maintenance facility that First Transit can help with. Discussion of New Administrator J. Rayman and transition plan.

c) Financial Update- Lisa Seymour, Finance Director

L. Seymour reported finances and grant billing. L. Seymour also reported that Capital funding was approved for an extensive repair of a Gillig vehicle. FY18 funding from DOT was also discussed.

d) Service Report – Transportation Director

R. Kurcinik reported that the Gilligs used for Fixed Route service are old and break down often causing the repairs to put the vehicles back in service to be costly. She reported that there are two new drivers for Fixed Route that are working out very well. E. Grant reported that ridership is down except on Dial A Ride where it is up by 17%. The students being out of school early may contribute to the reduction of ridership on Fixed Route. E. Grant reported that three drivers participated in the Rodeo with 2 winning awards.

7) Old Business

- a) **Additional Service on the Storrs-Willi run** – E. Grant reported that there is discussion with DOT about adding a late run only during school for UCONN and that UCONN will fund this run to DOT and DOT to WRTD. Discussion that WRTD will only add the service if funding of this run by UCONN or DOT is put in writing.
- b) **Fare Free Program UCONN & Mansfield Status** – E Grant reported that Mansfield for FY18 will be paying \$1.05 per ride and an MOU was signed.

8) New Business

- a) **CTDot Funding for FY2018** – Addressed earlier in the meeting.
- b) **Transition plan for new Administrator** – Addressed earlier in the meeting.
- c) **UPASS Program** – Addressed earlier in the meeting.
- d) **UCONN use of garage for maintenance** – Addressed earlier in the meeting.

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)**
Addressed earlier in the meeting.

10) Other Business – None.

11) Adjourn

The meeting was adjourned at 4:15pm.

Respectfully submitted by Lisa Seymour.