

**Windham Region Transit District**  
**Regular Board of Directors Meeting**  
**Friday, October 28, 2016 – 2:30 p.m.**  
**Windham Region Transit District Board Room**  
**28 South Frontage Road, Mansfield Center, CT**  
**REGULAR MEETING MOTIONS and MINUTES**

**Board Members Present:** Marge Roach, Terry Coonradt, Tom Currier, Alex Marcellino, Matt Hart

**Board Members Absent:** Chris Abikoff, Jim Wright

**Staff Present:** Ellen Grant, Rose Kurcinik, Lisa Seymour, Dagmar Noll

**Guests Present:** Noah Lerman

**Public Present:** None.

**1. Call to Order**

M. Roach called the meeting to order at 2:33p.m.

**2. Public Participation**

None.

**3. Secretary's Report**

**a. Approval of Minutes from the 8/26/2016 Regular Meeting of the Windham Region Transit District Board of Directors**

M. Hart requested that minutes of the previous meeting be sent out to all board members with the current regular board meeting agenda. M. Hart MOVED to approve the minutes from the 8/26/2016 Regular Meeting of the Windham Region Transit District. T. Coonradt SECONDED. MOTION PASSED unanimously.

**4. Correspondence**

E. Grant has a request from a resident for fixed route bus service to Meadowbrook Gardens in the southern part of Mansfield. Discussion about the challenges serving that community with a large bus.

**5. Chairman's Report**

None.

**6. Reports of Officers and Staff**

**a. Report from the Finance Committee**

No report.

**b. Report from the Personnel Committee**

WRTD has gone out to bid for medical insurance and will be returning to Anthem Blue Cross & Blue Shield beginning December 1, 2016. M. Hart suggested an annual review of the employee benefit package by the Personnel Committee. Personnel Meetings will be held on January 27, April 28 and October 27 at 2:00p.m.

**c. Report from Ellen Grant, Administrator**

E. Grant reported staff participating in the quarterly meeting at CONNDOT, the RTAP meeting, a safety program webinar, a meeting with the new general manager at UCONN Transportation, the Statewide Transit Study Webinar, and Pat Schneider, director of Human Services in Mansfield. WRTD hosted wheelchair securement training for all drivers and will be holding safety training for drivers next month. Estuary is sending drivers to these trainings as well. Dial-A-Ride ridership is up 5% and staff are closely monitoring the rides we are not able to accommodate to see if our shifts could be adjusted to serve these trips. WRTD Board of Directors Minutes are now posted on WRTD.org. ConnDOT is still finalizing construction on

our facility. Several buses will need replacing in 2017, and staff are beginning that process now, as capital funding is available. Staff will be attending a Title VI workshop next week and hope to wrap up all Title VI projects shortly thereafter. WRTD has received its AAA grant. Seward and Monde have been on site to prepare WRTD's audit and expect it to be available in December.

**d. Financial Update – Lisa Seymour, Finance Director**

WRTD has signed a trade agreement with the Chronicle which trades a weekly Saturday ad in the local paper for their advertising on our buses. WRTD has secured a trade with WILI at a lower rate than last year. L. Seymour continues to look for cost savings such as the fuel card program. All towns have paid their dues in complete or for the first half of this fiscal year. L. Seymour presented financial reports for July through September, 2016. WRTD has used approximately 23% of this year's budget. Discussion about outstanding FY09 TOD.

**e. Service Report – Transportation Director**

R. Kurcinik reported that ridership on the Willimantic-Danielson route is down, and funding is extremely tight on that route, as it is 100% state funded. All but two of WRTD's big buses were down early in the school year, resulting in smaller buses being sent on the Storrs-Willimantic route and the run being over capacity.

**7. Old Business**

**a. Employee Increases**

Employees were given a 3.5% increase retroactive to July, 2016.

**8. New Business**

None.

**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)**

None.

**10. Other Business**

None.

**11. Adjourn.**

The meeting adjourn at 3:40pm.

Next Meeting 2:30pm, January 27, 2017