

Windham Region Transit District
Regular Board of Directors Meeting
Friday, January 27, 2017 – 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, Chris Abikoff, Tom Currier, Matt Hart

Board Members Absent: Alex Marcellino

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

Guests Present:

Public Present: None.

1. Call to Order

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

T. Coonradt MOVED to add “**3.c. Approval of Minutes from the 10/28/2016 Annual Meeting**” to the agenda. M. Hart SECONDED. MOTION PASSED unanimously.

2. Public Participation

None.

3. Secretary’s Report

a. Approval of Minutes from the 10/28/2016 Annual Meeting

M. Hart MOVED to approve the minutes of the 10/28/2016 Annual Meeting, 10/28/2016 Regular Meeting, and 12/9/2016 Finance Committee Meeting. T. Coonradt SECONDED. MOTION PASSED unanimously.

b. Approval of Minutes from the 10/28/2016 Regular Meeting

c. Approval of Minutes from the 12/9/2016 Finance Committee Meeting

4. Correspondence

None.

5. Chairman’s Report

None.

6. Reports of Officers and Staff

a. Report from the Finance Committee

T. Coonradt reported that the Finance Committee approved the FY 2016 Audit as presented by the auditor.

b. Report from the Personnel Committee

T. Coonradt reported on staffing levels. M. Hart noted that WRTD has changed insurance carriers and that WRTD will not be increasing wages at this time due to possible ConnDOT cuts.

c. Report from Ellen Grant, Administrator

E. Grant reported meetings with Greater Hartford Transit District at a transit roundtable to discuss transit funding moving forward. Lead Dispatcher Wendy Kurcinik will be attending Smith Training this spring and will subsequently train each of the drivers. Staff have begun to look at service cuts in anticipation of a 10% cut from ConnDOT next year. WRTD is also working on a fare increase to address the 2% cut from October 2016 and the additional cut anticipated in FY 2017. ConnDOT is drawing up a lease that may include joint occupancy with

UCONN. Staff are working on purchasing a new vehicle for the Storrs-Willimantic Bus and we are seeking approval for a larger, 35” bus. WRTD will be working with Windham Public Works and Mansfield Public works to replace some of the missing or damaged bus stop signs with the new signs we have in hand. WRTD sent out local match requests for FY2018. WRTD’s attorney has filed a motion for a summary judgment in February on our case.

d. Financial Update – Lisa Seymour, Finance Director

The company is spending at approximately 50% of spending across the board. Fixed Route services are high due to legal bills. Dial-A-Ride is under budget to date, but running closer to budget in recent months. W-2s have been sent out and 1099s will be sent out next week. WRTD has a new payroll company that is yielding a small financial savings and a large time savings. Town funding requests for FY2018 include a reduction for some of the small towns.

e. Service Report – Transportation Director

R. Kurcinik reported that ridership on Dial-A-Ride is good with a steady seven drivers on the road each weekday. ADA service is growing.

7. Old Business

a. Employee Increases

WRTD will be holding off on increases until the FY2018 budget becomes clearer.

8. New Business

a. ConnDOT Funding cuts for FY2018

A 10% cut is anticipated, but there should be more information in February.

b. Fare Increase

M. Hart MOVED to authorize E. Grant to schedule public hearings on a proposed fare increase.

T. Coonradt SECONDED. MOTION PASSED unanimously.

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 enter 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). M. Hart SECONDED. MOTION PASSED unanimously. Members entered Executive Session at 3:20pm with Ellen Grant in attendance.

Executive Session ended at 3:45pm.

10. Other Business

E. Grant noted there will be a Legislative Breakfast on February 21. The Board will call a special board meeting on Friday, February 24th at 2:00pm to address the fare increase and for a funding update.

11. Adjourn.

The meeting adjourn at 3:50pm.