**Windham Region Transit District**

**Special Board of Directors Meeting**

**Friday, February 24, 2017 – 2:00 p.m.**

**Windham Region Transit District Board Room**

**28 South Frontage Road, Mansfield Center, CT**

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

**Board Members Absent:** Chris Abikoff

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

**Guests Present:** Dennis Solensky, UCONN Transportation

**Public Present:** None.

1. **Call to Order**

M. Roach called the meeting to order at 2:00p.m.

1. **Public Participation**

None.

1. **Secretary’s Report**
   1. **Approval of Minutes from the 1/27/17 Regular Meeting of the Windham Region Transit District Board of Directors**
   2. **Approval of Minutes from the 1/27/17 Meeting of the Windham Region Transit District Personnel Committee**

M. Hart MOVED to approve the minutes from the 1/27/17 Regular Meeting of the Windham Region Transit District Board of Directors and the 1/27/17 Meeting of the Windham Region Transit District Personnel Committee. Tom Currier SECONDED. MOTION PASSED unanimously.

1. **Correspondence**

None.

1. **Chairman’s Report**

None.

1. **Reports of Officers and Staff**
   1. **Report from the Transportation Director**

Ridership is down due to weather.

1. **Old Business**
   1. **Proposed Fare Increase**

Public hearings have been completed. M. Hart MOVED to send the proposed fare increase to ConnDOT for approval. T. Coonradt SECONDED. Matt Hart recommended that future increases be considered with a particular benchmark in mind. MOTION PASSED unanimously.

* 1. **ConnDOT Funding for FY2018**

L. Seymour estimates that WRTD’s Fixed Route will come in just at or just under budget this fiscal year and, overall, the rest of the agency is currently operating under budget. WRTD is putting together a plan for an estimated 5% cut in budget, though the final numbers will not come from ConnDOT until August 2018. E. Grant recommended a special meeting of the Finance Committee on March 31st to consider the FY2018 agency budget. Discussion about the method by which local shares are determined.

* 1. **Possible Service adjustments for FY18 Budget**

E. Grant noted that right now service changes are largely system efficiencies that do not significantly effect the current level of service.

* 1. **First Transit Contract Fee Amendment**

M. Hart MOVED to accept First Transit’s offer in Mr. Lee’s letter dated January 23, 2017 to adjust the fee increases for years two and three of the contract. T. Currier SECONDED. MOTION PASSED unanimously. Staff will write a letter to Mr. Lee accepting the offer.

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

None.

1. **Other Business**

E. Grant noted that staff are updating WRTD’s Personnel Policy. There will be a special meeting of the Personnel Committee on March 31, 2017 to address the changes.

1. **New Business**

None.

1. **Other Business**

None.

1. **Adjourn.**

The meeting adjourn at 2:40pm.