

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, July 17, 2020 – 2:30 p.m.**

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

**MEETING MOTIONS AND MINUTES**

**Board Members Present:** Marj Roach, Tom Currier, Rachel Vertefeuille, Kaithlin Epling, Wilfred Bigl and Jean deSmet

**Board Members Absent:**

**Board Members Excused:**

**Staff Present:** Linda Hapeman, Admin; Patty Holmes, Finance; Wendy Kurcinik, Operations; Philip Johnson, Joint Planner; Joe Comerford

1. **Call to Order** - M. Roach called the meeting to order at 2:38 p.m.
2. **Roll Call** - Please see attendees above.
3. **Public Comment:** - None.
4. **Correspondence:** - None.
5. **Secretary's Report:** -
  - a. W. Bigl made a motion to accept the meeting minutes from the June 26, 2020 Special Board meeting. The motion was seconded by K. Epling. J. deSmet abstained.
6. **Old Business:** -
  - a. **COVID Update:** - Only 2 buses left without barriers because they are in the shop. There is a steady supply of materials.
7. **New Business:** -
  - a. **UCONN MOU** – Nothing new.
  - b. **WRTD Board Attendance Policy** – J. Comerford stated that this policy was previously passed as a Board policy. (handout)
  - c. **Mansfield Special Fare Program** – W. Bigl made a motion to accept the updated Memorandum of Understanding between WRTD and the Town of Mansfield in regards to the Special Fare Program. The motion was seconded by T. Currier. Unanimous. (handout)

\*J. deSmet made a motion to add 7d. Authorizing Resolution to the agenda. The motion was seconded by K. Epling.

**d. Federal Transit Administration Section 5311:** - The motion to accept the resolution was made by J. deSmet and seconded by K. Epling therefore, be it resolved, that Linda Hapeman, Executive Director, and Philip Johnson, Planner, are authorized to act on behalf of the Windham Region Transit District, in filing an application with the Connecticut Department of Transportation under the Federal Transit Administration (FTA) Section 5311 Nonurbanized Area Formula Program **and** negotiating and executing agreements/contracts, and all appropriate and necessary contractual instruments for the aid in the financing of operating, administrative, capital and/or technical assistance projects with the Connecticut Department of Transportation. (handout)

**8. Reports of Officers and Staff: -**

**a. Administrators Report:** - L. Hapeman stated that the Worker's Comp coverage changed July 1, 2020. Training, accident stats and performance reviews are being conducted. A spreadsheet for expenditures coming up. Will also be reviewing all vendors and their contracts.

**b. Operations Report:** - W. Kurcinik stated that the Transportation Safety Institute training was completed. The General Bid has been submitted. She also stated that uniforms will be changing to a Navy Blue shirt with cargo pants. Dial-A-Ride ridership is low but Fixed Route in low but improving from a year ago. All full time positions are filled but there are 3 part time positions available.

**c. Finance Report:** - P. Holmes stated that the CARES Act grant awarded to CT DOT and she has submitted all information needed and it will cover expenses back to January 1, 2020.

**d. Planner's Report:** - P. Johnson stated that ridership is down, the City Bus is the only positive. UCONN may suffer because the Professors have the choice to do Online Learning. He has been doing outreach with surveys on the buses. There was some discussion about the City Bus changing to one continuous loop. There was also some more discussion on the 5311 application.

**e. Chairman's Report:** - M. Roach stated that she was in the office for the first time to sign checks.

The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary