

Windham Region Transit District
Board of Directors Meeting
Friday, January 24, 2020 – 2:30 p.m.
28 South Frontage Road, Mansfield Center, CT
REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Marj Roach, Tom King, Kaithlin Epling, Rachel Vertefeuille

Board Members Excused: Tom Currier, Jean deSmet

Board Members Absent: Alex Marcellino

Staff Present: Dwayne Cosby, Interim Admin; Patty Holmes, Finance Director; Wendy Kurcinik, Operations

1. **Call to Order** – M. Roach called the meeting to order at 2:33 p.m.
2. **Roll Call** – 4 Board Members present, 2 Board Members Excused, 1 Board Member absent.
3. **Public Comment** – M. Roach took this time to introduce Dwayne Cosby as the Interim Admin.
4. **Correspondence** – None. M. Roach stated that a sympathy card was sent to Dagmar from the Board.
5. **Secretary’s Report** –
11/22/2019 Board Meeting Minutes: T. King made a motion to accept the minutes. The motion was seconded by K. Epling. Unanimous.
11/22/2019 Finance Committee Minutes. T. King made a motion to accept the minutes. The motion was seconded by K. Epling. Unanimous.
6. **Old Business** – None
7. **New Business** –
 - a.) **FY 19 Audit** – Tom Partalas presented the audit and stated it was a clean opinion. Approvals have been signed by J. Comerford and P. Holmes. T. King made a motion to approve the FY19 Audit. The motion was seconded by K. Epling.
 - b.) **Banking Resolution** – Taken care of during the Finance Committee Meeting.
 - c.) **By-Laws** – M. Roach stated that she will have to sit with J. Comerford along with T. Currier and R. Vertefeuille.

8. Reports to Officers and Staff –

a.) Administrators Report – None

b.) Operations – W. Kurcinik stated that the Christmas Party was a success, a safety meeting was held for all drivers and the maintenance software and zonar is being implemented. She also stated there is 1 full time position open. (handout)

c.) Finance Report – P. Holmes stated that the income and expense does not match for the first 3 Routes because of small changes found with the audit that were corrected. She will be sending 2nd installment for Hunting Lodge. Mailed 3rd quarter to Windham. Mailed balance to UCONN. Fares are up because the money was counted. October, November and December advertising was received. Management higher because September invoice was missing. Still waiting for last 2 municipal grant payments. Benefits is low, check is going out. (handout)

d.) Planner's Report – None, position was not filled

e.) Chairman's Report – None

9. Executive Session – None

The meeting was adjourned at 3:11 p.m.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary