

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, October 16, 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, Executive Director; Patty Holmes, Finance; Wendy Kurcinik, Operations; Philip Johnson, Joint Planner with UCONN; Joe Comerford

1. **Call to Order:** M. Roach called the meeting to order at 2:37 p.m.
2. **Roll Call:** Please see attendees above.
3. **Public Comment:** None.
4. **Correspondence:** None.
5. **Secretary's Report:** J. deSmet made a motion to add the acceptance of the minutes from the May 15 Regular Board, June 11 Special Board and the July 17 Regular Board meetings. The motion was seconded by R. Vertefeuille.
  - a. K. Epling made a motion to accept the meeting minutes from the May 15, 2020 Board meeting. The motion was seconded by W. Bigl. J. deSmet abstained.
  - b. W. Bigl made a motion to accept the meeting minutes from the June 11, 2020 Special Board meeting. The motion was seconded by K. Epling. J. deSmet abstained.
  - c. K. Epling made a motion to accept the meeting minutes from the July 17, 2020 Board meeting. The motion was seconded by W. Bigl. J. deSmet made a motion to accept the minutes from the July 17, 2020 Finance meeting. The motion was seconded by K. Epling.

J. deSmet has asked for all handouts to be emailed for all future meetings.

J. deSmet made a motion to add the Fare Amounts to the agenda for discussion as part of 7a. The motion was seconded by W. Bigl.

**6. Old Business:**

**a. COVID Update:** Offices opened to the public on October 12, 2020 so that riders could buy tickets. There is sanitizer, barriers for desks and a log for contact tracing with customer count limits. All buses have sanitizer, boarding from front may resume on October 19, 2020.

**7. New Business:**

**a. Resuming Fare Collection, Opening to Public:** Public notice to be sent out using many avenues.

**b. Token Transit Electronic Fare Media:** There was some discussion about the new fare method including that you can use your phone. The app keeps track of your rides and money spent.

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

**a. Executive Director:** L. Hapeman stated that performance reviews have been finished and that First Aid and CPR training will be scheduled. Security upgrades are in process and Joe is working on getting the phone system upgraded. She also mentioned that she will be out of state next week for training.

**b. Operations Report: -** W. Kurcinik stated that a new company has been found to detail the buses. There has been a slow increase in ridership and the Fixed Route is running on a normal schedule. All employees have been issued new uniforms and a Flu Clinic will be held

**c. Finance Report:** see Finance Meeting minutes. K. Epling made a motion to accept the Finance report. The motion was seconded by T. Currier.

**d. Planner's Report:** P. Johnson stated that fares will be removed from Hunting Lodge. J. deSmet made a motion to remove fares for riders. The motion was seconded by W. Bigl. There was discussion regarding the new fares for Token Transit and the Promotional. J. deSmet made a motion to accept the fares for Token Transit. The motion was seconded by K. Epling.

**e. Chairman's Report: -** M. Roach stated that she is looking forward to COVID and the election to be over. She has been coming into the building to sign checks recently. She also stated that L. Hapeman and P. Johnson are doing a great job. There will be also need to be an annual meeting held to name the officers. J. deSmet made a motion to authorize M. Roach to name a nominating committee. The motion was seconded by R. Vertefeuille. M. Roach nominated T. Currier and R. Vertefeuille for the nominating committee.

L. Hapeman took a moment to thank her entire team and Board members.

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

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary