

Windham Region Transit District

Board of Directors Meeting

Friday, November 22, 2019 – 2:30 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Marj Roach, Rachel Vertefeuille, Jean deSmet, Kaithlin Epling, Tom King, Tom Currier (present at 2:44pm)

Board Members Absent: Alex Marcellino

Board Members Excused:

Staff Present: Joe Comerford, Interim Admin; Patty Holmes, Finance Director; Wendy Kurcinik, Operations

1. **Call to Order** – M. Roach called the meeting to order at 2:35 p.m.
2. **Roll Call** – 6 Board Members present and 1 absent (see above).
3. **Public Comment** – J. deSmet received a letter from Doug Bertone about routes. There was some discussion about routes and bookings.
4. **Correspondence** – None

M. Roach made a motion to add 7b. to the agenda authorizing J. Comerford to send letters to Towns for the local match. The motion was seconded by R. Vertefeuille.

M. Roach made a motion to add 7c. to the agenda the nomination of a Board Treasurer. The motion was seconded by R. Vertefeuille.

5. Secretary's Report –

J. deSmet made a motion to accept the 10/25/2019 Board meeting minutes with the change of the date of the October meeting. The motion was seconded by T. Currier.

J. deSmet made a motion to accept the 10/25/2019 Finance meeting minutes with the change of the date of the October meeting. The motion was seconded by T. Currier.

The minutes for the Nominating Committee were accepted at the October meeting.

6. Old Business –

a.) Management Contract – Nothing new.

7. New Business –

a.) 2020 Schedule of Meetings – J. deSmet made a motion to accept the 2020 meeting schedule. The motion was seconded by R. Vertefeuille.

b.) Local Match – T. King made a motion to accept the Proposed Local Match and notify the Towns. The motion was seconded by R. Vertefeuille.

c.) Finance Committee Nomination – T. King announced that he will be stepping down from the Board and the Finance Committee. R. Vertefeuille made a motion to nominate K. Epling as Board Treasurer. The motion was seconded by T. Currier. M. Roach appointed K. Epling as the Chair of the Finance Committee.

8. Reports of Officers and Staff –

a.) Administrators Report – J. Comerford stated that ConnDOT chose WRTD as the site visit for Federal Transit Administration. A few issues found were fixed the next morning. Maintenance software will fix maintenance issues. New health insurance starts December 1, 2019. The Joint Planner position has been posted. Worked on Dial-A-Ride last month and it's working out better. Interactive Voice Response is in the final stages with one last server to be attached. New ads are coming in.

b.) Operations – W. Kurcinik stated that the last full time position was filled. Should be fully staffed by mid December with one employee on light duty. The employee Christmas Party will be held on December 15, 2019. (handout)

c.) Finance Report – P. Holmes discussed payroll. She stated that a local match payment was received and another should be received soon then the next quarter will be billed. DOT invoices were paid in August and September. Advertising payments are received quarterly. Fares is still behind with counting. Insurance is quarterly. ADA went up, Storrs/Willimantic/City is on point, Danielson is not high enough. When it comes to Hunting Lodge, Labor is only for operators and Fringe Benefits is distributed. (handout) (from Finance Meeting held same day)

d.) Planner's Report – Ridership is up, City Bus is down. Busiest stop on Danielson is Ashton Heights to Downtown or QVCC and DMV, DSS or SSA. Waiting on a grant to add another trip there and back.

e.) Chairman's Report – M. Roach stated that she has nothing new to discuss.

9. Executive Session – None

M Roach adjourned the meeting at 4:02pm. Next meeting will be January 24, 2020.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary