

Windham Region Transit District

Board of Directors Meeting

Friday, May 15, 2020 – 2:30 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Marj Roach, Tom Currier, Kaithlin Epling, Rachel Vertefeuille, Wilfred Bigl

Board Members Excused: Jean deSmet

Board Members Absent:

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

1. **Call to Order** – M. Roach called the meeting to order at 2:31 p.m.
2. **Roll Call** – 5 Board Members present, 1 Board Members Excused
3. **Correspondence** – None.
4. **Chairman’s Report** – M. Roach stated that hates Zoom and signed checks.
5. **Secretary’s Report** –
1/24/2020 Board Meeting Minutes: K. Eperling made a motion to accept the minutes. The motion was seconded by R. Vertefeuille. W. Bigl abstained.
1/24/2020 Finance Committee Minutes. K. Eperling made a motion to accept the minutes. The motion was seconded by R. Vertefeuille. W. Bigl abstained.
6. **Old Business** –
 - a.) **UCONN update** –
7. **New Business** –
 - a.) **COVID update** – L. Hapeman stated that they are following all guidelines by Govenor. Windham Fire Department donated 500 pairs of gloves. Barriers have been installed on the buses for COVID as well as security. There is a UV sanitizer case being utilized to clean WRTD branded masks.

8. Reports to Officers and Staff –

a.) Administrators Report – L. Hapeman stated that everyone has been very welcoming. There are no worker's comp issues. She has got the budget process started as well as the 5311 for funding which is due June 30, 2020. She also talk about replacing the printer, radio system, service truck and furniture. She plans to review Personnel Files and to hold regular Operator Meetings and Regular Staff Meetings. She introduced Philip Johnson as the new Joint Transportation Planner. J. Comerford spoke about the CARES Act. He stated that the award will be earmarked for Operations expenses and preventative maintenance.

b.) Operations –W. Kurcinik stated there are 2 new drivers and that 1 full time position is still available. Buses are being disinfected and barriers are being installed. The drivers are wearing gloves and masks. ZONAR is fully functional and being installed in the last bus. L. Hapeman has implemented a new training program and there are plans for a Driver Safety BBQ in June. (handout)

c.) Finance Report – P. Holmes stated DOT is approving reimbursements fast. The Local Match has already been sent out. ADA is out of money but will use CARES. (handout)

d.) Planner's Report – P. Johnson stated he hasn't made it to UCONN yet. He will be working on 5310 and 5311. He also plans to do an advertising campaign for outreach and to work on the struggling routes. He also plans to explore a ridership modeling software. There were questions about the impact of UCONN opening and some discussion on the Ridership graphs presented. (handout)

e.) Chairman's Report – See item #4 on the agenda. M. Roach asked L. Hapeman to check on the reappointment status of the Board members and to note that W. Bigl is a representative of Mansfield. There was discussion about setting up a By-Laws meeting.

9. Executive Session – None.

The meeting was adjourned at 3:50 p.m.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary