

**Windham Region Transit District**  
**Board of Directors Meeting**  
**Friday, January 21, 2022 – 2:30 p.m.**  
**28 South Frontage Road, Mansfield Center, CT**  
**REGULAR MEETING MOTIONS AND MINUTES**

**Board Members Present:** Marj Roach, Kaithlin Epling, Rachel Vertefeuille, Jean deSmet (ZOOM), Wilfred Bigl (ZOOM)

**Board Members Excused:** Tom Currier

**Board Members Absent:**

**Staff Present:** Linda Hapeman, Patty Holmes, Wendy Kurcinik, Philip Johnson

1. **Call to Order** – M. Roach called the meeting to order at 2:33 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – None
5. **Financial Audit** – Clean Opinion by Tom Portelas. J. deSmet made a motion to accept the Audit Results. The motion was seconded by K. Epling.
6. **Secretary's Report** –  
11/19/2021 Board Meeting Minutes: K. Epling made a motion to accept the minutes. The motion was seconded by J. deSmet. The minutes were accepted with a correction in the time in #1 in the Finance Minutes to be 2:03, not 2:30 and #8a in the Board Minutes to reflect training being offered.
7. **Old Business** –
  - a.) **COVID 19 Update** – Increase in positivity but no hospitalization or fatalities. There is a limited supply of tests and masks.
  - b.) **UCONN / CTDOT MOU** – Plan for WRTD to assume all management for UCONN. Discussion in ongoing. CTDOT is working to move all UCONN employees. Discussion happening in order to use the State radio system. PASIO installation and training. Financial agreement being made to reimburse WRTD for full contract. UCONN buses to be at WRTD by June 2022.
  - c.) **Windham Intermodal Transportation Initiative** – Planning to meet again soon.
  - d.) **Maintenance Program** – Maintenance still going well.

- 8. New Business –**
- a.) New Staff Member** – Three new full time bus operators hired.
  - b.) Maintenance and Employee Handbooks** – tabled
  - c.) RFP Update** – M. Roach updated the Board on the progress and thank the Committee Members for their help.
- 9. Reports to Officers and Staff –**
- a.) Administrators Report** – L. Hapeman stated that she and P. Johnson attended the Mansfield Town Council meeting. P. Johnson and W. Kurcinik did out reach with Juniper Hill. The gate at the WRTD office building will no longer be manual. She stated that the pay increase has helped bring in new drivers. Benefits and pay are being evaluated. CTTransit gave WRTD a plow truck that helped with snow removal costs. CTDOT removed sand and did some repairs.
  - b.) Operations** – W. Kurcinik stated that they are always accepting applications. Christmas party was a success. She did outreach at the Mansfield Senior Center. She has ordered more COVID tests and supplies and conducting dispatch training. The accident and injury rates are down.
  - c.) Finance Report** – P. Holmes stated that CTDOT wants to revisit transferring Fixed to DAR in February. She has permission to bill Hunting Lodge and the maintenance will approved by Monday. Benefits for December 2021 includes worker’s comp. Mansfield owes 2<sup>nd</sup> quarter and Windham owes 1<sup>st</sup> and 2<sup>nd</sup> for Local Match.
  - d.) Planner’s Report** – P. Johnson stated that Pasio will be ordered in February and installed in March or April. There will be a route change workshop on February 9, 2022 at 5pm and then a public hearing in Windham. He stated the General Transit Feed will be launching soon with UCONN. ParaTransit and tracking is available online. Optibus was successful with UCONN.
  - e.) Chairman’s Report** – M. Roach stated that she needs to reschedule the March meeting. R. Vertefeuille made a motion to move the meeting to March 25, 2022. The motion was seconded by K. Epling. There was discussion about the Maintenance and Personnel Handbook revisions. There will be RFP updates during the process.
- 10. Executive Session** – None
- 11. Adjourn** – The meeting was adjourned at 3:50.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary