

Windham Region Transit District

Board of Directors Meeting

Friday, March 25, 2022 – 2:00 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, Jean deSmet, Wilfred Bigl

Board Members Excused:

Board Members Absent:

Staff Present: Linda Hapeman, Patty Holmes, Wendy Kurcinik, Philip Johnson, Joe Comerford, Bailey Blanchard

1. **Call to Order** – M. Roach called the meeting to order at 2:00 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – None
8. **Reports to Officers and Staff:**
 - e.) **Chairman’s Report** – M. Roach took her time to remind the Board members of the policies and procedures that need to be followed. She stated that she is the Chair of the Board and if there is a need to a specific discussion, or if an item needs to be added to the agenda, it should to be discussed with her first.
5. **Secretary’s Report** – T. Currier made a motion to accept the Finance and Regular Board Meeting Minutes from the January 21, 2022 meeting. The motion was seconded by K. Epling.
6. **Old Business** –
 - a.) **COVID 19 Update** – L. Hapeman stated there are no new cases. Always cleaning buses. Mask mandate on buses may end April 18, 2022.
 - b.) **UCONN / CTDOT MOU** – Made process with the MOU. Interviewing prospective UCONN employees. Radio upgrade is progressing. UCONN buses at WRTD June 2022. WRTD billed DOT for Hunting Lodge and will be billing UCONN for UCONN maintenance.
 - c.) **Windham Intermodal Transportation Initiative** – Continuing to meet.
 - d.) **Maintenance Progress** – Maintenance continues to preform well.

7. **New Business –**
 - a.) **New Staff Member** – Bailey Blanchard, Safety Manager and Kevin Pisam, Full Time CDL operator.
 - b.) **Maintenance and Employee Handbooks** – T. Currier made a motion to approve the Maintenance Handbook. The motion was seconded by K. Epling.

8. **Reports to Officers and Staff –**
 - a.) **Administrators Report** – L. Hapeman stated that she purchase HR software and that an RFP was sent out for diesel. She also stated that Electric Bus training for 1 mechanic is set to start April 2022 and that electric bus purchases are being coordinated with DOT.
 - b.) **Operations** – W. Kurcinik stated that they are always accepting applications. Optibus training is going well. Three dispatchers went to training. Changes are being made to help with the merger.
 - c.) **Finance Report** – P. Holmes stated she has had many conversations with DOT in regards to the merge with UCONN. She also stated that she normally does requests for donations, but hasn't recently because of decreased ridership from COVID. 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 Pasio is live in the backend only and that the software is coming soon. New rates were done with outreach and are ready for the Board. The RFP is complete and moving forward soon. There are temporary signs out.

9. **Executive Session – Discussion of RFP Contract progress:** J. deSmet made a motion to enter Executive Session at 3:27. The motion was seconded by K. Epling. R. Vertefeuille made a motion to exit Executive Session at 3:50. The motion was seconded by J. deSmet.

10. **Adjourn** – The meeting was adjourned at 3:50.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary