

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, May 20, 2022 – 2:00 p.m.**

**28 South Frontage Road, Mansfield Center, CT**

**REGULAR MEETING MOTIONS AND MINUTES**

**Board Members Present:** Marj Roach, Rachel Vertefeuille, Wilfred Bigl

**Board Members Excused:** Tom Currier, Kaithlin Epling

**Board Members Absent:**

**Staff Present:** Linda Hapeman, Patty Holmes, Philip Johnson, Joe Comerford, Bailey Blanshard

1. **Call to Order** – M. Roach called the meeting to order at 2:00 p.m.
2. **Roll Call** – Attendance noted above. M. Roach stated that J. deSmet has resigned from the Board and a new member coming on from Windham will have a 2 year term.
3. **Public Comment** – None
4. **Correspondence** – None
5. **Secretary's Report** – W. Bigl made a motion to accept the Regular Board Meeting Minutes from the March 25, 2022 meeting. The motion was seconded by R. Vertefeuille.
6. **Old Business** –
  - a.) **COVID 19 Update** – L. Hapeman stated there are no new cases. Mask mandate on buses ended April 20, 2022, but masks are still offered and the drivers are still wearing them.
  - b.) **UCONN / CTDOT MOU** – L. Hapeman stated that the Transit Contract ends Jun 30<sup>th</sup>. She has been discussing wages and seniority. She received 25 application and will be starting interviews. She stated that she would like to have 30 new people and that 35 is optimal, but there will be enough to start for July 1.
  - c.) **Windham Intermodal Transportation Initiative** – No new update.
  - d.) **Maintenance Progress** – Maintenance is still going well. New gates were installed at the WRTD facility and there will be transponders on the bus for operating.
7. **New Business** –
  - a.) **New Staff Member** – Positions are open for HR/Payroll/Recruiting, Procurement/Parts/Grants Specialist, Safety Supervisors, Dispatch and Service Attendants. Positions have been filled for drivers. The names are Blake Perry, Prudence Gilbert, Eric Hoskins and Michael Walker for UCONN and Brian Latandresse for Regional.
  - b.) **Line of Credit** – R. Vertefeuille made a motion of resolution to add T. Currier and K. Epling to the Line of Credit. The motion was seconded by W. Bigl.

**7. New Business – continued –**

**c.) Sign Company** – L. Hapeman stated that the contract has ended and the company did not live up to the expectations. The discussion has been moved to the July 2022 meeting when Linda can present information to the Board.

**d.) Free Fares** – There are Grant options that will reimburse agencies for free fares. W. Bigl made a motion to offer free fares while WRTD keeps track of the amount through November 30, 2022. The motion was seconded by R. Vertefeuille.

**8. Reports to Officers and Staff –**

**a.) Administrators Report** – L. Hapeman stated that there was a major accident and our driver was found not at fault. There were no fatalities, but the bus will be out of commission for an extended time to be repaired. B. Blanshard was present for this portion of the meeting as she spent some time at the scene and has been in contact with the driver. Electric Bus training is completed by one mechanic. WRTD plans to participate in the 3<sup>rd</sup> Thursday event. Televisions have been installed on some buses to give information out. Congressman Courtney will be at WRTD on May 23<sup>rd</sup> for a ribbon cutting for this and will then ride a bus to CLiCK as one of the segments is USDA and Dept of Ag helping residents find fresh vegetables at Farmer's Markets.

**b.) Operations** – L. Hapeman reported that 3 people are trained for Optibus. They held an ADA training. Linda, Wendy and Marj attended the ribbon cutting for the Windham Community & Senior Center.

**c.) Finance Report** – P. Holmes stated ADA is out of money. Working with DOT for CARES money and overages. W. Bigl made a motion to accept the Finance Report. The motion was seconded by R. Vertefeuille.

**d.) Planner's Report** – P. Johnson stated that new signs will be installed after the new routes are set. Outreach and a pulse test was done for the new routes. Pasio was installed. Buses will now have stop announcements.

**e.) Chairman's Report** – M. Roach stated that she is in the office once or twice a week, signing checks and checking in.

**9. Executive Session – Discussion of RFP Contract progress:** R. Vertefeuille made a motion to enter Executive Session at 3:12. The motion was seconded by W. Bigl. W. Bigl made a motion to exit Executive Session at 3:41. The motion was seconded by R. Vertefeuille. R. Vertefeuille made a motion to appoint M. Roach as the Board member to discuss and negotiate the Management contract. The motion was seconded by W. Bigl.

**10. Adjourn** – The meeting was adjourned at 3:45.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary