

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, January 26, 2023 – 2:00 p.m.**

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

**REGULAR MEETING MOTIONS AND MINUTES**

**Board Members Present:** Marj Roach, Tom Currier, Rachel Vertefeuille, Chandler Rose

**Board Members Excused:**

**Board Members Absent:** Wilfred Bigl

**Staff Present:** Linda Hapeman, Wendy Kurchinik, Patty Spinelli, Philip Johnson, Joe Comerford, Andy Kelly

1. **Call to Order** – M. Roach called the meeting to order at 2:01 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – L. Hapeman spoke about the email link for UCONN students.
5. **Secretary’s Report** – C. Rose made a motion to accept the minutes from November 18, 2022. The motion was seconded by M. Roach.
6. **Old Business** –
  - a.) **Windham Transit Center Progress** – DOT and WRTD met with the Town of Windham officials. An architect has been hired to come up with a plan for the interior. WRTD will be charged with maintaining and staffing.
  - b.) **COVID 19 Update** – L. Hapeman stated there have been several new cases of COVID and non COVID virus related illnesses.
7. **New Business** –
  - a.) **New Staff Member** – Blake Perry, Safety Supervisor was hired. Still looking for 1 each Mechanic, Service Attendant, Dispatch and 2 AVS positions.
  - b.) **Sign Company** – Remove from agenda until end of 1 year contract extension
  - c.) **Dial A Ride** – L. Hapeman stated that DAR numbers is at pre pandemic levels. She also stated that the manual should be updated. M. Roach made a recommendation for issues regarding DAR be presented to the Board for review prior to the next Budget Process. C. Rose made a motion to table the DAR review. The motion was seconded by M. Roach.
  - d.) **Local Match FY 2024** – R. Vertefeuille made a motion to present the Local Match as proposed for FY 2024 with the 3% increase including Windham’s request to be 3% off of FY 2023 request. The motion was seconded by C. Rose.

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

**a.) Administrators Report –** L. Hapeman stated that free fares will be decided on before April 1<sup>st</sup>. Negotiations with Teamsters continue. Electricity installation at the Park & Ride is out for bid. Outreach was held at Juniper Hill and messages have been left with Mansfield Senior Center. Ashford will be in touch when it's a good time to have a meeting with them. They attended the Arthur N. Gaudet Run Cutter training. New contracts for bus washing are being worked on.

**b.) Operations Report –** W. Kurcinik stated that HuskyGo seems to be working well with a new schedule. She, Linda and Philip are continuing to train with Optibus. She is working on a new bid for Regional. Interviews are happening regularly.

**c.) Finance Report –** P. Holmes stated 2 more payments came in for the Cash Flow since printing the report and the Local Match was paid by 2 towns. She invoiced UCONN and DOT for 3<sup>rd</sup> quarter. With Budget vs Actual she's still waiting to know how to handle ADA and will be billing the last 6mos. R. Vertefeuille made a motion to accept the Finance Motion. The motion was seconded by M. Roach.

**d.) Planner's Report –** P. Johnson stated that he will follow up with the Reverse Circulator Funding and will apply for the Microtransit Grant. The Sign AFE is almost approved and the Passio AFE is complete. Timepoints reoptimized to help with time performance. New student housing to start with one direction bus traffic. A sample will be ready for SMART MAPS soon.

**e.) Safety Report –** B. Blanshard stated that there was 1 preventable accident for Regional and 2 non-preventable for UCONN. There are no injuries for January 2023. There are 6 employees in training and 2 more starting. She's waiting for the Sir Claim to be approved for Bus 2041. Equipment was stolen out Bus 230. Many evaluations have been done.

**f.) UCONN Parking & Transportation Report –** A. Kelly stated that complaints have gone down. Routes that P. Johnson worked on have been published. Gave kudos to the team.

**g.) Chairman's Report –** M. Roach stated she has been working with DOT on the Management RFP.

**9. Executive Session – RFP progress: –** C. Rose made a motion to go into Executive Session at 3:23. The motion was seconded by R. Vertefeuille. C. Rose made a motion to come out of Executive Session at 3:30. The motion was seconded by R. Vertefeuille. There were no motions or votes.

**10. Adjourn –** The meeting was adjourned at 3:30.

Respectfully Submitted,  
Rachel M. Vertefeuille, Vice-Chair  
Acting Secretary