

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, June 16, 2023 – 2:00 p.m.**

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

**REGULAR MEETING MOTIONS AND MINUTES**

**Board Members Present:** Marj Roach, Rachel Vertefeuille, Tom Carrier, Wilfred Bigl, Adam Richardson

**Board Members Excused:** Chandler Rose

**Board Members Absent:**

**Staff Present:** Linda Hapeman, Patty Spinelli, Jennifer Odle, Bailey Blanshard, Joe Comerford

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
5. **Secretary’s Report** – T. Carrier made a motion to accept the minutes from the April 21, 2023 Board meetings. The motion was seconded by A. Richardson. M. Roach made a motion to accept the minutes from the June 12, 2023 Special Board Meeting. The motion was seconded by R. Vertefeuille.
6. **Old Business** –
  - a.) **Windham Transit Center Progress** – Still waiting on a lease.
7. **New Business** –
  - a.) **New Staff Member** – 2 new HuskyGo operators
  - b.) **HuskyGO Personnel Handbook** – A. Richardson made a motion to accept the new HuskyGo Personnel Handbook as reviewed by the Personnel Committee. The motion was seconded by T. Carrier.
  - c.) **WRTD FY24 Operating Budget** – The public presentation was scheduled for the same time as the meeting. A special meeting is scheduled for June 27, 2023 at 2pm to take possible action on the Operating Budget.
  - d.) **Resolution 2019-1** – A statement was read regarding attendance for Regular and Special meetings and the upcoming Board Retreat.
  - e.) **UCONN AVS amendment to agreement** – L. Hapeman discussed the agreement. M. Roach made a motion to accept the amendment. The motion was seconded by T. Carrier.

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

**a.) Administrators Report** – L. Hapeman stated the Quarterly Transit Meeting with DOT occurred, AAA Grant hearing set for 2024, FY24 Muni Grant letters were sent to Towns, she met with DOT to review new routes proposal and did a walk through with DOT and Baker & Assoc for the remodel project starting in 2024, she is coordinating meeting times for contract negotiations. She has continued DAR outreach and will be doing a AAA mailing.

**b.) Operations Report** – W. Kurcinik’s report stated the first vacation bid was a success, a new bid will go out for the second half of the summer, an RFP will be prepared for the rural transit assistance program, plans for participating in the Boom Box parade, HuskyGo charters are planned for the summer, she will be focusing on fall bids in the coming months.

**c.) Finance Report** – P. Spinelli stated she received money from DOT, is expecting Local Match money and expecting to pay off the Line of Credit in early July. R. Vertefeuille made a motion to accept the Finance Report as presented. The motion was seconded by T. Currier.

**d.) Safety Report** – B. Blanshard stated that there was one preventable accident, one re-injury and one new injury in May. There was one preventable accident and no injuries in June. Two drivers are in training and two will be starting. No new cases of COVID in May or June. The Roadeo was a great success. Passio was on site to repair install issues, found them to be Passio Tech issues.

**e.) Planner’s Report** – P. Johnson’s report stated that reverse circular funding was approved.

**f.) Human Resources Report** – J. Odle has been working on a lot, including handbooks revisions and updates.

**g.) UCONN Parking & Transportation Report** – L. Hapeman reported for A. Kelly that they are working on the block heaters and front gate.

**h.) Chairman’s Report** – M. Roach mentioned P. Spinelli brings checks to her for signing and she liked the Newsletter that reminded her about celebrating birthdays.

**9. Executive Session** – None

**10. Adjourn** – The meeting was adjourned at 3:29 p.m.

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