

Windham Region Transit District

Board of Directors Meeting

Friday, July 21, 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 Currier, Wilfred Bigl, Chandler Rose

Board Members Excused: Adam Richardson

Board Members Absent:

Staff Present: Linda Hapeman, Patty Spinelli, Wendy Kurcinik, Philip Johnson, Jennifer Odle, Bailey Blanshard, Joe Comerford, Andy Kelly

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** – W. Bigl made a motion to accept the minutes from the June 16, 2023 Board meeting and the June 12 and June 27 Special meetings. The motion was seconded by T. Currier.
6. **Old Business** –
 - a.) **Windham Transit Center Progress** – L. Hapeman stated that a draft lease has been sent to DOT, waiting to hear back.
7. **New Business** – none
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – L. Hapeman stated a meeting was held for UCONN/DOT/WRTD to renegotiate the contract and a ZOOM meeting Joe Courtney's office regarding COVID funds. There was an onsite visit from DOT for the Pre Triennial Audit. Outreach was held in Chaplin and Windham. She plans to attend the Windham Family Expo and Celebrate Mansfield. She is also working on procurement of Rosco Vision MobilEye Sheild.
 - b.) **Operations Report** – W. Kurcinik's stated the second half summer bid was a success and she is preparing for fall bids. HuskyGo charters kept everyone busy over the summer with driver's stepping up. Interviews continue. She and B. Blanshard will attend Transportation training in St. Louis. There were many volunteers at the rodeo in June and the Boom Box parade was a success. First day of UCONN classes is August 24.

c.) Operations Report – W. Kurcinik’s reported for B. Squires. There were zero road calls for June, with one tow in. PM is up to date on all vehicles with 6 buses currently a “hard down” in the combined fleet. B. Squires will be attending a training in October. Working on the outlet project in the commuter lot and repaving the lower lot. Recruiting for a new mechanic.

d.) Finance Report – P. Spinelli stated she received an email from DOT to expect a check. Coventry, Windham and Mansfield local match is delayed, but all other towns are paid. Benefits is up for workers comp and two months worth of health insurance. Over budget in all categories except DAR and UCONN. No TOD for FY23 MuniGrant, working on FY24 Muni Grant. R. Vertefeuille made a motion to accept the Finance Report as presented. The motion was seconded by T. Currier.

e.) Safety Report – B. Blanshard stated that there was one preventable accident so far in July. Two drivers will be finishing their training with four more starting their training.

f.) Planner’s Report – P. Johnson stated that the reverse circular funding will most likely be approved with no local match needed. Transit App is live, but working out an RT issue. GTFS-RT is making progress. Passio is still pending. A field trip is planned for the new stop locations. Work is paused on the Transit Guide. Timepoints and parking lot matrix have been updated while ArcGIS parking updates are ongoing. Passio stop announcements are on schedule to be complete this summer. The Transit guide website conversion is complete.

g.) Human Resources Report – J. Odle stated the HuskyGo Collective Bargaining Agreement was ratified. She stated there are 68 total employees which is up from April. She is continuously working on recruitment.

h.) UCONN Parking & Transportation Report – A. Kelly stated that getting WRTD bills is his top priority. Full service for UCONN starts August 28 with weekend service after Labor Day.

i.) Chairman’s Report – M. Roach stated she had a ball at the Boom Box parade. She mentioned the Board Retreat is scheduled for August 22. She told the Board members to expect some training that will need to be completed by the September meeting.

9. Executive Session – None

10. Adjourn – The meeting was adjourned at 3:05 p.m.

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