

Windham Region Transit District

Board of Directors Meeting

Friday, November 17, 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, Adam Richardson

Board and Staff Members Excused: Chandler Rose

Staff Present: Andy Kelly (ZOOM at 3), Linda Hapeman, Patty Spinelli, Wendy Kurcinik, Philip Johnson, Bailey Blanshard, Jennifer Odle, Joe Comerford (present at 2:15), Cristin Tolen, Tom Partalas

1. **Call to Order** – M. Roach called to order at 2:02 p.m. She mentioned that W. Bigl has resigned from the WRTD Board.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – There have been complaints regarding bus stops which P. Johnson will talk about in the Planner’s Report. L. Hapeman also mentioned that a passenger was passed up and that was addressed with the driver.
5. **Secretary’s Report** – T. Currier made a motion to accept the minutes from the October 20, 2023 Annual and Board meetings. The motion was seconded by M. Roach.
6. **Old Business** – None
7. **New Business** –
 - a.) **Audit** – T. Partalas went through the Audit and stated that there is a clean opinion. T. Currier made a motion to accept the Audit opinion as presented. The motion was seconded by A. Richardson.
 - b.) **2024 Meeting Calendar** – R. Vertefeuille made a motion to accept the 2024 Calendar. The motion was seconded by T. Currier. M. Roach asked the Board and Staff members to save the dates. L. Hapeman spoke on behalf of J. Comerford transferring his position to C. Tolen as the TransDev representative.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – L. Hapeman spoke about the CACT Expo at DOT, plans to attend next year. UCONN/ DOT still negotiating. NTD Annual report is complete, still now response. She has called the Town of Ashford for a Board Member and Outreach. The lease has been drawn up for the Windham Transit Center. WRTD will be participating in the parade on November 24th.

b.) Operations Report – W. Kurcinik stated the Thanksgiving bid was complete and will be working on the Christmas bid. The ride along with the drivers was a success and will be making an effort to do it more often. Gift certificates were given out for Thanksgiving. There was a chili cook off today. A new dispatcher is in training. There were 1,569 call so far in November with an average handle time of 1:49 The Holiday dinner will be held on December 10.

c.) Maintenance Report – W. Kurcinik reported for B. Squires. There was one road call since the last meeting. All maintenance is up to date on time. Lower lot block heater project is complete. Bus 2041 went back into service after 1 1/5 years and was damaged in two weeks. Will be decorating a bus for the tree lighting/ touch a truck parade. Three buses currently a “hard down”. L. Hapeman added that the Maintenance crew will be at training the first week of December.

d.) Finance Report – P. Spinelli stated everything is pretty much on target. There is outstanding balances but invoices have been getting paid quickly. T. Currier made a motion to accept the Finance Report as presented. The motion was seconded by R. Vertefeuille.

e.) Safety Report – B. Blanshard stepped out for a safety meeting so L. Hapeman presented. There are three drivers behind the wheel with two drivers scheduled for the nest class. There were two COVID cases, one preventable accident, one non-preventable employee injury and zero passenger injuries.

f.) Planner’s Report – P. Johnson stated the new signs are finally going up with one sign being moved. A stop at the Science building and removing Lot J are being explored. Shelter cleanup and repair to start. GTFS-RT passing at 96%. Gameday detours are now in Pasio. NTD and APC completed timely.

g.) Human Resources Report – J. Odle stated one new employee was hired for HuskyGo, Regional and AVS while also losing one for Regional. There are two more scheduled to start November 28th. She continues to focus on recruitment with Indeed and the website. She stated that open enrollment has started with several employees signing up as well as with retirement.

h.) UCONN Parking & Transportation Report – A. Kelly stated he hopes to have a resolution with negotiations soon.

i.) Chairman’s Report – M. Roach asked how the lower lot paving was paid, L. Hapeman stated DOT. A. Richardson made a motion to keep J. Comerford on as Chair of Board Development. The motion was seconded by R. Vertefeuille.

9. Executive Session – None

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

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