

Windham Region Transit District

Board of Directors Meeting

Friday, February 16, 2024 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Rachel Vertefeuille, Tom Currier, Joshua Aldrich

Board Members Excused: Marj Roach

Board Members Absent:

Staff Present: Linda Hapeman, Patty Spinelli, Philip Johnson, Andy Kelly, Bailey Blanshard, Catherine Goss

1. **Call to Order** – M. Roach had difficulty with ZOOM, R. Vertefeuille called the meeting to order at 2:05 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – none
4. **Correspondence** – L. Hapeman stated she has cleared up rider’s concerns.
5. **Secretary’s Report** – J. Aldrich made a motion to accept the January 19, 2024 Regular Board Meeting minutes. The motion was seconded by T. Currier.
6. **Old Business** –
 - a.) **UCONN negotiations update** – L. Hapeman stated there is a signed agreement.
 - b.) **Windham Transit Center Progress** – L. Hapeman stated there is no update, still waiting on lease.
7. **New Business** –
 - a.)
 - b.)
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – L. Hapeman stated the insurance audit is complete. Temporary charging stations are being worked on at the lower parking lot. A new bid will be run next week with a reduction in UCONN service. Electric and Hybrid buses have been ordered. One seat on every bus was reserved for Rosa Parks on February 4, 2024. She is looking for Board members to attend or volunteer at the CT Statewide Transit Rodeo on June 8, 2024.
 - b.) **Operations Report** – W. Kurcinik was dispatching so her report was given by L. Hapeman. Total calls are up to 3,168 with an average of 1:43. New bids were started for Spring semester, then will work on bids for new routes. A mailing increased calls from Columbia, Chaplin and Lebanon.

c.) Maintenance Report – no report

d.) Finance Report – P. Spinelli stated she will be billing January to CT DOT.

Everything is on point. Some expenses were Pasio and OptiBus renewals. She has got money from UCONN and the Mansfield Local Match.

e.) Safety Manager's Report – B. Blanshard stated there were no accidents, one reportable injury and no COVID cases. New employee training to start February 19th. CDL training moving forward with recruitment. All annual evaluations are up to date.

f.) Planner's Report – P. Johnson stated he met with the student advisory board in January 2024 to answer questions. Data request for EV charging was completed. He is anticipating an answer from CT DOT on service hours to finalize new routes. There was a soft launch for Danielson, made some adjustments, launch expected, will go from parking garage to Brooklyn Wal-Mart.

g.) Human Resources – J. Odle's report was presented by L. Hapeman. There are currently 30 HuskyGo, 18 Regional and 6 AVS employees. She is always recruiting. She is reworking the HRIS system.

h.) UCONN Parking & Transportation Report – A. Kelly stated the next agreement will be started on months in advance. He said its better to present fewer stops at locations then to lose stops completely.

i.) Chairman's Report – no report

9. Executive Session – none

10. Adjourn – The meeting was adjourned at 3:45. Next meeting to be held Marcg 15th.

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