

Windham Region Transit District

Board of Directors Meeting

Friday, March 15, 2024 – 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

Board Members Excused: Joshua Aldrich

Board Members Absent:

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

1. **Call to Order** – M. Roach called the meeting to order at 2:06 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – Addressed concerns and questions regarding the service changes
4. **Correspondence** –
5. **Secretary’s Report** – tabled to the April meeting
6. **Old Business** – none
 - a.)
7. **New Business** –
 - a.) **Add signer for checks and line of credit** – R. Vertefeuille made a motion to add Joshua Aldrich as a signer for checks and line of credit. The motion was seconded by T. Currier.
 - b.) **WRTD Regional Personnel Policy** – R. Vertefeuille made a motion to accept the revisions done to the policy. The motion was seconded by T. Currier.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – L. Hapeman stated they are preparing for Transit Employee Appreciation Day, she is meeting with Lebanon for a Board Member, purchased a comment software called Zoho, Nick Promponus (TransDev) visited WRTD in February, she and P. Johnson visited with Windham Mayor Tom DeVivo, and the Ashford meeting was postponed. AAA (Title III) year end was submitted along with the upcoming application was submitted, will be doing more outreach for benefits provided by Senior Resources on Aging and for Veterans. The roof top AC/HV will be replaced. The small bus purchase will be on April 2024 agenda.
 - b.) **Operations Report** – W. Kurcinik stated HuskyGo is on spring break, the bid went well with one driver furloughed and 25 working, summer bid starting soon. Flex Yellow was eliminated and service ends at 10:30 until summer break. New dispatcher being trained. Total calls are up to 2,261

c.) Maintenance Report – Three road calls since last meeting. All maintenance are up to date and done on time. Members of the Maintenance Crew are doing trainings. Bus 339 is back in service. They are piloting a ZONAR tablet for driver inspections. There are three buses in a “hard down”.

d.) Finance Report – P. Spinelli stated the check came in from UCONN. She did have to draw on the line of credit but it’s already been paid back. Waiting on a revised TOD. The acceptance of the Finance Report was tabled.

e.) Safety Manager’s Report – B. Blanshard stated there were no accidents, injuries or COVID cases. There are two operators starting class and two operators waiting on back ground checks and one in training. She will be meeting with J. Odle to create a recruitment plan for CDL school.

f.) Planner’s Report – P. Johnson stated bus stop enhancement program is ongoing and he is waiting on DOT’s answer regarding service hours changes. Service reductions on HuskyGo started this week and he is working on service reductions for July 1. The Sign Pro contract has been closed out. He is working on an electric bus grant, but the commuter bus grant was denied. He will exploring vouchers as discussed with Windham Mayor and working on an alignment in a HuskyGo accident hot spot.

g.) Human Resources – J. Odle’s stated there are currently 69 employees, 30 are HuskyGo, 18 are Regional and 6 are AVS. Two new hires will be starting February 19th and there are two candidates. She is looking at recruiting UCONN students as part time AVS drivers. The pay increase and vacation pay out was done for HuskyGo employees. She continues to work with recruitment and would like to look at turn over to retain employees.

h.) UCONN Parking & Transportation Report – A. Kelly stated he met with P. Johnson going over routes. There hasn’t been much noise over the reductions and only a few missed ride reports for AVS. In regards to the Finance report he stated there is a second year already agreed to so there is stability.

i.) Chairman’s Report – R. Vertefeuille, reporting for M. Roach, stated things have been running smoothly, working on getting things done earlier and it would be great to have a member on the Board from Lebanon.

9. Executive Session – none

10. Adjourn – The meeting was adjourned at 3:16. Next meeting to be held April 19th.

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