

Windham Region Transit District

Board of Directors Meeting

Friday, April 19, 2024 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Rachel Vertefeuille, Tom Currier, Josh Aldrich (left at 3:40)

Board Members Excused: Marj Roach, Andy Kelly

Board Members Absent:

Staff Present: Linda Hapeman, Patty Spinelli, Philip Johnson, Jennifer Odle, Bailey Blanshard, Richard Nakatsuka

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:02 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – Public comment for WRTD 5311 Application.
4. **Correspondence** – Kudos were sent from passengers recognizing Ingrid Polanco, Stephen Filip and Dennis Murphy.
5. **Secretary’s Report** – Tabled to the May meeting
6. **Old Business** – none
 - a.)
7. **New Business** –
 - a.) **Small Bus Purchase** – There was discussion regarding the bus purchase. J. Aldrich made a motion to purchase the buses. The motion was seconded by R. Vertefeuille.
 - b.) **Ticket Donation** – There was some discussion regarding how a ticket donation would work. The motion was tabled to the May meeting.
 - c.) **FTA Grant 5311** – L. Hapeman explained this application is processed every four years. J. Aldrich made a motion for Board approval. The motion was seconded by T. Currier.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – L. Hapeman stated the bus stop program is moving along. She met with the Lebanon First Selectman about bringing on a Board member. Managers meetings have started again along with employees doing Monday Notes. All offices need to be out of the building in 9 months to break ground on building updates in 12 months. There are talks of temporary office trailers and the parking garage. Committee meetings have begun and there will need to be some reorganizing of members. WRTD donated items for Rally for ReEntry.

b.) Operations Report – L. Hapeman reported for W. Kurcinik that HuskyGo regular service ends May 3rd. HuskyGo and Regional summer bids will start April 24th and May 26th respectfully. There has been an increase in calls every week. Dispatch answered 2,981 calls in March with an average call time of 1:40. On Time Performance for Regional should improve after the service changes. L. Hapeman stated she has a meeting scheduled with the Scotland First Selectman for outreach.

c.) Maintenance Report – There was no report.

d.) Finance Report – P. Spinelli stated she is still waiting on the revised TOD, R. Nakatsuka stated it is forth coming. She has billed for the last quarter on Budget vs Actual and in good shape on Cash Flow. T. Currier made a motion to accept the Finance Reports from March and April. The motion was seconded by R. Vertefeulle. T. Currier made a motion to add **WRTD FY25 Operating Budget** to the agenda. The motion was seconded by J. Aldrich. J. Aldrich made a motion to send the WRTD FY25 Operating Budget to public notice. The motion was seconded by T. Currier.

e.) Safety Manager's Report – B. Blanshard stated there was one preventable and one non-preventable accidents, 2 For Record Only injuries and no COVID cases. There is one operator starting class, two operators on the road and one behind the wheel. There are 3 operators working on different stages of their F Endorsements. B. Blanshard and B. Squires are working on some safety training and app testing. She has been working on traffic mat, First Aid kits supplies and uniform services. HuskyGo safety meetings will be held week of April 29th. There are 2 drivers signed up for the Roadeo.

f.) Planner's Report – P. Johnson stated hours will be extended for Commencement, updates coming for Blue/Parking Express time points, there was a last minute work around for the watch party, the website homepage has received a facelift, there will be an automated charter plugin on the website, a stop was added at Rose Brooks House and Senior Center NB, service hours for FY 24/25 is ongoing, moving onto the next step of implementing the new routes.

g.) Human Resources – J. Odle's stated there are currently 72 employees, 30 are HuskyGo, 21 are Regional and 6 are AVS. Two new hires started April 15th and there are two candidates. She stated there are 19 UCONN students interested in becoming part time AVS drivers. She will be revising the attendance policy.

h.) UCONN Parking & Transportation Report – No report.

i.) Chairman's Report – L. Hapeman, reporting for M. Roach, stated she was sorry she wasn't able to attend the meeting.

9. Executive Session – none

10. Adjourn – The meeting was adjourned at 3:56. Next meeting to be held May 17, 2024.

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