

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, June 21, 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 Carrier, Josh Aldrich, Andy Kelly

**Board Members Excused:**

**Board Members Absent:**

**Staff Present:** Linda Hapeman, Patty Spinelli, Wendy Kurcinik, Philip Johnson, Jennifer Odle

1. **Call to Order** – M. Roach called the meeting to order at 2:03 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – None
5. **Secretary's Report** – J. Aldrich made a motion to accept the May 17, 2024 meeting minutes. The motion was seconded by T. Carrier.
6. **Old Business** –
  - a.) **Building Construction Update** – There was an update on the project. The contract will be awarded in the next six months.
  - b.) **Lebanon Board Member** – There was discussion regarding the withdrawal of prospective new Board members and the possibility of others.
  - c.) **Governors Service Initiative** – Will be starting July 1<sup>st</sup>. There will be a full page ad in the Chronicle and radio spots on WILI AM. Outreach is planned for July 5<sup>th</sup> at Juniper Hill.
7. **New Business** –
  - a.) **Personnel Committee Update** – R. Vertefeuille made a motion to accept the Proposed Vacation policy for exempt employees. The motion was seconded by T. Carrier.
  - b.) **Visit from Transdev** – Nick Promponas and Cristin Tolen from Transdev were present at the meeting.
8. **Reports to Officers and Staff** –
  - a.) **Administrators Report** – L. Hapeman stated she nominated M. Roach for the 2024 Friends of Public Transportation. The 5311 Grant was accepted, WRTD is a subrecipient from CTDOT for funding. The Title 3 Grant interview went well. It is money to assist riders over 60 years of age with free rides. BEB Training at CT Transit. WRTD preformed well at the Roadeo and the videos are not on the website. The FY24 audit has begun.

**b.) UCONN Parking & Transportation Report** – A. Kelly stated the UPass agreement was renewed. There was discussion about wrapping a bus for the Championship.

**c.) Operations Report** –W. Kurcinik stated the on time performance for DAR for May was 93%. Dispatch fielded 2,564 phone calls in May. HuskyGo and Regional are bidding for the second summer session. Regional is getting ready for the new 617 A and B route that will be starting July 1<sup>st</sup>. Busy season starting for charters, she will send the charter link to A. Kelly for the UCONN page. Two operators and a mechanic were honored at the CACT luncheon. They are tidying up some processes, doing some team building in dispatch and preparing for another school year.

**d.) Maintenance Report** – None.

**e.) Finance Report** – P. Spinelli stated everything is on track, nothing is over and the grants were not billed for the full amounts in the Budget vs Actual. She stated that everything is in good shape in the Finance Report. Larger bills will be paid out in June and she expects to receive most of the Local Match in July. J. Aldrich made a motion to accept the Finance Report as presented. The motion was seconded by T. Currier.

**f.) Safety Manager's Report** – One mechanic will be testing for his CDL, UCONN operators training on the Regional side and new driver classroom starts the week of June 24<sup>th</sup> and July 1<sup>st</sup>. Evaluations are complete, random drug test are up to date and DOT physicals are up to date. B. Blanshard will be scheduling a call with CT Transit WC rep to discuss the open claims. Mansfield FD did a walk through. Electris bus and GSI training continues.

**g.) Planner's Report** – P. Johnson stated 3 students have been hired and on boarded. The fall service plan is done. The informational session about the new routes is done. Time points and maps for the Regional bid are complete and going into Optibus. Smart Maps project is being resumed. CTDOT took the lead on customer service codes of conduct.

**h.) Human Resources** – J. Odle's stated there is currently 68 employees with 4 pending new hires. Summer furlough is still underway for HuskyGo and some drivers are working on for Regional. AVS has two dispatchers and two drivers with the rest on summer furlough. Recruiting is active for Regional, HuskyGo and AVS. She stated that she will be revising the accident policy and looking for a Human Resources Information System.

**i.) Chairman's Report** – M. Roach thanked L. Hapeman for her nomination for the 2024 Friends of Public Transportation, which she won, and for bringing her the award.

**9. Executive Session** – None

**10. Adjourn** – The meeting was adjourned at 3:15. Next meeting to be held July 19, 2024.

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