

Windham Region Transit District

Board of Directors Meeting

Friday, January 19, 2024 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Marj Roach, Tom Currier, Rachel Vertefeuille, Adam Richarson, Joshua Aldrich

Board Members Excused:

Board Members Absent:

Staff Present: Linda Hapeman, Patty Spinelli, Philip Johnson, Jennifer Odle, Cristin Tolan, Andy Kelly, Maureen Lawrence, Lisa Rivers, Sara Radacsi

1. **Call to Order** – M. Roach called the meeting to order at 2:02 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – L. Hapeman stated that there was a complaint regarding overloads on HuskyGo and it has been responded to. She also stated that a passenger was passed up which has also been addressed.
5. **Secretary’s Report** – A. Richardson made a motion to accept the November 17, 2023 Regular Board Meeting minutes. The motion was seconded by T. Currier. J. Aldrich abstained.
6. **Old Business** –
 - a.) **UCONN negotiations update** – The current draft is being reviewed by L. Hapeman, L. Rivers and M. Lawrence. A. Kelly stated that WRTD has been running at risk. The current year may be stopped at 35,000 hours leading to a stop in service. UCONN can’t pay without a contract. L. Hapeman stated that she will meet by March 31st yearly to review service to date. New language will be added for any hours over the 35,000.
 - b.) **Windham Transit Center Progress** – L. Hapeman stated the lease is still being review by legal.
7. **New Business** –
 - a.) **Local Match** – L. Hapeman stated the Local Match will be sent to the Town’s with no increase. M. Roach made a motion to notify the Town’s. The motion was seconded by T. Currier.
 - b.) **Voting Units and c.) Board Members update** – L. Hapeman stated the 2020 census numbers that were recently released shows that Windham is below the required 25,000. She state the population has dropped overall. She will reach out to Windham for members to be reviewed and should be adopted at the February meeting. Welcome J. Aldrich from Mansfield.

8. Reports to Officers and Staff –

a.) Administrators Report – L. Hapeman stated the AAA mailing was complete. There will be a bus shelter location tour with DOT on January 25, 2024. She will be meeting with the Andover Town Selectman regarding DAR and is still working on a Board member. There were no injuries or accidents with the recent store, there was a reduction in service.

b.) Operations Report – W. Kurcinik was dispatching so her report was given by P. Johnson. Spring bids were complete. HuskyGo has started up for spring with some overloads. She and J. Odle will be interviewing a 4th dispatcher. The Christmas party was a success. Dispatch answered 2022 phone calls with an average call time of 1:53. M. Roach started a discussion of how downed trees and snowy roads are handled.

c.) Maintenance Report – L. Hapeman presented for B. Squires. There were 2 road calls since the November meeting. All maintenance are up to date and current. There are several meetings scheduled with DOT regarding the electric bus builds and the delivery date of the charging stations. There are currently 3 buses in a hard down status.

d.) Finance Report – P. Holmes stated everything is where it should be in the Budget vs Actual, although over for Danielson and UCONN not paying. Services on the Finance Report is for the audit. She received the 3rd quarter payment from Windham and Mansfield should be arriving soon.

e.) Safety Manager's Report – B. Blanshard stated there was 1 non-preventable accident, zero preventable and work injuries. There is a driver in training and a driver in route training. B. Blanshard is trained to train other agencies for their CDL and a certified Pass trainer. Regional evaluations have been complete, continuing to work on HuskyGo.

f.) Planner's Report – P. Johnson stated he has weekly meetings with Passio to resolve a final issue. He is fine tuning a service expansion request and testing new routes. New Danielson routes launch in about 2 weeks. The sign project is 85% complete. He stated the Park and Ride signs have been covered up in the lower lot and towing is being enforced.

g.) Human Resources – J. Odle stated HuskyGo and AVS employees have returned from furlough. There are currently 72 employees. She stated that this time of year is slow for recruiting but expects it to increase. She is looking for a software system to assist with files.

h.) UCONN Parking & Transportation Report – A. Kelly stated he is hopeful to clear hurdles with the contract.

i.) Chairman's Report – M. Roach stated she is thankful to all staff and Board members. She is learning a lot while riding on DAR.

9. Executive Session – None.

10. Adjourn – The meeting was adjourned at 3:15. Next meeting to be held February 16th.

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