

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, September 20, 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,

**Board Members Excused:** Andy Kelly

**Board Members Absent:**

**Staff Present:** Linda Hapeman, Wendy Kurcinik, Patty Spinelli, Bailey Blanshard, Philip Johnson, Jennifer Odle, B. Morales – Interim Administrator

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** – B. Morales discussed the petition with signatures from UCONN students about concerns with the level of service.
4. **Correspondence** – None
5. **Secretary’s Report** – J. Aldrich made a motion to accept the August 16, 2024 meeting minutes. The motion was seconded by T. Carrier.
6. **Old Business** –
  - a.) **Transportation Center** – L. Hapeman stated she received the lease back from CT DOT with language additions. She is getting advice and is waiting for a response.
  - b.) **Electric Bus Delivery** – L. Hapeman stated one electric bus is currently sitting at CT Transit in Hartford with a second to be delivered mid October. She believes it will be ready for the photo op with the Senator on the UCONN campus for September 23, 2024.
7. **New Business** –
  - a.) **DOT Service Changes** – P. Johnson has been working on the service changes. This has taken time because there it had to be cost neutral and CT DOT needed to agree.
  - b.) **Linda Hapeman transfer to Texas, Interim GM Brian Morales** – L. Hapeman has transferred to Dallas. B. Morales is there for the interim. The position has been posted.
  - c.) **Electric Charging IFB** – L. Hapeman stated that one company bid on the IFB. B. Morales received approval and it should take 14 weeks to complete.
8. **Reports to Officers and Staff** –
  - a.) **Administrators Report** – L. Hapeman stated B. Blanshard will be presenting at the CACT Expo, staff will be going. Still looking for a second Mansfield Board Member. B. Morales has had conversations with staff, working on policies and helping with projects.

**b.) UCONN Parking & Transportation Report – None**

**c.) Operations Report –** W. Kurcinik stated the rider numbers were up in August. HuskyGo is at full service. The HuskyGo and Regional bids were successful. They are down 2 drivers with drivers in training. The HuskyGo drivers has a meeting with WRTD staff. She stated there were 2,400 calls with an average call time of 17 seconds. Rides were offered to Norwich for the Veteran Stand Down.

**d.) Maintenance Report –** W. Kurcinik stated the first electric bus is in Hartford. All maintenance is up to date and done on time. Three buses are in a hard down. There were four minor road calls with one being towed in. Electric bus training is ongoing.

**e.) Finance Report –** P. Spinelli stated everything looks good for the first month. Under in some areas, over is others. Cash Flow is in good shape. Benefits is high because workers comp was paid. Capital expenses included HR software and repairs. There were two trips to the Big E.

**f.) Safety Manager's Report –** B. Blanshard stated there were two preventable accidents, both drivers have been retrained. A class will be starting September 17th. ZONAR drive cam will be used to help control distracted drivers, roll through stops and be used to commend good drivers. B. Squires and W. Kurcinik are working on ZONAR tablets. There will be interviews for a safety position to assist B. Blanshard.

**g.) Planner's Report –** P. Johnson stated the HuskyGo bid was launched. Routes 674D+E were launched successfully, B is currently suspended because of the driver shortage. New Regional Service by CT DOT will launch in the next 4-6 weeks. The bus shelter program is currently pending. He is currently working on an email to UCONN, although some complaints are unavoidable because of funds and shortage.

**h.) Human Resources –** J. Odle stated she is working on recruiting with new strategies. Some HuskyGo drivers did not return after summer furlough and there is a loss in dispatch. Some drivers went from FT to PT. The HR software was approved.

**i.) Chairman's Report –** M. Roach stated she appreciated everyone filling in for her.

**9. Executive Session – None**

**10. Adjourn –** The meeting was adjourned at 3:03. Next meeting to be held October 18, 2024.

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