

Windham Region Transit District

Board of Directors Meeting

Friday, October 18, 2024 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Marj Roach, Rachel Vertefeuille, Josh Aldrich (present at 2:17pm)

Board Members Excused: Andy Kelly

Board Members Absent: Tom Currier

Staff Present: Wendy Kurcinik, Patty Spinelli, Bailey Blanshard, Philip Johnson, Jennifer Odle

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:12 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – Newspaper article from the Daily Campus regarding the UCONN petition was presented and available for reading
4. **Correspondence** – None
5. **Secretary’s Report** – tabled to the November 2024 meeting
6. **Old Business** – None
7. **New Business** –
 - a.) **Employment Flyer** – The flyer is no longer going to be used to recruit employees. The new HR software includes posting on job sites.
 - b.) **Intermodel Center** – M. Roach made a motion to add this item to the agenda. The motion was seconded by R. Vertefeuille. W. Kurcinik stated CTDOT had asked for some language to be added. The document is being reviewed by an attorney. J. Aldrich made a motion to move the lease to the Town of Windham as soon as the review is finished. The motion was seconded by R. Vertefeuille.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – W. Kurcinik stated the electric buses are in Hartford. The charging station panels are on back order. She completed and submitted the AAA end of year report. Three cutaways will be delivered in November to replace the Foxwood run buses. P. Spinelli, W. Kurcinik and B. Blanshard attended the CACT Expo and W. Kurcinik encouraged the Board members to attend next year. CTDOT will be coming in for a walkthrough of the facility in November. UCONN would like WRTD to take over AVS completely, there will be more discussion in the future.
 - b.) **UCONN Parking & Transportation Report** – None

c.) Operations Report – W. Kurcinik stated the on time performance for DAR was 87% and ADA was 89%. Dispatch handled 2,623 calls with an average wait time of 18 seconds. There was outreach at EastConn that included an explanation of services, a ride on a bus and a tour of the facility. There is another ride along scheduled. She has been busy with her own work, helping in dispatch and acting as Interim GM. She continues to work the J. Odle with interviews.

d.) Maintenance Report – W. Kurcinik report the temporary charging station is approved but the parts are on back order. Steve and Brock will be attending electric bus training. The mini split in the communications room will be replaced October 2024. Waiting on quote for repairing a bad wire on generator. There were repairs to the fire alarm, The upper gate is stuck open and will be repaired by the maintenance staff. There were three road calls. All maintenance is up to date and on time. There are six buses currently a “hard down”.

e.) Finance Report – P. Spinelli stated the Budget vs Actual is currently under budget, but she will be reviewing the Danielson route. She stated the Cash Flow is in great shape. CTDOT and UCONN have been paying quickly. She is about to bill the second quarter. Mansfield and Windham has paid second quarter local match. UCONN is slow in paying charters. J. Aldrich made a motion to accept the Finance Report as presented. The motion was seconded by M. Roach.

f.) Safety Manager’s Report – B. Blanshard stated there were zero accidents and one employee on modified duty. Three HuskyGo drivers are behind the wheel training. One person is scheduled for the next training class, one is waiting on F endorsement two people are coming in to complete paperwork. The Reginal drivers will have a safety meeting next week and will go over new routes.

g.) Human Resources – J. Odle stated there is currently 72 employees. She is actively recruiting HuskyGo, Regional and AVS drivers. She is setting up the new HR Software that will help with personnel files, employee benefits, onboarding, hiring and recruiting.

h.) Planner’s Report – P. Johnson stated “NOW HIRING” advertising for operators across many platforms and ordering a tapestry for the fence. The Regional bid is complete, will take two to three weeks to implement. UCONN bid ongoing. NTD on task for completion October 31st. The ADA buffer map is complete. Individual route maps and timepoints are done for Regional. He is resuming communication on the CTDOT BSEP.

i.) Chairman’s Report – None.

9. Executive Session – J. Aldrich made a motion to go into Executive Session at 2:58. The motion was seconded by R. Vertefeuille. J. Aldrich made a motion to come out of Executive Session at 3:14. The motion was seconded by R. Vertefeuille. R. Vertefeuille made a motion to create a committee to evaluate and accept district management. The motion was seconded by J. Aldrich.

10. Adjourn – The meeting was adjourned at 3:17. Next meeting to be held November 15.

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