

Windham Region Transit District

Board of Directors Meeting

Friday, January 17, 2025 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

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

Board Members Excused: Marj Roach, Tim Rival

Board Members Absent:

Staff Present: Tracie Orcillez, Patty Spinelli, Wendy Kurcinik, Philip Johnson, Andy Kelly, Jennifer Odle, Bailey Blanshard, Brock Squires, Sara Radacsi, Mikala Ansarra, Kate Raslen

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:04 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – P. Johnson stated that he, W. Kurcinik and T. Orcillez will be speaking to GAU at a meeting next week.
4. **Correspondence** – None.
5. **Secretary's Report** – Tabled to the February meeting.
6. **Old Business** –
 - a.)
7. **New Business** –
 - a.) **Branding on new buses** – There was discussion about the co branding of the new buses. There was not enough time to get the brand designed and agreed upon for the buses that are set to be delivered in the coming weeks. There is a concern of UCONN branded buses being used on Regional only routes.
 - b.) **Local Match** – P. Spinelli presented the Local Match proposal at 3% for FY26. She stated there was no increase last year. T. Currier made a motion to accept the FY26 Local Match be presented with a 3% increase. The motion was seconded by J. Aldrich.
 - c.) **Insured Cash Sweep** – R. Vertefeuille made a motion to add this item to the agenda. The motion was seconded by J. Aldrich. Renee Mancuso , VP Cash Management Operations Team of Berkshire Bank, discussed the Insured Cash Sweep Product. J. Aldrich made a motion to move funds to the Insured Cash Sweep program. The motion was seconded by T. Currier.

8. Reports to Officers and Staff –

a.) Administrators Report – T. Orcillez stated 3 cutaways have been delivered. The Windham Intermodel lease will be reviewed by the new Town Manager with one question about the electricity. There was discussion about the upcoming UCONN contract. The Local Match letters will be going out. There is a need for help in Maintenance. Portable chargers will be in on Monday.

b.) UCONN Parking & Transportation Report – A. Kelly spoke on the CPI-U increase for the UCONN contract during T. Orcillez's report. He stated things are going well on the UCONN side. Getting the new agreement in place is the biggest thing. He and some of the WRTD team will be meeting with students.

c.) Operations Report – W. Kurcinik will be reaching out to Lebanon and Scotland. On time performance for ADA is 93% and DAR 91%. There were 2,170 calls in December with an average wait time of 15 seconds. Dispatch has been reviewing and revising some procedures. HuskyGo has 2 open bids. Full service begins on January 19th. The lead dispatcher is out training. There was discussion about the AVS with A. Kelly.

d.) Maintenance Report – B. Squires stated the chargers will be installed before the buses arrive. After inspecting the cutaways that were delivered, one was sent back for some repairs with another close to being in service. DOT is loaning a 40' hybrid that is not in service yet. There is still some trouble with the upper gate and a tech is working on a heating issue. There was a handful of road calls and all maintenance has been done on time and up to date. There are 5 buses out or being worked on.

e.) Finance Report – P. Holmes stated we are currently under budget on Budget vs Actual. There were Capital Expenses and Receivables for the buses and chargers. She billed second quarter AVS and 3rd quarter Local Match. There were trips for some towns. J. Aldrich made a motion to accept the Finance Report as presented. The motion was seconded by A. Fratoni.

f.) Safety Manager's Report – B. Blanshard stated there was 1 preventable accident, 1 non-preventable accident, no work injuries in January and no COVID cases. New driver training will be held on January 28th. Regional drivers are being cross trained. Reasonable Suspicion and CDL trainings are coming up, working through Annual Evaluations and Safety meetings will be held. ZONAR pilot continues with a new style tablet. There is a new uniform agreement for Maintenance. She will be working with E. Johns on a New Operator Training Guide.

g.) Human Resources – J. Odle stated there are currently 74 employees. She has been meeting with employees to go over benefits and employee leave and signing new employees up for insurance. She will be analyzing employee turnover and exit interviews are offered. Employee engagement is being worked on and she has created a monthly Newsletter. The new HR software is being set up.

h.) Planner's Report – P. Johnson stated the Christmas break service has concluded. The HuskyGo Spring Bid will go live Tuesday and the Regional bid is complete. He is working on cleaning up the routes in Passio and getting a quote to get a buses outfitted. There will be another site visit for the bus shelter enhancement project. He will be renewing the APC Certification and updating websites.

i.) Chairman's Report – R. Vertefeuille stated she is looking forward to getting the year started and hopes everyone continues to be present for the meetings. She talked about the calendar and the Board Retreat in August.

9. Executive Session – None.

10. Adjourn – The meeting was adjourned at 3:26. Next meeting to be held February 21st.

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