

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, February 21, 2025 – 2:00 p.m.**

**28 South Frontage Road, Mansfield Center, CT**

**REGULAR MEETING MOTIONS AND MINUTES**

**Board Members Present:** Tom Currier, Rachel Vertefeuille, Al Fratoni, Joshua Aldrich, Andy Kelly (until 2:54pm)

**Board Members Excused:** Marj Roach

**Board Members Absent:** Tim Rival

**Staff Present:** Tracie Orcillez, Wendy Kurcinik, Philip Johnson, Jennifer Odle, Bailey Blanshard, Mikala Ansarra, Cristin Tolen

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:15 p.m. The delay was caused by an error in ZOOM links.
2. **Roll Call** – Attendance noted above
3. **Public Comment** –
4. **Correspondence** – None.
5. **Secretary's Report** – T. Currier made a motion to approve the January 2025 meeting minutes. The motion was seconded by J. Aldrich.
6. **Old Business** –
  - a.)
7. **New Business** –
  - a.) **WRTD FY26 Operating Budget** – tabled to the March meeting.
  - b.) **Staff Pay** – J. Odle presented a 3% increase for Regional staff back to January 2025. T. Currier made a motion to accept the 3% increase. The motion was seconded by J. Aldrich.
8. **Reports to Officers and Staff** –
  - a.) **Administrators Report** – T. Orcillez stated the 3yr capital and fleet plan is completed, the In-Kind funding application has been submitted to Windham. She stated managers have been meeting in regards to AVS. Local Match letters have been sent to towns with no negative feedback. There was a brief discussion about needing support in the Maintenance Dept. The Windham Intermodel Transportation Lease and bus chargers are ongoing.
  - b.) **UConn Parking & Transportation Report** – A. Kelly stated AVS is moving forward and the HuskyGO agreement is ready to go.

**c.) Operations Report** – W. Kurcinik stated on time performance for ADA and DAR are up along with total rides. She has been working on the new regional route bid, the HuskyGO spring bid is going well and she will be working on the spring break and summer HuskyGO/Regional bids. She will attending a training at the end of March.

**d.) Maintenance Report** – B. Squires (reported by Brian) stated the temp charging station install will begin on February 24<sup>th</sup>. Two of the three new cutaways are in service. A hybrid loaner bus will be outfitted for service. The upper gate has been repaired but still waiting on a recommendation to repair the HVAC. There were no major road calls and there are 10 buses currently a “hard down”. Steve will be attending training in March.

**e.) Finance Report** – Everything is on target with the Budget vs Actual and Cash Flow reports. J. Aldrich made a motion to accept the Finance Report. The motion was seconded by T. Currier.

**f.) Safety Manager’s Report** – B. Blanshard stated there was one non-preventable HuskyGO accident, one preventable HuskyGO accident, one maintenance injury, one FRO employee injury, one HuskyGO re-injury and no COVID cases. New operator training starting March 4<sup>th</sup> and Regional safety meeting on February 24<sup>th</sup>. She and B. Squires will be involved in a ZONAR demonstration and she is working with a new uniform company.

**g.) Human Resources** – J. Odle stated there are currently 72 employees. High turnover continues to be a struggle and she is looking closely at reasons. She has also been working on file management and new HR software. She continues to meet with employees about benefits.

**h.) Planner’s Report** – P. Johnson stated the new Regional bid is complete and the routes are launching March 9<sup>th</sup>. He has been working on minor time points and route adjustments. The UCONN sign project has been approved, Passio and Optibus are just about finalized. Complaints he is working on include a stop added at Hunting Lodge and overloading on Yellow and Red.

**i.) Chairman’s Report** – R. Vertefeuille thanked everyone for being at the meeting. She stated she appreciates the dedication and spoke about some extra meetings that will be coming up for the Board members.

**9. Executive Session** – None.

**10. Adjourn** – The meeting was adjourned at 3:00. Next meeting to be held March 21st.

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