

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, June 20, 2025 – 2:00 p.m.**

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

**REGULAR MEETING MOTIONS AND MINUTES**

**Board Members Present:** Rachel Vertefeuille, Al Fratoni, Rich Williams

**Board Members Excused:** Joshua Aldrich, Andy Kelly

**Board Members Absent:**

**Staff / Organizations Present:** Tracie Orcillez, Brock Squires (Brian), Kerry Miskiewicz, Bailey Blanshard, Jennifer Odle, Kaithlin Epling

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:01 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – None
5. **Secretary’s Report** – R. Williams made a motion to accept the May 16, 2025 meeting minutes. The motion was seconded by R. Vertefeuille. A. Fratoni abstained.
6. **Old Business** –
  - a.)
7. **New Business** –
  - a.) **Discussion and Possible Action on Policies** – R. Williams made a motion to accept the DOT Good Faith Policy, Compensatory Time for Managers Policy, Managerial Vacation Allotment Policy, and Annual Background Check Policy. The motion was seconded by A. Fratoni.
8. **Reports to Officers and Staff** –
  - a.) **Administrators Report** – T. Orcillez stated the CBA extension has been granted. The Grant Hearing for Senior Resources Agency on Aging is June 5th, special thanks to W. Kurcinik and K. Miskiewicz. Seward & Monde was chosen to do the Audit. The renewal is complete with United States Liability Insurance. She is working through the disposal process for several vehicles. She asked everyone to join them at the Boom Box Parade. She gave special thanks to W. Kurcinik and P. Johnson for the presentation at Windham Town Hall on June 3<sup>rd</sup>.
  - b.) **UCONN Parking & Transportation Report** – T. Orcillez stated the AVS Contract is moving along.

**c.) Operations Report** – W. Kurcinik, stated on time performance is up for ADA and she would like to see higher numbers for DAR. She will plan a talk with Scotland. Dispatch handled 2,355 calls with an average wait time of 16 seconds in April. HuskyGo service ended May 9<sup>th</sup> with 2 campus loops running from May 13<sup>th</sup> to August 22<sup>nd</sup>, with 8 operators working and 15 furloughed. Charter requests are coming in, Regional bid will take place Monday, Summer focus will be AVS, hiring operators and Fall bids.

\*\* Three employees were recognized at the CACT luncheon. Lucas Barrick, Ayla Butler and Suzanne Kiss were presented with Excellence of Transportation awards. Two employees participated in the Roadeo. Doriza Bisailon of the Regional side and Daniel Kearns, who placed 2<sup>nd</sup> on the 35' bus competition of the HuskyGo side. Thanks to all the employees that helped! \*\*

**d.) Maintenance Report** – B. Squires (presented by Bryan) stated both electric buses are here, one is not operational. The HVAC system will be repaired soon. PM's on all vehicles are up to date and performed on time. There are 5 buses currently a hard down, there were 4 road calls and no tows.

**e.) Finance Report** – K. Miskiewicz stated the Budget vs Actual is still on target and she is learning the Cash Flow report to start reporting that again. She got billings in the mail before CT DOT went on hiatus and has received the money for the electric charger. R. Williams made a motion to accept the Finance Report. The motion was seconded by A. Fratoni.

**f.) Safety Manager's Report** – T. Orcillez (reporting for B. Blanshard) stated there was one preventable HuskyGo accident, one employee on light duty and no flu or COVID cases. Two new AVS operators training will begin June 17<sup>th</sup> and one applicant waiting on F-Endorsement. The furloughed HuskyGo employees are will begin BTW electric bus training in August and 3 Regional operators will be scheduled. Sir Claims are pending for vehicles 61 and 1707 and approved for 1705.

**g.) Human Resources Report** – J. Odle stated there are currently 73 employees and will continue to recruit. She has been working on several policies, learning to navigate the new CT Paid Leave and FMLA, and working on the Unemployment Payroll Audit.

**h.) Planner's Report** – No report.

**i.) Chairman's Report** – R. Vertefeuille stated she signed checks, talked about how busy the Personnel Comm has been, thanked everyone for being there and hoped people would join the Boom Box Parade.

**9. Executive Session** – None

**10. Adjourn** – The meeting was adjourned at 2:26. Next meeting to be held July 18, 2025.

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