

Windham Region Transit District

Board of Directors Meeting

Friday, July 18, 2025 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Rachel Vertefeuille, Josh Aldrich, Al Fratoni, Rich Williams

Board Members Excused: Andy Kelly

Board Members Absent:

Staff / Organizations Present: Tracie Orcillez, Wendy Kurcinik, Brock Squires, Kerry Miskiewicz, Philip Johnson, Shawn Fillmore, Dagmar, Cristin Tolen, Kate Ratten, Kaithlin Epling

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** – 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.) **AVS Contract** – T. Orcillez talked about the new contract, the maintenance responsibilities and looking for new drivers.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – T. Orcillez talked about the upcoming Construction Project and the General Scope of the work. She stated that three vehicles have been approved for disposal, the Senior Resources Agency on Aging grant was awarded and the budget will be updated and there has been discussion for the HuskyGo contract.
 - b.) **UCONN Parking & Transportation Report** – None.
 - c.) **Operations Report** – W. Kurcinik, stated on time performance is down for ADA and up for DAR where the numbers tend to go down in the summer. She is working on a mailer and outreach for Scotland. She welcomed B. Dimmock who was hired as the Operations Supervisor. HuskyGo is busy with charters while the summer focus will be AVS, hiring operators, fall bids and closing out last fiscal year reporting.

d.) Maintenance Report – B. Squires stated both electric buses are here, Passio and radios have been approved and ordered. A sensor was ordered for the HVAC system. PM's are up to date and have been performed on time on all vehicles. Currently 4 vehicles in a "hard down". There were 4 road calls and all vehicles are back on the road. A parts audit was completed.

e.) Finance Report – K. Miskiewicz stated the Budget vs Actual is below on grants and should finish the year well within numbers. DOT asked for billing to be done early so there is nothing to show in Accounts Receivable on the Cash Flow. J. Aldrich made a motion to accept the Finance Report. The motion was seconded by R. Williams.

f.) Safety Manager's Report – T. Orcillez (reporting for B. Blanshard) stated there was damage found on V59 and there is an investigation being done. No new reported employee injuries, one employee still on light duty and no reported cases of COVID or the flu. One new AVS operator in training, 3 new applicants for AVS, one new part time Regional driver will be on his own next Monday, 14 HuskyGo operators on furlough scheduled for electric bus training, 1 Regional operator will be scheduled. Sir Claims will be submitted for V59 and bus 1707 has been dropped off for autobody repair. AED and CPR training was held on July 9th and AED was ordered.

g.) Human Resources Report – T. Orcillez (reporting for J. Odle) stated there are currently 71 employees and will continue to recruit. Vacation payout was completed, and she will be starting on the insurance waiver. Raises for HuskyGo were processed. She is processing unemployment notices for furloughed drivers while she spends time on the Regional HRA.

h.) Planner's Report – P. Johnson stated Optibus Procurement was approved by CTDOT, Passio Procurement was approved by CTDOT, the WRTD interactive map has been updated, UCONN and WRTD fall bids are ongoing, the Passio banner was fixed on the WRTD website, new Regional Bid has been successful so far with operator feedback and a few changes for the Fall bid, and there has been an increase in Hunting Lodge summer ridership. He has been working through the Third Thursday and concert series detours and planning for the return to school.

i.) Chairman's Report – R. Vertefeuille stated she signed checks, introduced S. Fillmore as the new Town of Coventry representative.

9. Executive Session – R. Williams made a motion to enter Executive Session at 2:30. The motion was seconded by J. Aldrich. J. Aldrich made a motion to exit Executive Session at 2:38. The motion was seconded by R. Williams. J. Aldrich made a motion to increase the compensation for the GM position in an effort to fill the position that has been on an interim basis. The motion was seconded by R. Williams.

10. Adjourn – The meeting was adjourned at 2:41. Next meeting to be held August 15, 2025.

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