

Windham Region Transit District

Board of Directors Meeting

Friday, August 15, 2025 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Josh Aldrich, Al Fratoni, Rich Williams, Shawn Fillmore, Andy Kelly

Board Members Excused: Rachel Vertefeuille

Board Members Absent:

Staff / Organizations Present: Tracie Orcillez, Wendy Kurcinik, Brock Squires, Kerry Miskiewicz, Philip Johnson, Jennifer Odle, Dagmar Noll, Mikala Ansarra

1. **Call to Order** – J. Aldrich 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 July 18, 2025 meeting minutes. The motion was seconded by A. Kelly.
6. **Old Business** –
 - a.)
7. **New Business** –
 - a.)
A. Kelly mentioned the HuskyGo contract was extended for discussion.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – T. Orcillez stated Phase 1 of construction will begin at the end of August or beginning of September. Audit 5311 is ongoing. The 3 vehicles approved for disposal have been sold and payment has been received. The Senior Resources Agency on Aging approved the grant, paperwork was resubmitted. She is working on public engagement with W. Kurcinik. She received the Town of Windham’s award notification and will be submitting paperwork there as well. There was a Press Conference held in UCONN for the electric buses.
 - b.) **UCONN Parking & Transportation Report** – A. Kelly stated that freshman move in is this Thursday and Friday and he has a booth set up for students and parents. All of the routes start the following Monday for first day of classes. T. Orcillez added some comments about the need for staff.

c.) Operations Report – W. Kurcinik, stated ridership is holding steady on DAR. Working on a mailer and a member from the Town of Lebanon. She and J. Odle are always recruiting and interviewing. She is focused on getting ready for the fall and new bids. She is interviewing for a new AVS coordinator and has been having start up meetings with the AVS drivers.

d.) Maintenance Report – B. Squires stated both electric buses are here, Passio and radios have been approved and ordered. There have been some minor issues with the electric buses. The HVAC system has been repaired. All PMs are up to date and performed on time. There are 4 buses in a “hard down” and there were 5 minor road calls that have been resolved.

e.) Finance Report – K. Miskiewicz stated grants were underspent. The TOD was sent from the state and the amount given was less than requested. She still needs to review and stated everyone should still be careful with their money. Cash Flow looks okay, and state money should be coming in. She just rebilled Windham. A. Fratoni 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 were no accidents or employee injuries. One employee is still on light duty and no new cases of COVID or the flu. Two new employees are training with 4 more starting on August 18th. HuskyGO start up meetings have begun. Submitted Sir Claims were submitted for 3 buses. An additional AED training was held. Internal interviews were done for the Safety Supervisor position. Mansfield FD was on site August 6th to inspect the electric buses.

g.) Human Resources Report – T. Orcillez stated there are currently 71 employees and will continue to recruit. She completed the HuskyGO raises per the CBA, adjusted union dues and signing new employees up for insurance. Many drivers remain on furlough, she is completing weekly surveys with the Department of Labor.

h.) Planner’s Report – P. Johnson stated the regional bus operators survey is complete. He completed and sent a forecasted mileage and service hours report to CTDOT. The route maps were updated on the website, the July 4th detours and the move-in weekend detours. J. Aldrich asked for the route colors on the website to be reviewed.

i.) Chairman’s Report – J. Aldrich stated he was performing construction observations at work and part of that was concrete pours for bus shelters in Windham. He also looked at the Soul Stop.

9. Executive Session – None

10. Adjourn – The meeting was adjourned at 2:54. Next meeting to be held September 19, 2025.

Respectfully Submitted,
Rachel M. Vertefeuille, Chair