

**Windham Region Transit District**

**Board of Directors Meeting**

**Friday, September 19, 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, Shawn Fillmore

**Board Members Excused:** Andy Kelly

**Board Members Absent:**

**Staff / Organizations Present:** Corrie Washington, Wendy Kurcinik, Brock Squires, Kerry Miskiewicz, Bailey Blanshard, Philip Johnson, Cristin Tolen, Sara Radacsi, Kate Rattan, Dagmar Noll

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:03 p.m. T. Orcillez, the interim Administrator, has been replaced by C. Washington on a permanent basis. The employees thanked T. Orcillez for the time she spent at WRTD.
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 August 15, 2025 meeting minutes with the change that A. Kelly made the motion to accept the finance report with R. Williams seconding. The motion was seconded by J. Aldrich.
6. **Old Business** –
  - a.)
7. **New Business** –
  - a.)
8. **Reports to Officers and Staff** –
  - a.) **Administrators Report** – C. Washington stated the 5311 Transit System Audit went well and there will be a follow up on September 24<sup>th</sup>. Passio equipment was installed on the Electric buses and Cutaways with no challenges. Phase 1 of the construction has begun. Vehicles #228 and #336 have been disposed and removed from the property.
  - b.) **UCONN Parking & Transportation Report** – None.

**c.) Operations Report** – W. Kurcinik, stated ridership is holding steady on DAR and looks pretty good on ADA. HuskyGO, AVS and Regional roll out went very well. Hiring for everything. There has been an excessive amount of policy violations which leads to discipline which leads to decreased staff. They will try to retrain. Operations has been busy covering open shifts, alternating between WRTD and AVS, including weekends. There was an overwhelming amount of visitors at the HuskyGO Wow event.

**d.) Maintenance Report** – B. Squires stated the electric bus deployment has been successful minus a few issues, New Flyer has been supportive with warranty issues. All PM's on all vehicles are up to date and have been performed on time. There are 3 buses currently a "hard down" and two road calls that have been resolved.

**e.) Finance Report** – K. Miskiewicz stated expenses were high on DAR and ADA. She is reviewing a year to year comparison and is expecting it to be okay. Money has started coming in from the State, we should be able to put money back into savings that was used over the months while the State closed the previous fiscal year. J. Aldrich made a motion to accept the Finance Report. The motion was seconded by A. Fratoni.

**f.) Safety Manager's Report** – B. Blanshard stated there were 2 preventable accidents and no reported employee injuries. One employee is still on light duty and no new cases of COVID or the flu. Paratransit class began September 9<sup>th</sup>. Two AVS drivers and one dispatcher are progressing in BTW training. There has been a high rise in operator cell phone violations and is hoping to get it under control. One Sir Claims payments have been received. V. Horvath has transitioned from to the Safety Supervisor role. September Regional and AVS safety meeting has been scheduled for September 15<sup>th</sup>. CPR and AED training will be scheduled for October. Northeastern Transit District Director has approved B. Blanshard and B. Squires for joint services. AVS driver wheelchair securement training was August 28<sup>th</sup>.

**g.) Human Resources Report** – C. Washington (for J. Odle) stated there are currently 71 employees and will continue to recruit. She will be looking for alternative medical insurance for Regional and continues to respond to weekly Department of Labor surveys.

**h.) Planner's Report** – P. Johnson stated the final Regional Transit Guide is on the website and the GIS maps are updated. Third Thursday and UCONN detours were successful. The HuskyGO bid launch was successful. The 675 is running full and he is looking for alternatives at the dwell time at Rosebrooks. The parking maps are updated to match Modii Smart Parking Finder. Blue is up, higher than yellow, riders can take purple.

**i.) Chairman's Report** – R. Vertefeuille stated she would hope to see good attendance at the parade after Thanksgiving. Next month the Annual Meeting will happen just before the Regular Board meeting.

**9. Executive Session** – None

**10. Adjourn** – The meeting was adjourned at 2:38. Next meeting to be held October 17, 2025.

Respectfully Submitted,  
Rachel M. Vertefeuille, Chair