

Windham Region Transit District

Board of Directors Meeting

Friday, October 17, 2025 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Rachel, Vertefeuille, Joshua Aldrich, Rich Williams, Shawn Fillmore, Andy Kelly

Board Members Absent:

Board Members Excused: Al Fratoni

Staff / Organizations Present: Corrie Washington, Ketty Miskiewicz, Wendy Kurcinik, Philip Johnson, Jennifer Odle, Brock Squires, Kate Rattan, Dagmar Noll

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:05 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 September 19, 2025 meeting minutes. The motion was seconded by J. Aldrich.
6. **Old Business** –
 - a.)
7. **New Business** –
 - a.) **Server** – R. Vertefeuille made a motion to add The Server to the agenda. The motion was seconded by S. Fillmore. C. Washington stated she will be collecting information.
8. **Reports to Officers and Staff** –
 - a.) **Administrators Report** – C. Washington stated the 5311 Transit System Audit and Title VI are complete. P-cards are in process. Phase I of construction continues with the beginning stages of the retaining wall.
 - b.) **UConn Parking & Transportation Report** – A. Kelly stated that he is working with C. Washington and P. Johnson on issues. PASSIO is critical and not proving positive, looking for alternatives. Northwood Apartments are dependent on buses, drivers are leaving early. AVS is getting better. There is another 3 month extension for the HuskyGO agreement.

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c.) Operations Report – W. Kurcinik, stated on time performance is down due to under staffed and over booking. New hires take 4 weeks to be trained. Current bids with HuskyGO will be full which could help Red and Silver. She and Bonnie are always helping HR with recruitment and have been back and forth to UCONN. AVS is now fully staffed.

d.) Maintenance Report – B. Squires stated the new flyer is out of service with charging issue. All maintenance is up to date and performed on time. There are currently 7 buses in a “hard down”. The first hybrid is in Hartford and should be on the road in 4 weeks. A. Kelly mentioned it is now okay for HuskyGO buses to be used on non HuskyGO routes. An ad is out for a new maintenance staff member.

e.) Finance Report – K. Miskiewicz stated only just closing out September and most grants are under. Allocations were last done in April, doing it again now could even out DAR. Cash Flow is doing fine compared to last year. J. Aldrich made a motion to accept the Finance Report. The motion was seconded by R. Williams.

f.) Safety Manager’s Report – C. Washington (for B. Blanshard) stated there was 1 non-preventable accident and no reported employee injuries. One employee is still on light duty and no new cases of COVID or the flu. One HuskyGO driver will be by himself starting October 20th, one employee has completed HuskyGO training and is on his own, Para Transit class starts October 28th, and there are 5 applicants in various stages of the F-endorsement process. They have been working to stop cell phone violations, V64 is waiting to be sent to body shop, driving evaluations will start October 13th, AED-CPR training will be held in November, and the team will be meeting to discuss the Maintenance-Safety Services.

g.) Human Resources Report – J. Odle stated there are currently 72 employees and will continue to recruit. The new Regional Dispatcher is doing well. There have been several internal transfers. Open enrollment is coming up. She will be evaluating health insurance options.

h.) Planner’s Report – P. Johnson stated Mansfield reached out regarding stops on 674. S. Rattan spoke about the ADA compliance on the 674, stating there is an audit that can be performed. Meadowbrook apartments have requested service. He is working on the Regional bid for winter, HuskyGO has gone well. The 675 went from about 1,000 riders to 12,000, running full buses with The Standard. He will be looking at the bid for Hunting Lodge. He is working on the NTD, the annual data reporting.

i.) Chairman’s Report – R. Vertefeuille thanked everyone for joining committees and hopes to get some meetings going next year. Next meeting is the last meeting of the year with the 2026 calendar being included.

9. Executive Session – None

10. Adjourn – The meeting was adjourned at 3:01. Next meeting to be held November 21, 2025.

Respectfully Submitted,
Rachel M. Vertefeuille, Chair