

Windham Region Transit District

Board of Directors Meeting

Friday, May 15, 2026 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

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

Board Members Absent:

Board Members Excused: Andy Kelly

Staff / Organizations Present: Wendy Kurcinik, Corrie Washington, Kerry Miskiewicz, Philip Johnson, Jennifer Odle, Brock Squires, Tyler Frost (SECOG), Baily Blanshard, Kaithlin Epling (Mansfield Public Library)

1. **Call to Order** – R. Vertefeuille called the meeting to order at 2:04 p.m.
2. **Roll Call** – Attendance noted above
3. **Public Comment** – None
4. **Correspondence** – None
5. **Secretary's Report** – R. Williams noted that the April 17th, 2026 minutes improperly listed that next Board meeting as May 20th, 2026. The date should be listed as May 15th, 2026. J. Aldrich made a motion to accept the April 17th, 2026, meeting minutes with the one change. The motion was seconded by A. Fratoni.
6. **Old Business** – None
7. **New Business**
 - a.) **HR Job Description & Posting**– R. Vertefeuille stated that job description was streamlined to better suit the position. R Williams made the motion to accept the posting. The motion was seconded by S. Fillmore.
 - b.) **Personnel Policies** – There were 2 policies presented regarding attendance and the list of holidays. Josh A. made a motion to accept both revised policies. The motion was seconded by R. Williams.
 - c.) **Acting Chair** – R. Vertefeuille stated that the chair position will be moving to the vice chair upon her term expiring. J. Aldrich would have the chair until the June meeting when an official vote will be taken.
8. **Reports to Officers and Staff** –

a.) Administrators Report – C. Washington stated that the state matching grant application has been submitted. There is a Title III Grant hearing scheduled for 6/4/2026. The USI renewal is in process with the due date being 7/1/2026. MOU between Northeastern and WTRD is underway. The office move is scheduled for 5/18/2026 into a temporary location. C. Washington informed the board that Dennison Lubricant has increased their prices on blended products by 30% with more increases expected. Trucks 62 and 63 are out due to transmission issues and the BEB's are in Canada for battery replacements. The CTRTAP Rodeo was a success and WTRD had 2 drivers that received special recognition. The drivers were Suzanne Kiss and Kyle Charpentier.

b.) UCONN Parking & Transportation Report – P. Johnson submitted the Transportation Report on behalf of A. Kelly. He stated that there was nothing to report.

c.) Operations Report – W. Kurcinik stated that the on-time performance for ADA was at 88% and DAR came in at 83%. These percentages are expected to increase over the next several months. There were 2,559 calls handled by dispatch in April. The total ridership came in at 149,257 during that same period. HuskyGo has finished the spring semester with many of the drivers now furloughed. The summer schedule has also been updated on the regional service. W. Kurcinik attended a seminar on conflict resolution and attended the Transportation Expo in Hartford.

d.) Maintenance Report – B. Squires stated that 7 out of the 9 hybrids are in service. There are currently 10 vehicles that are out of service. The PMI's have been completed on time. There were 9 road calls performed in April.

e.) Finance Report – K. Miskiewicz stated that the Budget vs Actual is exactly where WTRD should be for the year. The Budget vs Actual for DAR, ADA and ADA-GSI are coming in as projected. The cashflow is doing very well. P. Johnson stated that the UPASS payments from UCONN to DOT went up 25%. This could impact the budget but it's unknown at this time. S. Fillmore made the motion to accept the finance report. The motion was seconded by R. Williams

f.) Safety Manager's Report – P. Johnson submitted the Safety Report on behalf of B. Blanshard. He stated that there were 1 preventable accident and 1 passenger injury as of 5/6/2026. There is currently 1 driver on worker's compensation. There are 1 regional full-time operator and 1 regional part-time operator in training. WTRD will continue to hire and train drivers in anticipation of a busy fall. There was a recent meeting with Trip-Shot for the pilot program. P. Johnson said that there should be additional information in approximately 6 weeks.

g.) Human Resources Report – C. Washington gave the human resources report. There are currently 78 employees, and HR continues to recruit operators. Since the last meeting, there have been 3 new hires (2 FT regional operators and 1 FT dispatcher) and no separations. Payroll has prepared the furlough packets for employees not working over the summer. HR will continue working on reducing the file volume in preparation for the upcoming office move. HR is also gathering quotes from several vendors regarding medical insurance.

h.) Planner's Report – P. Johnson stated that there were several detours that are now completed (move out detour and commencement detour). There is an upcoming detour that will take place on the third Thursday of the month. The summer service plan has been put in place. The system map is still ongoing, and additional information will be provided when available. The Blue/Parking Express realignment is in progress. The On-Time-Performance for regional came in at 92.69%. The On-Time-Performance for HuskyGo came in at 97.13%

i.) Chairman's Report – R. Vertefeuille stated that this is her last meeting. She expressed her appreciation for all the relationships that have been established over the years. The next meeting will be held on June 19th,

9. Adjourn – The meeting was adjourned at 2:39 pm. The next meeting to be held on June 19th, 2026.

Respectfully Submitted,

Shawn Fillmore, Secretary