Windham Region Transit District

Board of Directors Meeting

Friday, June 26, 2026 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

SPECIAL MEETING MOTIONS AND MINUTES

Board Members Present: Rich Williams, Josh Aldrich, Al Fratoni, Andy Kelly Shawn Fillmore
Board Members Absent:
Board Members Excused:
Staff / Organizations Present: Wendy Kurcinik, Corrie Washington, Kerry Miskiewicz, Philip Johnson, Jennifer Odle, Brock Squires, Tyler Frost (SECOG), Kaithlin Epling (Mansfield Public Library), Kate Rattan, Dagmar Noll, Tedisha Brooks, Bonnie Dimmock

1. **Call to Order –** J. Aldrich 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 May 15th, 2026, meeting minutes. The motion was seconded by S. Fillmore

6. **Old Business**

a.) Election of Chairperson – J. Aldrich nominated R. Williams as the Chairperson. The motion was seconded by S. Fillmore. There was no opposition and R. Williams was elected the new Chairperson.

b.) HR Manager Opening – C. Washinton stated that the job was posted online and there have been many quality applicants. An update will be supplied at the next meeting.

c.) Board/Staff Retreat in August – After discussing potential dates in August, September 26th was chosen for date of the retreat.

7. **New Business**

a.) Operations Manager Resignation - W. Kurcinik resigned from her position and her last day is June 26th. The job was posted internally and will next be posted externally.

b.) Committee Consolidation/Creation – R. Williams reviewed the various committees. He suggested that there be only 5 committees going forward (Personnel, Finance, Management, RFP, and Marketing and Planning). The Personnel committee is scheduled to have R. Williams, J. Aldrich, and S. Fillmore. The Finance committee is scheduled to have R. Williams, A. Fratoni, and S. Fillmore. The Management committee is scheduled to have R. Williams, J. Aldrich, and A. Kelly. The RFP committee is scheduled to have R. Williams, J. Aldrich, and A.

Kelly. The Marketing and Planning committee is scheduled to have R. William, A. Kelly, P. Johnson, B. Blanshard, P. Johnson, and C. Washington.

c.) Employee Retention and Recognition – R. Williams stated that WRTD lost 2 managers in the past few months. He suggested that WRTD look into programs that support employee retention and recognition. This will be discussed further in the upcoming months.

d.) Directors' Email Addresses – Personnel email addresses have been used for official WRTD communications. To be FOIA complaint, official emails will be created for all Board members.

e.) Purchasing Card Policy – C. Washington stated that the purchasing card policy is not well defined. She would like to develop a more detailed policy so employees can fully understand. She will keep the Board updated.

8. Reports to Officers and Staff –

a.) Administrators Report – C. Washington stated she and W. Kurcinik attended the NEPTA conference in June. They attended multiple classes covering topics such as data solutions, improving safety for frontline staff, workplace violence, and grant financing. The BEB's have come back from Canada but are OOS until DOT releases them back into service. C. Washington stated the completion date on the new facility is now June 29th, 2027 (previous date was May 26th, 2027). The Husky Go operators voted on the union contract and it passed. The CIRMA Workers' Compensation has been renewed. The MOU between Northeastern and WRTD is ongoing. The annual audit process has begun, and more information will be supplied when available. The USI Renewal is in process and due July 1st, 2026. At the CACT annual meeting, recognition awards were given to WRTD employees Kerry Miskiewicz, Don Cyr, and Aaron Geromin.

b.) UCONN Parking & Transportation Report – A. Kelly stated that it's early construction season at UCONN and the 2 campus routes are running with some minor changes due to road closures. The fall routes are being worked on using data from the previous year.

c.) AVS Report – T. Brooks stated that the may ridership is down for May since school is out of session. 50% of the AVS staff have been furloughed. The AVS staff has been moved to their own office from the Communications Center. Operators are being cross trained for the DAR program. The Fall bids will be worked on during the next several months.

d.) Operations Report – W. Kurcinik stated that that the on-time performance for ADA was at 97% and DAR came in at 93%. These percentages are substantial improvements over the previous month. There were 2,438 calls handled by dispatch in May. The total ridership came in at 31,656 during that same period. W. Kurcinik has been working with B. Dimmock over the last several weeks showing her the monthly reporting that needs to take place. Operations is working with Optibus on setting preferences for the upcoming bid, recruiting for the fall, and going through the ADA files and purging the clients who have not recertified or no longer with WRTD.

e.) Maintenance Report –C. Washington submitted the Maintenance Report on behalf of B. Squires. She stated that all 9 hybrids are in service. There are currently 10 vehicles out of service. The PMI's have been completed on time. There were 11 road calls performed in May.

f.) Finance Report – K. Miskiewicz stated that the Budget vs Actual is where WRTD should be for the year. The Budget vs Actual for DAR, ADA and ADA-GSI are coming in as projected. The cash flow is doing very well and it's better than last year. J. Aldrich made a motion to accept the Finance report. The motion was seconded by S. Fillmore.

g.) Safety Manager's Report – C. Washington submitted the Safety Report on behalf of B. Blanshard. She stated that there were 1 preventable accident and no injuries as of 6/22/2026. There are no employees currently on worker's compensation. Division cross-training is progressing well and should be completed by the end of June. On 5/30/2026, Transit Technologies evaluated the fleet for the upcoming pilot program. Implementation is scheduled to begin in June. Training for the Trip-Shot system began on 6/9/2026. Driver tablet training began on 6/11/2026 and dispatch training began on 6/18/2026. The pilot will run from 6/29/2026 to 7/10/2026. If successful, WRTD could move to Transit Technologies as early as August. Safety meetings are scheduled for the week of 6/22/2026. The 30-60-90-day evaluations are ongoing.

h.) Human Resources Report – C. Washington gave the human resources report. There are currently 75 employees, and HR continues to recruit operators. Since the last meeting, there have been 2 separations (1 FT regional operator and 1 FT Husky Go) and no new hires. HR will continue to recruit operators to support service needs. HR is also responding to the CT Department of Labor regarding furloughed employees. They are also in the process of reviewing several quotes from medical insurance companies. They hope to switch to a better plan soon.

i.) Planner's Report – P. Johnson provided updates on several transit projects and service changes. He reported that the SmartMaps package for the system map is ready to be sent, the 991 Tucky Road change for Foxwoods run will be finalized next week, and the Husky Go summer construction detour was successful. The focus was on upcoming service plan changes for HuskyGo, including the addition of a third red silver shuttle route that will serve hilltop and the discontinuation of the orange shuttle in favor of expanded yellow shuttle service with four routes. Philip also mentioned improvements to the Blue Parking Express route, including a change to its cycle time and routing, and noted potential plans to add a standby driver due to operator shortages.

j.) Chairman's Report – R. Williams noted that this was W. Kurcinik last day at WRTD. He expressed his best wishes to her. He also thanked the Board for their support in nominating him to be the new Chairperson. Going forward, Board members will be given a chance to share any comments, questions, or concerns that they may have.

9. **Executive Session –** The Board entered Executive Session at 3:20 pm to discuss contracts and personnel. The Board exited Executive Session at 3:35 pm. No action was taken.

10. **Adjourn** – The special board meeting was adjourned at 3:19 pm. The next meeting to be held on July 17th, 2026.

Respectfully Submitted,

Shawn Fillmore, Secretary