

Windham Region Transit District

Board of Directors Meeting

Friday, August 21, 2026 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Rich Williams, Shawn Fillmore, Andy Kelly, Al Fratoni (2:12)

Board Members Absent: Josh Aldrich

Board Members Excused:

Staff / Organizations Present: Corrie Washington, Kerry Miskiewicz, Philip Johnson, Jennifer Odle, Tyler Frost (SECOG), Kaithlin Epling (Mansfield Public Library), Dagmar Noll (CRCOG), Brock Squires, Aviva Walker, Sonja Hills

1. **Call to Order** – R. Williams called the meeting to order at 2:03 p.m.
2. **Roll Call** – Attendance noted above
3. **Approval/Changes to Agenda** – None
4. **Public Comment** – D. Noll stated that CROG is currently updating their federal required Metropolitan Transportation Plan which is updated every 4 years. There will be survey available to the end of September for anyone living or working in the CROG area. This survey will assist CROG with their plans. The link is <https://www.surveymonkey.com/r/HRHFNYV>.
5. **Correspondence** – None
6. **Secretary's Report** – The approval of the Secretary's Report was delayed until the September 18th, 2026, meeting.
7. **Old Business**
 - a.) **HR Manager Opening** – R. Williams introduced Aviva Walker at the new HR Manager. C. Washington stated that she's grateful for the help and looks forward to their journey at WRTD.
 - b.) **Operations Manager Opening** – R. Williams introduced Sonja Hills as the new Operations Manager. C. Washinton reiterated her gratitude for the additional help and looks forward to working with Sonja.
 - c.) **Board/Staff Retreat on September 12, 2026** – R. Williams stated the retreat will be held at the Columbia town hall on September 12th, 2026, and run from 9 am to 1 pm. He stated that he will get out additional information, including the address of Columbia town hall, to the board members in the next few weeks.

d.) **Procurement Card Policy** – R. Williams stated that the personnel committee is reviewing a revision to the procurement card policy. There is nothing ready to be presented at this time.

e.) **Management Contract RFP – Set Kick-Off Committee Meeting Day** – R. Williams said the first meeting will be held at 1 pm on September 18th, 2026. The committee will include himself, A. Kelly, J. Aldrich, K. Miskiewicz, a DOT representative, and a consultant.

8. New Business

a.) **Personnel Committee Policy Referrals** – R Williams stated that the personnel committee reviewed policies regarding sick time, uniform policy, and the procurement policy. Currently, there is nothing to present to the Board.

9. Reports to Officers and Staff –

a.) **Administrators Report** – C. Washington stated that DOT released 3 contingency vehicles from the WRTD “retired” fleet. The vehicles have been decommissioned and will need to be outfitted with necessary hardware before being released into service. BEB’s remain out of service. The anticipated release is mid-September. The facility project completion date is scheduled for June 29th, 2027. WRTD has been added to the GHTD bus procurement which is due to be released in the coming weeks. CTDOT is currently reviewing Trip Shot and MOU Maintenance/Safety agreement with Northeastern. The Husky Go bids are completed and issued. The Regional bids are expected to be posted by the end of next week. All but one of the local match requests has been received. The Husky Go Union contract is in the final draft stages and ratification is expected before the school year starts. Mansfield is moving forward with the BSEP Bus Stop Enhancement Program. WRTD will be participating in the Maria T. Nazario Family and Community Expo on Saturday August 22, 2026, from 11:00 am to 2:00 pm. WRTD will be providing a hybrid bus for the touch-a-truck expo.

b.) **UConn Parking & Transportation Report** – A. Kelly stated that student move in starts Thursday and proceeds to Sunday. No routes will be run on Thursday and Friday, but campus loops will be running on the weekend. There will be 4 routes running during weekdays after the move in. AVS is running smoothly. C. Washington stated that the retired buses will be moved out of C lot at UCONN.

c.) **AVS Report** – There was no report this month.

d.) **Operations Report** – C. Washington gave the report on behalf of S. Hills. She stated that she wanted to acknowledge B. Dimmock’s help during these past few months. Ridership is where it is to be expected for June and July. The numbers should pick up in September. B. Dimmock, L. Barrick, and S. Hills continue to interview operators for all four services. Ridership for DAH and ADA is steady with slight increases for Chaplin, Columbia, Mansfield, Scotland, and Willington. There were 2,709 calls in June compared to the 2,685 in July. The average wait time was 17 seconds in June and 20 seconds in July.

e.) **Maintenance Report** – B. Squires stated that all PMIs have been completed on time. There are currently 8 vehicles out of service. There were 4 road calls performed in July.

f.) Finance Report – K. Miskiewicz stated that the Budget vs Actual is for the entire fiscal year. The numbers aren't finalized yet because the audit is still taking place. The Budget vs Actual for DAR and ADA exceeded the funding. This was to be expected due to several variables from the prior year. On a positive note, the vehicle service parts and the shop expenses came in under budget. The new TOD budget for this year has increased state and federal funding. On the cash flow side, during June and July, the reserved funding was used to pay bills. Invoices were sent out for June and July. Payments are coming for those invoices which will be put back in the reserves. The hope is to have the reserve fund back to where WRTD would like it to be in sometime in September. S. Fillmore made a motion to approve the finance report. R. Williams seconded the motion.

g.) Safety Manager's Report – P. Johnson gave the report on behalf of B. Blanshard. He stated that there were no preventable accidents and no injuries during this period. There are no employees currently on worker's compensation. There were no passenger injuries during this period. The Trip-Shot AFE request was submitted to DOT on August 3rd, 2026, and WRTD is waiting for approval. Weekly meetings will continue every Thursday at 2:00 pm to review and update installation timelines and address any operational concerns as the pilot program continues. The new CDL Skills Course is currently being worked on. On Friday, August 7, 2026, WRTD met with the Dattco school bus director and representatives from the DMV to review the new CDL skills course and Pre-Trip requirements. WRTD currently has 2 employees who have recently obtained their CDL permits. They are scheduled to begin training in late August or early September. Another employee is scheduled to take his CDL permit test on August 18th. The Fall startup meetings will begin during the week of August 17th. B. Dimmock and L. Barrick were recognized for their hard work and dedication during the recruitment process. A new Husky Go driver had a non-work-related injury but is expected to be released back to duty within the next month. Division cross training for the summer of 2026 will be completed by the end of the following week. There are 2 additional applicants in the hiring process for Para-Transit driver positions. The next Para-Transit training class is expected to begin on September 1st, 2026.

h.) Human Resources Report – C. Washington gave the human resources report on behalf of A. Walker. There are currently 74 employees, and HR continues to recruit operators. Since the last meeting, there has been 1 separation and 3 new hires. HR will continue to recruit operators to support service needs. Husky Go and AVS will return to full service at the end of the month. HR is still handling weekly unemployment claims with the Connecticut Department of Labor for furloughed drivers. HR is looking to update the Personnel Policies manual and the Employee Handbook over the next several months.

i.) Planner's Report – P. Johnson stated that a stop has been added for Cedar Swamp and route 44 to the Huntington Lodge route. Willimantic Third Thursday from the previous day was canceled due to rain. Smart Maps in currently being put in place. There were changes made to the yellow, red, and blue routes to keep the routes running smooth during the school year. There are no silver or orange lines this fall. The WRTD site regional transportation page has

been updated. The HuskyGo page has been linked to the WRTD website. HuskyGo now has a weekend map.

j.) Chairman's Report – R. Williams reminded all the participants remember to attend the upcoming Board/Staff retreat on September 12th. Corrie will be sending an invitation with additional information.

10. Executive Session – None

11. Adjourn – S. Fillmore made a motion to end the meeting. The motion was seconded by R. Willimans. The board meeting was adjourned at 2:49 pm. The next meeting to be held on September 18th, 2026.

Respectfully Submitted,

Shawn Fillmore, Secretary