

Windham Region Transit District

Board of Directors Meeting

Friday, July 17, 2026 – 2:00 p.m.

28 South Frontage Road, Mansfield Center, CT

SPECIAL MEETING MOTIONS AND MINUTES

Board Members Present: Rich Williams, Josh Aldrich, Shawn Fillmore

Board Members Absent: Al Fratoni, Andy Kelly

Board Members Excused:

Staff / Organizations Present: Corrie Washington, Kerry Miskiewicz, Philip Johnson, Jennifer Odle, Tyler Frost (SECOG), Kaithlin Epling (Mansfield Public Library), Dagmar Noll, Mikala Ansarra

1. **Call to Order** – R. Williams called the meeting to order at 2:10 p.m. The motion was seconded

2. **Roll Call** – Attendance noted above

3. **Public Comment** – None

4. **Correspondence** – None

5. **Secretary's Report** – J. Aldrich made a motion to accept the June 26th, 2026, meeting minutes. The motion was seconded by R. Williams.

6. **Old Business**

a.) **HR Manager Opening** – C. Washington stated that WRTD received many quality applications for the open position and interviews are taking place. A decision will be made by the end of the following week.

b.) **Operations Manager Opening** – C. Washinton stated that position has been updated and will be posted on Indeed soon.

c.) **Board/Staff Retreat on September 12, 2026** – R. Williams stated the retreat will be held at the Columbia town hall and run from 9 am to 1 pm.

d.) **Procurement Card Policy** – C. Washington stated that the existing Procurement Card Policy is 11 years old and out of date. It was requested that the policy be updated and include a larger section regarding credit card purchasing.

7. **New Business**

a.) **Management Contract RFP** – R Williams stated that WRTD is looking at a new contract RFP. C. Washington contacted the state of Connecticut, and they will participate in the RFP process. The RFP committee was established at the last board meeting.

b.) Set Kick-off Committee Meeting Date – R. Williams stated the RFP committee will have the kick-off meeting held at 1 pm on September 16th, 2026.

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8. Reports to Officers and Staff –

a.) Administrators Report – C. Washington stated that the electric buses have returned from Canada. They will remain out of service until training on the new batteries has taken place. The plan is to have them back into full service by the end of August. The WRTD construction project is still scheduled to be completed on June 29, 2027. The project is currently 53.2% complete. The Wili July 4th Boom Box Parade was a success and WRTD was recognized in the Best Windham History category. Husky Go Operators voted yes on the union contract, but it hasn't been signed yet. The MOU with Northeastern is still taking place with significant process being made. The Annual Audit Processing is still ongoing. The USI renewal has been completed. Mansfield is moving forward with the BSEP program (Bus Stop Enhancement Program). The locations being considered are at the senior center and the Big Y plaza. J. Aldrich will be attending the on-site review on July 21st, 2026.

b.) UCONN Parking & Transportation Report – There was no report this month.

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

d.) Operations Report – C. Washington stated that that the on-time performance for ADA was at 94% and DAR came in at 95%. There was an operator out which impacted the OTP. There were 2,709 calls handled by dispatch in June. The wait time came in at 17 seconds compared to 21 seconds for the previous period.

e.) Maintenance Report –C. Washington submitted the Maintenance Report on behalf of B. Squires. There are currently 5 vehicles out of service. The PMI's have been completed on time. There were 3 road calls performed in June.

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 forecast is doing well. The Q1 bills were sent out late, but WRTD should begin receiving payments soon. J. Aldrich made a motion to accept the Finance report. The motion was seconded by R. Williams.

g.) Safety Manager's Report –B. Blanshard stated that there were no preventable accidents and 1 injury (report only) during this period. There are no employees currently on worker's compensation. There were no passenger injuries during this period. The Trip-Shot pilot program was a success. Trip-Shot is significantly more advanced than the current program (Passio). There will be an update next month. There are 2 Husky Go drivers currently in training and 1 Regional driver should be attending the next new hire training class on July 21st, 2026. There continues to be cross training between AVS and Husky Go drivers

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 3 separations (1 operations manager and 2 drivers) and 2 new Husky Go operators hired. HR will continue to recruit operators to support service needs. HR is also processing unemployment claims for the furloughed employees. The HRA platform was recently changed, and HR is assisting with the transition.

i.) Planner's Report – P. Johnson stated the Boom Box Parade detour and the Block Party detour were successful. The summer constructions detour is in place. The Red, Blue PX, and Yellow were completed. The Trip Shot test was successful and supplied more accurate reporting. More information regarding the Trip Shop program will be supplied next month. The sliding issue in Manue was resolved. P. Johnson is optimistic that there will be enough drivers for the Fall bid.

j.) Chairman's Report – R. Williams thanked all those involved in the Boom Box parade. The retreat agenda has been finalized. He will be involved with the RFP kick-off meeting and has been covering the Treasurer responsibilities.

9. Executive Session – None

10. Adjourn – R. Williams mad a motion to end the meeting. The motion was seconded by J. Aldrich. The special board meeting was adjourned at 2:45 pm. The next meeting to be held on August 21st, 2026.

Respectfully Submitted,

Shawn Fillmore, Secretary