

Windham Region Transit District

Board of Directors Meeting

Friday, September 18, 2026 – 2:00 p.m.

**UCONN Facilities Operations Building, Large Conference Room, 25 LeDoyt Road, Storrs,
CT 06269**

SPECIAL MEETING MOTIONS AND MINUTES

Board Members Present: Rich Williams, Josh Aldrich, Andy Kelly, Adam Richardson, Shawn Fillmore

Board Members Absent:

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, Bailey Blanshard

1. **Call to Order** – R. Williams called the meeting to order at 2:02 p.m.
2. **Roll Call** – Attendance noted above
3. **Approval/Changes to Agenda** – J. Aldrich made a motion to move the approval of the Secretary's Report from item 6 to item 10. The motion was seconded by S. Fillmore.
4. **Public Comment** – None
5. **Correspondence** – R. Williams told the board that there were two correspondences. The first is that the town of Windham voted to have A. Richardson fill the vacant seat as their representative at WRTD. The second is that it was recently discovered that A. Fratoni's term on the Board had expired, and he stated that he will not seek another term. R. Williams reached out to the town of Mansfield and notified them of the vacancy. It was requested that the position be filled as soon as possible.
6. **Old Business**
 - a.) **Board/Staff Retreat on September 12, 2026** – R. Williams stated the retreat went very well. There are now a few action items that C. Washington and R. Williams will address over the upcoming months. These items include attendance and conflict of interest.
 - b.) **Procurement Card Policy** – C. Washington stated that the new policy is almost finished and will present it to the Board as soon as it's available.
 - c.) **Management Contract RFP** – R. Williams stated that WRTD management contract will be expiring soon and the process has begun to pick which company will be used in the new contract. The first RFP Committee meeting was held immediately prior to the Board meeting. That meeting went well and DOT has offered resources to assist with this process.

7. New Business

a.) Annual Meeting – R Williams stated that the annual meeting will be held on October 16, 2026, at 2:00 pm. The election of officers will take place at that time. The Board meeting will take place immediately following the Annual meeting.

8. 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. The BEB’s remain out of service and are near redeployment. The facility project completion date is scheduled for June 29th, 2027. WRTD has been added to the GHTD bus procurement and is due to be released next week. WRTD is expecting 4 cutaway replacements. CTDOT has resumed conversations around the preliminary design for phase 2 of the new facility. WRTD has submitted a list of questions, comments, and concerns in reference to the plans. WRTD is still in talks with Northeastern regarding the MOU. The AFE for the TripShot project is still being processed.

b.) UCONN Parking & Transportation Report – A. Kelly stated that UCONN is three weeks into the semester and everything has been going good. The shortage of drivers has had a negligible impact on the operations. On the AVS side, there were 2 reports of missed rides. The operator and dispatch schedules were modified to better meet service needs. A new permanent ride scheduler and data template for the upcoming semester has been built. There is 1 operator that’s currently in training and a potential part-time candidate in the hiring process. Dispatcher interviews are still ongoing.

c.) AVS Report – This was covered by A. Kelly during the UCONN Parking & Transportation report.

d.) Operations Report – S. Hills stated that ridership is down slightly when compared to last year on DAR and ADA. ADA’s on-time performance was at 79% in August and DAR was at 78% during this same period. The on-time performance is lower than usual due to the current staffing levels. Dispatch handled 2,327 calls and the average wait time was 21 seconds. The new Husky Go bid process was implemented and has been extremely successful. S. Hills is currently evaluating lower-cost transportation alternatives for the Matching Grant Program Medic Services. There are ongoing recruitment efforts to strengthen the driver workforce. Dispatch is currently being looked at to see if any operational efficiencies can be made. This includes the possibility of a 5th dispatcher to reduce overtime and improve coverage. DAR subscription levels are being evaluated for opportunities to increase transportation availability for the public while maintaining necessary service changes.

e.) Maintenance Report – B. Squires stated that all PMIs have been completed on time. There are currently 4 vehicles out of service. There were 2 road calls performed in July.

f.) Finance Report – C. Washington gave the Finance Report on behalf of K. Miskiewicz. The only report available this month is the Cash Flow Forecast. WRTD received the quarterly payment from both the state and UCONN. This has replenished the cash reserves that were drawn down during the months of July and August.

g.) Safety Manager's Report – B. Blanshard 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. DOT has requested additional information regarding the Trip-Shot AFE which will be submitted to them as soon as possible. The Skills Course training has been successfully completed. The CDL Skills Course training will begin on Saturday, September 26, 2026. On Friday, September 18, 2026, WRTD will meet with Northeastern to discuss several outstanding items before submitting a second draft to DOT for review and approval. There are 3 drivers scheduled for BTW training (1 on DAR, 1 on AVS, and 1 on Husky Go). There are 3 three CDL drivers that are in the hiring process for Husky Go and 1 candidate for AVS. The annual employee evaluations are almost complete. The 30/60/90-day evaluations continue for the new drivers throughout their onboarding and training periods. C. Washington stated that the 3rd Thursday in Willimantic was a huge outreach success. Information was provided to attendees regarding the various transportation options that are available. The next community outreach will be held at the Red, White, Boom America's Celebration in Willimantic on September 26 at Rec Park. WRTD will assist with the transportation needs.

h.) Human Resources Report – A. Walker stated that the current employee count is at 73, and HR continues to recruit for various positions. Since the last meeting, there has been 1 separation and 3 new hires. A new smoking policy has been drafted and will be implemented in the upcoming week. A merit-based review plan was recently implemented. Human resources will be partnered with Safety to create recognition and safety incentives. HR is currently looking to upgrade the payroll system and lower the employment tax costs. WRTD is partnering with Advanced CT and CT Workforce to financially support training initiatives. HR is updating the policies in the employee handbook.

i.) Planner's Report – P. Johnson stated the Smart Maps project is progressing to the next stages. The service plan changes to the Yellow, Red, and Blue lines were successful. The Ecolane software replacement analysis is taking place. The Husky Go service hours are projected to be 34,500. The Husky Go page is now linked to the WRTD website. There have been some other updates done on the websites. There were 5 passenger complaints since the last meeting. These complaints include driver conduct, no show at a stop, overloads and general concerns with the campus transportation plan. P. Johnson is researching and addressing each complaint. The year over year comparison for UCONN ridership is down. However, UCONN started a week later this year.

j.) Chairman's Report – R. Williams welcomed A. Richardson to the board as the representative from Windham. He also reminded the board that Mansfield now has a vacancy. C. Washington has been working with Lebanon to fill their vacancy.

9. Secretary's Report – S. Fillmore made a motion to approve the minutes of the July 17, 2026, Board meeting. R. Williams seconded the motion. R. Williams made a motion to approve the minutes of the Personnel Meeting held on August 21, 2026. S. Fillmore seconded the motion.

R. Williams made a motion to approve the minutes of the August 21, 2026, Board meeting. S. Fillmore seconded the motion.

10. Board Members Comments – A. Richardson thanked the Board for the warm welcome. He explained that he was previously on the Board when Windham had 2 positions on the board.

11. Executive Session – None

12. Adjourn – J. Aldrich made a motion to end the meeting. The motion was seconded by S. Fillmore. The board meeting was adjourned at 2:57 pm. The next meeting to be held on October 16th, 2026.

Respectfully Submitted,

Shawn Fillmore, Secretary