

**Windham Region Transit District
Special Board of Directors Meeting
Friday, January 29, 2016–2:30 p.m.
Windham Region Transit District Board Room
28 South Frontage Road, Mansfield Center, CT
SPECIALMEETING MOTIONS and MINUTES**

Board Members Present:Marge Roach, Terry Coonradt, Matt Hart, Tom Currier, Chris Abikoff, Alex Marcellino**Board Members Excused:** None. **Board Members Absent:** None.

Staff Present:Ellen Grant, Rose Kurcinick, Lisa Seymour, Dagmar Noll

Guests Present:None.

Public Present: None.

1. Call to Order

M. Roach called the meeting to order at 3:02p.m.

2. Public Participation

None.

3. Secretary's Report

a. Approval of Minutes from the 11/20/2015 Regular Meeting of the Windham Region Transit District Board of Directors

b. Acceptance of Minutes from the 12/11/2015 and 1/15/2016 special meetings of the Personnel Committee; 12/11/2015 special meeting of the Finance Committee; and the 8/28/2015, 11/30/2015 and 12/4/2015 special meetings of the RFP for a Management Contract Committee

M. Hart MOVED to approve the 11/20/2015 Regular Meeting Minutes of the Windham Region Transit District Board of Directors and to accept the minutes from the 12/11/2015 and 1/15/2016 special meetings of the Personnel Committee; the 12/11/2015 special meeting of the Finance Committee; and the 8/28/2015, 11/30/2015 and 12/4/2015 special meetings of the RFP for a Management Contract Committee. T. Currier SECONDED. MOTION PASSED unanimously.

4. Correspondence

E. Grant presented two letters, one from the Mansfield Human Services Department and one from the Commissions on Aging, asking Commissioner Redeker to support a study of WRTD's fixed route services. Grant presented a letter requesting FY 2017 funds which was sent out to the communities served by the Windham Region Transit District. Discussion about town funding requests.

5. Chairman's Report

None.

6. Reports of Officers and Staff

a. Report from the RFP for a Management Contract Committee

M. Hart reported that he and L. Seymour will be working with Dennis O'Brien on a contract with First Transit that will align with WRTD's fiscal year. This draft is in progress.

b. Report from the Finance Committee

L. Seymour reported that all 1099s have been filed. T. Coonradt, M. Roach, and E. Grant are now on file at the bank to sign checks. W-2s have been distributed to the employees. Review of the January 2016 Statement of Cash Flow, Budget to Actual Monthly, and Budget to Actual Yearly FY16. WRTD is still waiting to hear from DOT on the FY 2009 Audit.

c. Report from the Personnel Committee

The Personnel Committee will present two items to the full board later in the agenda.

d. Report from Ellen Grant, Administrator

E. Grant presented information on the extensive Statewide Bus Study. D. Noll attended the Senior Fair in Mansfield. The Commissioner visited our facility. The quarterly DOT meeting for all transit districts covered the Triennial Review. We are working on developing required policies and procedures for the Triennial Review. WRTD now has a full complement of drivers and is once again operating at capacity. Additional training in using ECOLane has also improved our ability to manage a larger ride volume and run reports. Work is ongoing completing items on the facility punch list. There is one fare box remaining for installation. WRTD has requested another FY 2015 audit extension, but intends to submit a completed audit by the end of February. Ellen will be meeting with DOT at the end of February to discuss the Title VI plan. Distribution of rider statistics for each community. WRTD discussed maintenance of bus stops and shelters with the Town of Windham. A survey of other transit districts showed that signs and shelters are commonly maintained by the municipalities. After this last storm, all of the shelters and bus stop areas were cleared by the Town.

e. Financial Update – Lisa Seymour, Finance Director

Covered in 6b.

f. Service Report – Transportation Director

We have installed a new engine in Bus 335. Dispatchers are reaching out to former clients to let them know we are operating at full capacity. WRTD's new facility is on the cover of ConnDOT's 2015 Annual Report and Recommendations. Discussion about ridership numbers and outreach opportunities for new and former clients.

7. Old Business

a. Status of FY 2015 Audit

Covered in 6d.

b. Status of FY 2009 Audit

Covered in 6b.

c. Update on CTfastrak's eastern expansion

A press releases indicates this will be serving UCONN. Service will be off-peak and with a limited number of buses.

8. New Business

a. Appointment of Tom Currier to the Finance Committee

Abikoff MOVED to appoint T. Currier to the Board of Finance. M. Hart SECONDED. MOTION PASSED unanimously.

b. Willington request for WRTD membership

E. Grant reported that she has addressed all of the Town's questions.

c. Presentation of Employee Handbook for feedback and possible approval.

No update at this time.

d. Presentation of employee wages and benefits for feedback and possible approval.

M. Hart presented the Personnel Committee-endorsed Operator Proposed Wage Increase Schedule. This is an action plan to increase wages through January, 2018. M. Hart MOVED to adopt the Operator Proposed Wage Increase Schedule as prepared by our Administrator. T. Currier SECONDED. MOTION PASSED unanimously. This will be effective January 1, 2016.

e. Presentation of Personnel Policies for feedback and possible approval.

M. Hart presented the Personnel Committee-endorsed personnel policies on holiday pay and vacation pay. M. Hart MOVED to adopt the personnel policies on holiday pay and vacation pay as recommended by our Administrator and dated January 22, 2016. SECONDED by T. Currier. MOTION PASSED unanimously. This will be effective February 1, 2016.

f. Presentation of the Storrs-Willimantic Schedule for feedback and possible approval.

E. Grant and D. Noll presented a mock-up of the Storrs-Willimantic schedule pamphlet with a new schedule format and adjusted schedule times.

g. Recruiting new board members

T. Coonradt will approach Windham regarding their open seat on the Board.

9. Executive Session

- a. Discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E)
None.

10. Other Business

None.

11. Adjourn.

Meeting adjourned at 4:12pm.

Next Meeting 2:30 p.m. February 26, 2016