

Windham Region Transit District

Regular Board Meeting

Friday October 23, 2015 - 2:30 p.m.

Windham Region Transit District Board Room

28 South Frontage Road, Mansfield Center, CT

Regular MEETING MOTIONS and MINUTES

Voting Members Present: Marge Roach, Chair (Coventry); Tom McNally, Secretary (Windham); Tom Currier (Columbia); T. Coonradt (Windham); Alex Marcellino (Mansfield) [Arr. 2:37pm]

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

Guests Present: None

Public Present: Donna Clauson, Mansfield; Natasha Nau, Columbia Town Administrator

1) Call to Order

Chair Roach called the meeting to order at 2:33 PM

2) Public Participation

Donna Clauson, Mansfield resident, presented the wait times and ride times of a Dial-A-Ride rider and is concerned that there is little and no improvement, respectively. [A. Marcellino arr.] Discussion about how the system operates and how pickups and drop-offs are prioritized by the software.

3) Secretary's Report

a) Approval of Minutes from the 9/25/2015 regular meeting of the Windham Region Transit District

T. McNally MOVED to approve the minutes from the 9/25/2015 regular meeting of the Windham Region Transit District. T. Coonradt SECONDED. MOTION PASSED unanimously.

4) Correspondence

None.

5) Chairman's Report

M. Roach reported on feedback regarding the system. T. Currier also reported on discussion in Columbia. WRTD will be getting a jeep through the Capital Grant.

6) Reports of Officers and Staff

a) Report from Ellen Grant, Administrator

E. Grant reported on mitigation efforts in response to the current driver shortage. The annual Dial-A-Ride survey has been completed. Staff are in the process of recutting the Storrs-Willimantic schedule. The Maintenance IFB has been re-issued. The LEP plan has been completed and we are currently translating our current Dial-A-Ride brochure and securing a translation service for callers. WRTD is holding a Driver Appreciation day on Sunday, November 8.

b) Financial Update from L. Seymour, Finance Director

L. Seymour presented the finance report for September, FY 2016, and the statement of cash flow through October 23, 2015.

c) Service Report – Transportation Director

R. Kurcinik reported on staffing and ridership. Ridership is down. Discussion about changes in shopping patterns due to Storrs Downtown.

7) Old Business

a) Status of Management Services RFP/RFQ

M. Roach reported that submitting an RFQ is not an option, per FTA guidelines. The RFP will be released Monday, October 26. Bids are due on Wednesday, November 25.

b) Acceptance of WRTD Bylaws

T. McNally MOVED to accept the Bylaws of the Windham Region Transit District as presented. T. Coonradt SECONDED. MOTION PASSED unanimously.

8) New Business

a) Executive Session

Discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E)

None.

Meeting adjourned 3:57pm Next meeting is November 20, 2015, at 2:30pm.