

**Windham Region Transit District**

**Regular Board Meeting**

**Friday November 20, 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); Matt Hart, Vice Chair (Mansfield); Tom McNally, Secretary (Windham); Tom Currier (Columbia)

**Board Members Excused:** T. Coonradt (Windham); Alex Marcellino (Mansfield) Chris Abikoff (Ashford)

**Staff Present:** Ellen Grant, Rose Kurcinik, Dagmar Noll

**Guests Present:** Natasha Nau, Columbia Town Manager

**Public Present:** Noah Lehrman, Mansfield Resident

**Call to Order:** Chair Roach called the meeting to order at 2:38 PM

**1) Public Participation**

None.

**2) Secretary's Report**

**a) Approval of Minutes from the 10/23/2015 Regular Meeting of the Windham Region Transit District**

T. McNally MOVED to approve the minutes from the 10/23/2015 regular meeting of the Windham Region Transit District. M. Hart SECONDED. MOTION PASSED unanimously.

**b) Approval of Minutes from the 10/23/2015 Annual Meeting of the Windham Region Transit District**

M. Hart MOVED to approve the minutes from the 10/23/2015 Annual meeting of the Windham Region Transit District. T. McNally SECONDED. MOTION PASSED unanimously.

**3) Correspondence**

M. Roach presented results of a Dial-A-Ride survey for clients in Coventry requested by the Town of Coventry.

**4) Chairman's Report**

**5)** M. Roach reported on the Driver Appreciation Day. CTfastrak East is scheduled to begin in summer of 2016. Project coordinators will be meeting shortly to assess the needs of the people in this area. Discussion about how CTfastrak East would ideally serve the Windham Region. Announcement: T. McNally will be resigning from the WRTD Board of Directors at the end of this meeting.

**6) Reports of Officers and Staff**

**a) Report from Ellen Grant, Administrator**

E. Grant reported on the current status of drivers, on-time performance levels, reworking of the Storrs-Willimantic schedule, the worker's compensation policy, audits, Employee Handbook, benefits package, ConnDOT's facility punch list, LEP, FY2016 local match, and maintenance contract.

**b) Financial Update -- Ellen Grant, Administrator**

E. Grant presented the finance report for November, October, and FY2016.

**c) Service Report – Rose Kurcinik, Transportation Director**

R. Kurcinik reported that all ridership for services are down. Discussion about the reasons for the decline. All are invited to a holiday luncheon.

**d) Dial-A-Ride Report – Transportation Director**

R. Kurcinik reported the Ecolane has been working better and that the system has been adjusted to take into account current staffing shortages.

**7) Old Business**

**Status of Management Services RFP/RFQ**

M. Hart reported that the bids will be opened on the 30<sup>th</sup> and we have interested bidders.

**8) New Business**

**a) Personnel Committee FY 2016 meeting dates and Finance Committee FY 2016 meeting dates**

M. Hart MOVED to hold Personnel Committee and Finance Committee meetings at 1:00 pm before each Regular Board Meeting, alternating which committee meets from one month to the next. T. McNally SECONDED. MOTION PASSED unanimously.

**b) Board of Directors FY 2016 meeting dates**

M. Hart MOVED to hold the Regular meetings of the Windham Region Transit District Board of Directors on the fourth Friday of each month unless there is a holiday, in which case the meeting will fall on the third Friday of the month. T. McNally SECONDED. MOTION PASSED unanimously.

M. Hart MOVED to add two items to the agenda: Recognition of Tom McNally's service on the WRTD Board of Directors and CTfastrak Discussion. T. McNally SECONDED. MOTION PASSED unanimously.

**9) Recognition of Tom McNally's Service on the WRTD Board of Directors**

The Board recognized Tom McNally for his decades of work on the board. Thank you, Tom.

**10) CTfastrak Discussion**

M. Hart MOVED to authorize the Chair to send a letter to CTDOT requesting direct connections to UCONN and Willimantic for CTfastrak service. T. McNally SECONDED. MOTION PASSED unanimously.

**11) 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.

**12) Other Business**

None.

Meeting adjourned 3:49pm. Next meeting is January 22, 2016, at 2:30pm.