

**Windham Region Transit District
Regular Board of Directors Meeting
Friday, February 26, 2016–2:30 p.m.
Windham Region Transit District Board Room
28 South Frontage Road, Mansfield Center, CT
REGULAR MEETING 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: Natasha Nau, Columbia Town Manager

Public Present: Noah Lerman, Mansfield; Donna Clauson, Mansfield; Donna Young, UCONN

1. Call to Order

M. Roach called the meeting to order at 2:33p.m.

2. Public Participation

Donna Clauson reported that her family is pleased with the Dial-A-Ride service she is currently receiving.

3. Secretary's Report

a. Approval of Minutes from the 1/22/2016 Regular Meeting and the 1/29/2016 Special Meeting of the Windham Region Transit District Board of Directors

M. Hart MOVED to approve the Minutes from the 1/22/2016 Regular Meeting and the 1/29/2016 Special Meeting of the Windham Region Transit District Board of Directors. T. Currier SECONDED. MOTION PASSED unanimously.

b. Acceptance of Minutes from the 1/22/2016 and 1/29/2016 special meetings of the Personnel Committee

M. Hart MOVED to approve the Minutes from the 1/22/2016 and 1/29/2016 special meetings of the Personnel Committee. T. Currier SECONDED. MOTION PASSED unanimously.

4. Correspondence

The First Selectman of Hampton has sent a letter advising WRTD that Hampton will not be renewing their contract with WRTD next year. They are looking to contract with NECTD. E. Grant will contact Selectman Cahill to discuss their decision. Michael Sanders, ConnDOT, sent a letter to Mansfield in response to Mansfield's request for a study of ridership referring them to regional resources. Presentation of a letter from UCONN to ConnDOT supporting the extension of CTfastrak into this region.

5. Chairman's Report

M. Roach briefly reviewed her recent visits to WRTD.

6. Reports of Officers and Staff

a. Report from the RFP for a Management Contract Committee

M. Hart reported that the committee has made good progress negotiating the contract.

b. Report from the Finance Committee

None.

c. Report from the Personnel Committee

The Personnel Committee will be presenting a Personnel Policy later in the agenda and an Employee Handbook later this spring.

d. Report from Ellen Grant, Administrator

E. Grant noted that staff have met with the Town of Windham three times regarding WRTD's FY2017 funding requests. Staff have also met with Coventry regarding their funding request. Grant will continue to reach out to towns regarding their respective requests. Employees will be receiving Safety Training & Rural Transit (START) training. Staff met with Ricardo Almeida at ConnDOT two times to discuss FY 2016 funding. L. Seymour oversaw the annual worker's compensation audit, which went well. Staff are working on updating WRTD's ADA Policy. Staffing is improved from last month; fixed route is at capacity and Dial-A-Ride is still short one part-time driver. Staff are working on finishing work on the Storrs-Willimantic Schedule and beginning work on updating the Willimantic City Bus Schedule. All buses are now equipped with fare boxes. Our Fare Revenue Handling Policy & Procedure has been updated with clarifications on daily reconciling procedures. We are expecting to have a Federal Triennial Review this spring. The Employee Handbook is with an attorney for review. Staff are drafting a Public Participation Plan. WRTD has donated a van to Ashford, bringing our van fleet to twenty.

e. Financial Update – Lisa Seymour, Finance Director

L. Seymour reviewed the Budget to Actual Monthly for January, the Budget to Actual Yearly for FY2016, and Statement of Cash Flow February 2016 to 2/25/2016.

i. Status of FY 2009 Audit

No updates.

ii. Status of FY 2015 Audit

We have an extension through the 31st and expect to have a detailed report for the Board soon. Discussion about pending ConnDOT funding for Fixed Route for FY 2016.

f. Service Report – Transportation Director

R. Kurcinik reported that ridership is lower than last year on Dial-A-Ride and Fixed Route. However, ridership on the commuter runs is up.

7. Old Business

a. Update on CTfastrak's eastern expansion

E. Grant shared the plan for the UCONN spur, which will provide several off-peak trips via routes 84 and 44. This will be rolled out in August.

b. Presentation of WRTD Personnel Policy for feedback and possible approval

M. Hart reported that the Personnel Committee voted to endorse the WRTD Personnel Policy for approval by the full board. Presentation of WRTD Personnel Policy. M. Hart MOVED to approve the WRTD Personnel Policy dated March 1, 2016. T. Coonradt SECONDED. MOTION PASSED unanimously.

c. Presentation of the Storrs-Willimantic Schedule for Feedback

No update.

d. Recruiting New Board Members

No update.

8. New Business

a. Presentation of the Management Contract for feedback and possible approval

M. Hart reported on the negotiations he and L. Seymour had with First Transit. M. Hart MOVED to approve the management agreement between WRTD and First Transit beginning April 1, 2016 and expiring on June 30, 2019. C. Abikoff SECONDED. MOTION PASSED unanimously.

M. Hart MOVED to enter into Executive Session for discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E). T. Coonradt SECONDED. MOTION PASSED

unanimously. E. Grant, L. Seymour, R. Kurcinik, and D. Noll were in attendance. The Board entered Executive Session at 3:49p.m.

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)

Executive session ended at 3:50p.m.

10. Other Business

None.

11. Adjourn.

Meeting adjourned at 3:50pm.

Next Meeting 2:30 p.m. March 18, 2016