

**Windham Region Transit District
Regular Board of Directors Meeting
Friday, March 18, 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, Tom Currier, Alex Marcellino

Board Members Excused: Chris Abikoff, Matt Hart

Board Members Absent: None.

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

Guests Present: Natasha Nau, Columbia Town Manager

Public Present: None

1. Call to Order

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

2. Public Participation

None.

3. Secretary's Report

a. Approval of Minutes from the 2/26/2016 Regular Meeting of the Windham Region Transit District Board of Directors

T. Coonradt MOVED to approve the Minutes from the 2/26/2016 Regular Meeting of the Windham Region Transit District Board of Directors. T. Currier SECONDED. MOTION PASSED unanimously.

b. Acceptance of Minutes from the 2/26/2016 special meetings of the Personnel Committee

T. Coonradt MOVED to approve the Minutes from the 2/26/2016 special meetings of the Personnel Committee. T. Currier SECONDED. MOTION PASSED unanimously.

4. Correspondence

None.

5. Chairman's Report

Chair Roach reported on the Coventry transportation survey.

6. Reports of Officers and Staff

a. Report from the RFP for a Management Contract Committee

L. Seymour reported that the 39 month contract with First Transit has been signed by all parties and will be effective April 1st.

b. Report from the Finance Committee

None.

c. Report from Ellen Grant, Administrator

E. Grant reported that the funding request has come through from ConnDOT. Dispatch hours have been reduced by 16 hours a week. Drivers have begun Wheelchair Securement Training. Work is ongoing on converting all schedules to the new format. The Fare & Revenue Policy has been updated and signed by all employees. Work continues on the LEP Plan. Discussion about Safe Harbor languages in our district and timelines for translating essential documents. Discussion about possible route deviations in Mansfield to the Mansfield Library and along Hunting Lodge Road. Staff are currently working on submitting the Municipal Grant, the AAA Grant and the 5311 Federal Grant.

d. Financial Update – Lisa Seymour, Finance Director

L. Seymour reviewed the Budget to Monthly for February and the Budget to Yearly.

e. Service Report – Transportation Director

R. Kurcinik reported that staff will be drafting a letter to clients and media encouraging the population to engage Dial-A-Ride service. Discussion about Towns acquiring vans from WRTD.

7. Old Business

a. Update on CTfastrak’s eastern expansion

No update.

b. Recruiting new board members

No update

8. New Business

a. Presentation of the Title VI Policy for feedback and possible approval

T. Coonradt MOVED to approve the Title VI Policy Statement signed on 2/29/2016. T. Currier SECONDED. MOTION PASSED unanimously.

b. Presentation of Commuter Route schedule for feedback and possible approval

No update.

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)

10. Other Business

None.

11. Adjourn.

Meeting adjourned at 3:15pm.

Next Meeting 2:30 p.m. April 22, 2016