

Windham Region Transit District

Special Board Meeting

Tuesday March 24, 2015 - 1:00 p.m.

Windham Region Transit District Board Room

115 Ash Street, Willimantic, CT

SPECIAL MEETING MOTIONS and MINUTES

Voting Members Present: T. Currier (Columbia), T. Coonradt (Windham), M. Hart, Vice Chair (Mansfield), T. McNally, Secretary (Windham), C. Abikoff (Ashford)

Guests Present: Joe Comerford (Estuary Transit), Chuck Costello (Costello Company, LLC), Thomas Briggs (UCONN Graduate Student)

Staff Present: R. Kurcinik, D. Noll

Public Present: None.

1. Administration

a. Call to Order

Vice Chair Hart called the meeting to order at 1:03 p.m. Introductions.

b. Approval of minutes from the 2/24/2015 regular meeting of the Windham Region Transit District and 3/11 special meeting of Windham Region Transit District

T.Currier MOVED to approve the minutes of the 2/24/2015 regular meeting and 3/11/2015 special meeting of Windham Region Transit District Board. SECONDED by T. McNally.MOTION PASSED with C. Abikoff abstaining.

c. Acceptance of Minutes from the 2/19/2015 and the 3/18/2015 meetings of the Windham Region Transit District Finance Committee

TM/MH move to accept minutes. APPROVED w/CA abstaining

2. Public Participation

Thomas Briggs, UCONN Grad Student, expressed concerns about potential service cuts and an interest in working with WRTD and the University in partnership with the Graduate Student body.

Chris Abikoff MOVED to move Item 7.g. up in the agenda.T.McNally SECONDED.MOTION PASSED unanimously.

7. New Business

g. Service Reduction and Public Hearing Comment Review

Comerford reported that UCONN is willing to fund the Route 195 Express service through the end of the semester, May 9.Conversation is ongoing about funding the fall semester. Summer is currently unfunded. The Town of Windham would be willing to contribute in partnership with Mansfield and UCONN.

T. McNally MOVED to close the public hearing, endorse Mr. Comerford's action plan and hold a public information session at Mansfield Town Hall before the end of the school year. C. Abikoff SECONDED. MOTION PASSED unanimously.

C. Abikoff MOVED to move item 7.a. up in the agenda. T. McNally SECONDED. MOTION PASSED unanimously.

7. New Business a. FY 2014 Audit

Mr. Costello reviewed the key findings in the Audit Report and the Management Letter. T. McNally MOVES to accept the audit and to accept and implement the auditor's recommendations set out in the schedule of findings, as amended, which are in process. SECONDED T. Currier. MOTION PASSED unanimously.

T. McNally MOVES to refer Management Recommendations to the Finance Committee for the development of an action plan. SECONDED by T. Currier. MOTION PASSED unanimously.

3. Correspondence

R. Kurcinik reported the Town of Ashford submitted all paperwork regarding appointing C. Abikoff as their representative to the Board.

4. Old Business

a. Facility Update

J. Comerford reported that the building has been delayed by the issue with the propane tank. The move-in date is now early May. There is \$60,000 available for capital improvements after we move in.

b. Fare Discussion

J. Comerford presented a new fare structure proposal to the board that eliminates multiple zones in Storrs and Willimantic, increasing the 1-zone fare, offering free local bus service for seniors, remove reduced fares for seniors and people with disabilities on commuter runs, increase commuter run fares, and changes to multi-trip tickets, increase the fare for Dial-A-Ride. T. McNally MOVES to schedule a public hearing for the afternoon of 4/23/2015 to solicit public comment on proposed amendments to the WRTD fare schedule in accordance with the WRTD bylaws. T. Currier SECONDED. Motion Passed unanimously.

5. Chairman's Report

(None).

6. Reports of Officers and Staff

a. Financial Update

Kurcinik reported that WRTD currently has \$198,282.84 in bank, much from line of credit will expire March 31, 2015. WRTD has begun to shift to Savings Institute. Signatories will have to go to the Willimantic branch of the Savings Institute to move the change forward for April. Additionally, we need an officer to go to First Niagara to be added as a signatory. M. Hart will go. Discussion of current year budget.

b. Service Report

Kurcinik reported steady fixed route ridership. WRTD is now running Dial-A-Ride on the revised, cut hours.

c. Report from Mr. Joseph Comerford, First Transit

Joe presented a review of his report and a list of Capital Projects

7. New Business

a. (Moved)

b. Purchasing Policy

J. Comerford presented the Procurement Policy based on ConnDOT's recommendations. T. McNally MOVES to approve the Procurement Policy. C. Abikoff SECONDED. MOTION PASSED unanimously.

c. Dial-A-Ride & Paratransit Rider Policy

Kurcnik presented a 7-page document that would be distributed to the ridership. C. Abikoff MOVES to adopt the Dial-A-Ride & Paratransit Rider Policy, effective immediately. T. McNally SECONDED. MOTION PASSED unanimously.

d. Insurance Policy Discussion

Tabled.

e. Allocation Plan

T. McNally MOVED to approving the proposed Allocation Plan. T. Currier SECONDED. MOTION PASSED unanimously.

f. AAA Resolution

T. McNally MOVED that the Chairman, Marjorie Roach and/or in her absence or inability to act, the Vice Chairman, Matthew Hart, are, hereby, authorized on behalf of the Windham Region Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Senior Resources Agency on Aging. T. Currier SECONDED. MOTION PASSED unanimously.

g. Authorization to Publish FY 2015 Budget

T. McNally MOVED to authorize the publication of the FY2015 Budget and to hold a public hearing at the start of the WRTD regular 4/28/2015 meeting. T. Currier SECONDS. MOTION PASSED unanimously.

h. Administration and Managerial Services

M. Hart reported on his discussions with Mr. Lee at First Transit.

8. Executive Session

a. Executive Session

T. McNally MOVED to enter in to executive session at for discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E). T. Currier SECONDED. MOTION PASSED unanimously. The Board entered into executive session at 3:35PM. Executive Session ended at 3:40PM. No action was taken.

9. Other Business

(None.)

10. Next Meeting April 28, 2015.

11. T. McNally moved to adjourn the meeting. C. Abikoff SECONDED. Meeting adjourned at 3:40PM.

Respectfully submitted by D. Noll for Secretary McNally.