

**Windham Region Transit District**  
**Regular Board of Directors Meeting**  
**Friday, April 22, 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, Matt Hart

**Board Members Excused:** None.

**Board Members Absent:** Chris Abikoff

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

**Guests Present:**None

**Public Present:**Noah Lerman, Mansfield Library Advisory Board

**1. Call to Order**

M. Roach called the meeting to order at 2:31p.m.

**2. Public Participation**

N. Lerman, speaking on behalf of the Mansfield Library Advisory Board, advocated for a WRTD bus stop at the Mansfield Public Library.

**3. Secretary's Report**

**a. Approval of Minutes from the 3/18/2016 Regular Meeting of the Windham Region Transit District Board of Directors**

M. Hart MOVED to approve the Minutes from the 3/18/2016 Regular Meeting of the Windham Region Transit District Board of Directors. A. MarcellinoSECONDED. MOTION PASSED unanimously.

**b. Acceptance of Minutes from the 3/18/2016 special meetings of the Finance Committee**

M. Hart MOVED to accept the Minutes from the 3/18/2016 regular meetings of the Personnel Committee. A. Marcellino SECONDED. MOTION PASSED unanimously.

**4. Correspondence**

E. Grant reported receiving 5310 requests from Andover, Coventry and Columbia; this is a grant for funding vans. WRTD received a Better Business Bureau complaint from a client and have sent a response.

**5. Chairman's Report**

Chair Roach reported visiting the office once a week.

**6. Reports of Officers and Staff**

**a. Report from the Finance Committee**

None.

**b. Report from the Personnel Committee**

E. Grant reported on upcoming wheelchair securement training and revised job descriptions.

**c. Report from Ellen Grant, Administrator**

E. Grant reported that staff are meeting with insurance brokers to find different dental and medical insurance for WRTD employees. We mailed a letter out to 825 Dial-A-Ride clients encouraging them to take advantage of our services. WRTD is requesting to reduce our fleet by three buses. The final 2015 audit is available for review. WRTD has issued an RFP for a auditing firm for FY '17 – FY '20. WRTD's LEP, PPP, and SAFE plans have been submitted to

ConnDOT and we have received approval on the LEP plan. All drivers have been given “I Speak” cards to facilitate communication with limited English persons who may use our services. WRTD has included a translation of the Title VI Statement in two safe harbor languages, Chinese and Spanish, on our buses and in our new schedules. Presentation on serving the Mansfield Public Library with a 30-foot bus; there is no safe location for WRTD’s fixed route buses to turn around. Discussion about Safe Harbor language translations and the possibility of translating schedules into more languages.

**d. Financial Update – Lisa Seymour, Finance Director**

L. Seymour reviewed the Statement of Cash Flow, noting that WRTD’s credit line was paid in full on April 21, 2016. L. Seymour reviewed each grant’s current budget status. Discussion about having a reserve of finds in place.

**e. Service Report – Transportation Director**

R. Kurcinik reported on ridership. Discussion about ways to generate more ridership across services, including local radio, local television, and a road show at local senior centers.

**7. Old Business**

**a. Recruiting new board members**

No update.

**8. New Business**

**a. 5311 Authorizing Resolution for review and adoption**

E. Grant presented the 5311 Authorizing Resolution which would allow WRTD’s Administrator to represent WRTD in applying for the funding. M. Hart MOVED to adopt the 5311 Authorizing Resolution. T. Coonradt SECONDED. MOTION PASSED unanimously.

**b. Presentation of new bus schedules for feedback and possible approval**

Discussion and request for feedback.

M. Hart MOVED for the WRTD Board of Directors 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. The WRTD Board of Directors entered executive session at 4:23pm with WRTD Administrator, Ellen Grant, in attendance.

**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)

The WRTD Board of Directors came out of Executive Session at 4:48pm.

M. Hart MOVED to add An Adjustment to the Finance Director’s Position to the agenda. T. Coonradt SECONDED. MOTION PASSED unanimously.

**10. An Adjustment to the Finance Director’s Position**

M. Hart MOVED to ratify the Administrator’s proposal to adjust the Finance Director’s hours from 30 to 35. T. Coonradt SECONDED. MOTION PASSED unanimously.

**Other Business**

M. Hart MOVED to schedule a Special Meeting of the Finance Committee for 1:30 PM on May 20, 2016, a special meeting of the WRTD Board of Directors at 2:30 on May 20, 2016, and to cancel the Finance Committee meeting and the WRTD Board of Directors meeting currently scheduled for May 27, 2016.

**11. Adjourn.**

Meeting adjourned at 3:54pm. Next Meeting 2:30 p.m. May 20, 2016