

**Windham Region Transit District
Special Board of Directors Meeting
Friday, May 20, 2016–2:30 p.m.
Windham Region Transit District Board Room
28 South Frontage Road, Mansfield Center, CT
SPECIAL MEETING MOTIONS and MINUTES**

Board Members Present:Marge Roach, Terry Coonradt, Tom Currier, Alex Marcellino

Board Members Excused: Matt Hart, Chris Abikoff

Board Members Absent: None.

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

Guests Present:None

Public Present:Tanya Husick, UCONN

1. Call to Order

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

2. Public Participation

None.

3. Secretary's Report

a. Approval of Minutes from the 4/22/2016 Regular Meeting of the Windham Region Transit District Board of Directors

A. Marcellino MOVED to approve the Minutes from the 4/22/2016 Regular Meeting of the Windham Region Transit District Board of Directors. T. Currier SECONDED. MOTION PASSED unanimously.

b. Acceptance of Minutes from the 4/22/2016 special meetings of the Finance Committee

T. Coonradt MOVED to accept the Minutes from the 4/22/2016 regular meetings of the Personnel Committee. T. Currier SECONDED. MOTION PASSED unanimously.

4. Correspondence

None.

5. Chairman's Report

None.

6. Reports of Officers and Staff

a. Report from the Finance Committee

T. Coonradt MOVED that the board approve the FY 2017 Budget as presented. T. Currier SECONDED. MOTION PASSED unanimously.

b. Report from the Personnel Committee

There will be a special meeting of the Personnel Committee on June 10, 2016 at 1:30pm for review and possible approval of employee medical and dental plans.

c. Report from Ellen Grant, Administrator

E. Grant reported on staff work researching Medical and Dental programs for WRTD employees; enhancing service to Mansfield Rehab; investigating improvements at bus stops in our system using 5311 grant funding; meeting with Windham Hospital to discuss an additional bus stop at Windham Hospital; securing funds for addition driver safety and wheelchair securement training; reviewing driver performance; changing Dial-A-Ride trip booking guidelines; revising WRTD transportation brochures;and overhauling the WRTD web site. DOT approval for disposing of vehicles is still pending. WRTD was passed over for the ConnDOTTriennial Review, but staff

did tremendous work ensuring WRTD's policies and procedures were up-to-date in anticipation of the review.

d. Financial Update – Lisa Seymour, Finance Director

L. Seymour reviewed accounts receivable and accounts payable. L. Seymour presented an overview of the interview with Seward & Monde and announced the administration decision to accept them as WRTD's auditing firm through FY2019. Staff will publish the approved FY 2017 budget and hold a public hearing on June 9, 2016 at 2:00p.m at Windham Region Transit District. L. Seymour reviewed the current cash flow and monthly budget.

e. Service Report – Transportation Director

R. Kurcinik reported on ridership. Discussion about outreach to build up ridership.

7. Old Business

a. Recruiting new board members

Discussion.

8. New Business

a. Presentation of Commuter & Deviated Fixed Route schedule for feedback and possible approval

D. Noll and E. Grant presented the Commuter and Deviated Fixed Route brochure.

b. Presentation of Storrs-Willimantic Bus schedule for feedback and possible approval

D. Noll and E. Grant presented the Storrs-Willimantic brochure.

c. Presentation of Willimantic City Bus schedule for feedback and possible approval

D. Noll and E. Grant presented the Willimantic City Bus brochure.

d. Presentation of the Rider Guide for review and approval

D. Noll and E. Grant presented the Rider Guide brochure. T. Coonradt MOVED to approve the publication of all four new brochures. T. Coonradt SECONDED. MOTION PASSED unanimously.

e. Presentation of the Employee Handbook for feedback and possible approval

A. Marcellino MOVED to approve the Employee Handbook for publication. T. Currier SECONDED. MOTION PASSED unanimously.

f. Presentation of the proposed Medical and Dental plans for WRTD employees

Brief update by E. Grant.

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)

None.

10. Other Business

None.

11. Adjourn.

Meeting adjourned at 3:25pm. Next Meeting 2:30 p.m. July 22, 2016