

Windham Region Transit District
Regular Board of Directors Meeting
Friday, June 24, 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 (arr. 2:38pm), Terry Coonradt, Tom Currier, Matt Hart

Board Members Excused: Alex Marcellino, Chris Abikoff

Board Members Absent:

Staff Present:Ellen Grant, Lisa Seymour, Dagmar Noll

Guests Present:None

Public Present:Noah Lerman, Mansfield Library Advisory Board; Tanya Husick, UCONN Transportation;
Thomas Briggs, Windham

1. Call to Order

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

2. Public Participation

N. Lerman, spoke about his dissatisfaction with the new schedule format, which he believes is difficult for people to use who are not familiar with the system. T. Briggs, a UCONN graduate student, spoke about his concern about the fee that is now being imposed for UCONN transportation passes and how each rider type is categorized. (M. Roach arr.) He advocated for greater openness and transparency and recommended holding off on implementing the change and putting forward a pilot scheme to test it out in the fall. T. Coonradt MOVED to add “Discussion of the Special Fare Program under 8b”. MOTION PASSED unanimously.

3. Secretary’s Report

a. Approval of Minutes from the 5/20/2016 Special Meeting of the Windham Region Transit District Board of Directors

M. Roach MOVED to approve the minutes from the 5/20/2016 Special Meeting of the Windham Region Transit District. T. Coonradt SECONDED. MOTION PASSED unanimously.

b. Acceptance of Minutes from the 5/20/2016 special meetings of the Finance Committee and the 6/10/2016 Special Meeting of the Personnel Committee

T. Coonradt MOVED to accept the 5/20/2016 special meetings of the Finance Committee and the 6/10/2016 Special Meeting of the Personnel Committee. T. Currier SECONDED. MOTION PASSED unanimously.

4. Correspondence

None.

5. Chairman’s Report

Chair Roach reported visiting the office biweekly.

6. Reports of Officers and Staff

a. Report from the Finance Committee

None.

b. Report from the Personnel Committee

T. Currier reported on the 6/10/2016 Personnel Committee meeting, where a health and dental benefit plan was approved.

c. Report from Ellen Grant, Administrator

E. Grant reported that staff met with Mr. Sanders at ConnDOT regarding the TOD which yielded an agreement to fund the fixed route at the current level of service. Staff have reached out to a planner at SECCOG to discuss future work on Windham's service. She discussed several media and fair outreach opportunities where WRTD has been represented. WRTD will be holding wheelchair securement and safety training for all drivers this fall. E. Grant reported on largely positive feedback on our schedules. The change in the schedule format is an industry standard format that improves schedule accuracy. WRTD.org has a redesigned web site. ConnDOT will be sealing the driveway and lots this weekend. Fleet reduction is still in progress. As of July 1st, the employees receiving health benefits through WRTD will be on the new plan. Discussion about outreach opportunities at fairs, at WRTD open houses, and in explanation videos posted on our web site. T. Coonradt MOVED to move 8b, "Discussion of the Special Fare Program", to this point in the agenda. T. Currier SECONDED. MOTION PASSED unanimously.

d. Discussion of the Special Fare Program

M. Hart described the history of the special fare program at UCONN and in Mansfield. In recent Mansfield Town Council meetings, concern was expressed about the Town's current level of funding, with particular concerns about subsidizing riders who are not Mansfield residents or people who have the ability to pay. The Town has opted to align the Mansfield pass with its other fee waiver programs, which are income-based, and, in this case, provide a 100% subsidy for those who qualify. M. Hart will convey the concerns from the public regarding the process by which this change was made to the Council and encouraged members of the public to also voice their concerns. E. Grant noted that riders are categorized based on the pass the use when boarding the bus. T. Husick described the new, partially subsidized UCONN pass which is available at a reduced fee and is valid for use on both the Storrs-Willimantic Bus and the Willimantic City Bus. T. Coonradt will reach out to Windham leadership about implementing a subsidized pass in Windham.

e. Financial Update – Lisa Seymour, Finance Director

L. Seymour noted that all bills and reporting are submitted to WRTD from outside groups quickly at the end of the fiscal year so WRTD will have all end-of-year reporting in on time. All employees eligible for health insurance for WRTD signed up for the Platinum plan. Wages will be discussed at next month's Finance Committee meeting. L. Seymour reported on the current on the current FY budget for each service through May 31, 2016 and presented a Statement of Cash Flow through June 22, 2016.

f. Service Report – Transportation Director

E. Grant reported on ridership and on the results of outreach with local senior groups. Discussion about reduction in ridership.

7. Old Business

a. Recruiting new board members

Discussion. Hampton will be leaving the Transit District as of July 1, 2016. T. Currier will talk to Lebanon about WRTD membership.

8. New Business

a. Presentation of FY 2017 Budget for Approval

L. Seymour reported that the FY 2017 Budget was presented at a public hearing which yielded no public feedback. T. Coonradt MOVED to approve the WRTD FY2017 budget as presented at the previous board meeting. T. Currier SECONDED. MOTION PASSED unanimously.

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)

M. Roach MOVED to go 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. Currier SECONDED. MOTION PASSED unanimously. The Board entered executive session at 3:58pm with E. Grant and L. Seymour in attendance. The WRTD Board of Directors came out of Executive Session at 4:00pm.

10. Other Business

None.

11. Adjourn.

M. Roach MOVED to adjourn at 4:03pm. T. Currier SECONDED. Next Meeting 2:30 p.m. July 22, 2016