

Windham Region Transit District

Regular Board Meeting

Friday July 24, 2015 - 2:30 p.m.

Windham Region Transit District Board Room

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS and MINUTES

Voting Members Present: M. Roach, Chair (Coventry), M. Hart, Vice Chair (Mansfield), T. Coonradt (Windham), T. Currier (Columbia), T. McNally, Secretary (Windham), C. Abikoff (Ashford), Alex Marcellino (Mansfield) [Arr. 2:36]

Staff Present: R. Kurcinik, L. Seymour, D. Noll

Guests Present: None

Public Present: David Lee, First Transit; Tanya Husick, UCONN; N. M. Lerman

1. Call to Order

Chair Roach called the meeting to order at 2:30 PM.

2. Public Participation

None.

3. Secretary's Report

- a. Approval of minutes from the 6/12/2015 and 6/19 special meetings of the Windham Region Transit District.

M. Hart MOVED to approve the minutes from the 6/12/2015 and 6/19/2015 special meetings of the Windham Region Transit District. T. Currier SECONDED. MOTION PASSED unanimously.

- b. Acceptance of the 6/12/2015 minutes of the special meeting of the Finance Committee

M. Hart MOVES to accept the 6/12/2015 minutes of the special meeting of the Finance Committee. T. Currier SECONDED. MOTION PASSED unanimously.

- c. Acceptance of the 6/19/2015 and 7/10/2015 special meeting minutes of the Personnel Committee

M. Hart MOVES to accept the 6/19/2015 and 7/10/2015 special meeting minutes of the Personnel Committee. T. Currier SECONDED. MOTION PASSED unanimously.

4. Correspondence

None.

5. Chairman's Report

E. Grant, L. Seymour and M. Roach presented additional funding request to the Coventry Board of Finance Committee and the Town Council Committee. Coventry is exploring funding the door-to-door

trips with their own town vans. They voted to give WRTD additional funding. We are still looking for a board member from Hampton.

6. Reports of Officers & Staff

a. Financial Update – Finance Director

L. Seymour presented a statement of cash flow. All Capitol Grants have been billed. Discussion about report. Discussion about the Jobs Access funding criteria and pending addition of an extra run on the Route 32 Service. The fixed route paydown is almost completed. WRTD will likely have to pay back JARC for overbilling. Seymour expects to be able to put together a plan for paying for operating the new building as the bills start coming in and will present it to the board in September. Another priority is paying down the line of credit.

b. Service Report – Transportation Director

R. Kurcinik reported that the staff have been working very hard to move through challenging transitions these past months including a facility move, learning new software, and more. Riders are finding the changes challenging. Some issues are due to program glitches. Ridership is down from the December service cuts and the issues with the new program. R. Kurcinik urged the board to support work on resolving problems quickly and rebuild the Dial-A-Ride program. L. Seymour noted that Dial-A-Ride reports to ConnDOT must be backed up with ridership, and she is concerned about low ridership and difficulty getting necessary reports out of the new scheduling software, Ecolane. Discussion about Dial-A-Ride and Ecolane. M. Hart requested that an agenda item be added to a future meeting for the Board to learn in-depth about the operations of Dial-A-Ride.

c. Personnel Committee Report

M. Hart reported that the committee is working on the bylaws—scheduled for completion in September. Upon completion, the committee will work on The Employee Handbook.

d. Report from Ellen Grant, Administrator

M. Roach handed out E. Grant's report. D. Lee spoke briefly about the relationship between WRTD and First Transit. Discussion about The Employee Handbook and Personnel Policy.

7. New Business

a. Future Management Contract (RFP)

A contract needs to be awarded in February. M. Hart, C. Abikoff, and T. Coonradt formed a committee to begin working on this process

b. Status of Route 195 Late Bus Run

We have no word from ConnDOT on the Storrs-Willimantic Extension. M. Hart will follow up with ConnDOT.

c. Status of recommendations in Costello Management letter and audit report

L. Seymour handed out WRTD's responses to the findings and detailed for the board how WRTD has addressed each finding.

d. Staffing

M. Roach noted that there is a review of staffing is needed on site and explore how to fund additional staffing.

e. Status of Fare Free Program

L. Seymour noted that any reduced fares must be voted on by the board per WRTD's Bylaws and put forward recommendations for a contract and quarterly billing. M. Hart spoke on behalf of Mansfield stating that Mansfield would like to scrutinize the program and make sure it continues to meet Mansfield's needs. T. Husick from UCONN echoed M. Hart's interest in reviewing the program. The board supported continuing the program as it currently stands for one year and review the program for possible changes next year.

f. Cash Handling Policy

None

g. Employee Handbook

None

8. 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.

9. Other Business

None.

10. Next Meeting 2:30PM Friday, August 28, 2015

11. Adjourn

Meeting adjourned at 3:57PM