

Windham Region Transit District

Regular Board Meeting

Friday August 28, 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: Terry Coonradt, Marj Roach, Tom McNally, Matt Hart

Voting Members Absent: Alex Marcellino, Chris Abikoff, Tom Currier

Staff Present: Ellen Grant, Rose Kurcinik, Lisa Seymour

Guests Present: Tom Hennick, CT FOIA Public Education Officer

Public Present: Tanya Husick, UCONN Transportation Planner; Donna Clauson, Mansfield resident; Jack Clauson,

Mansfield resident; Simon Wells, New Horizons; N. M. Lerman, Mansfield resident

1. Call to Order

M. Roach called the meeting to order at 2:30pm.

2. Public Participation

Donna Clauson, 48 Fern Rd, Mansfield, expressed concerns with Dial-A-Ride service since September. Her daughter has used the service for many years and received prompt and safe service. The recent shift in service concern her, in particular the now-enforced ½ hour pickup window, increase in shared rides, and consequent increased on-board time. M. Hart MOVED to add Dial-A-Ride Scheduling to new business as item 9d. T. Coonradt SECONDED. MOTION PASSED unanimously. Simon Wells, New Horizons, S. Windham spoke as an advocate for WRTD's Dial-A-Ride service and for a better balance between the human element and technology with the new Dial-A-Ride system.

3. Guest Speaker: Tom Hennick, Public Education Officer, Freedom of Information Commission, CT

Tom Hennick, Connecticut FOI Public Education Officer, presented on laws related to access to public records and meetings, as well as touching on best practices.

4. Secretary's Support

- a. Approval of Minutes from the 7/24/2015 regular meeting of the Windham Region Transit District M. Hart MOVED to accept the minutes of the minutes of the regular meeting of the Windham Region Transit District. T. Coonradt SECONDED. T. McNally noted that he was not present at the regular meeting. MOTION PASSED unanimously including this correction.

- b. Acceptance of the 8/14/2015 minutes of the special meeting of the Personnel Committee Meeting and the 8/14/2015 minutes of the special meeting of the Management Contract Committee
M. Hart MOVED to accept the 8/14/2015 minutes of the special meeting of the Personnel Committee Meeting and the 8/14/2015 minutes of the special meeting of the Management Contract Committee. T. Coonradt SECONDED. MOTION PASSED unanimously.

5. Correspondence

None.

6. Chairman's Report

M. Roach reported hearing from a few clients about concerns with service. Thanks to M. Hart and T. Coonradt for their work on committees. M. Hart MOVED to move item 9d, Dial-A-Ride Scheduling, after item 6. T. Coonradt SECONDED. MOTION PASSED unanimously.

7. Dial-A-Ride Scheduling

Discussion between Board, Staff and Public about public concerns and feedback.

8. Reports of Officers and Staff

a. Personnel Committee Report

M. Hart updated the Board on progress on the Bylaws and Employee Handbook.

b. Finance Committee Report

T. Coonradt presented the Revenue Handling Policy and recommended it be approved by the Board, noting that future changes may be made after auditor review.

c. Administrator's Report

E. Grant reported that staff met with Scotland and Columbia town governing boards. E. Grant reported that she is working on an RFP for full fleet maintenance. An additional run was added to the Route 32 bus service and the Storrs-Willimantic Bus service, respectively. The fare adjustment will go into effect on Monday, August 31, 2015. Presentation of schedules and fare media to the Board.

d. Financial Update – Finance Director

L. Seymour reported on cash flow, bank statements, and budget.

e. Service Report – Transportation Director

R. Kurcinik expressed concern that her maintenance reports are not within DOT guidelines due to late billing of a supplier. Ridership is down across all services and reiterated concerns about Dial-A-Ride's new scheduling system.

9. Old Business

a. Status of Route 195 Late Bus Run – Local Match

Discussion about possible funding model, dividing local match cost between multiple municipal and University sources. M. Hart will continue to approach sources with this proposal.

10. New Business

a. Review of Draft Bylaws

M. Hart reported that the current draft of the Bylaws is being reviewed by an attorney and should be ready to adopt in September.

b. November and December, 2015 regular board meeting dates

M. Hart MOVED to schedule and regular WRTD Board meeting on November 20, 2015 and not meeting in December. T. McNally SECONDED. MOTION PASSED unanimously.

c. Date of Annual Meeting

M. Hart MOVED to add the Annual Meeting Election of Officers to the beginning of the October 23 Regular Board Meeting and move the time of the Regular October Board Meeting to 2:15. T. McNally SECONDED. MOTION PASSED unanimously. M. Hart MOVED to add Approval of the Revenue Handling Policy to the agenda. T. Coonradt SECONDED. MOTION PASSED unanimously.

d. Approval of Revenue Handling Policy

T. Coonradt MOVED to approve the Revenue Handling Police. T. McNally SECONDED. MOTION PASSED unanimously.

11. Executive Session

T. Coonradt MOVED to go into executive session. M. Hart SECONDED. MOTION PASSED unanimously. E. Grant was invited into the session. Executive session started at 4:35p.m. and ended at 4:40p.m. No action taken.

12. Other Business

None.

13. Next Meeting

September 25, 2015, 2:30pm

14. Adjourn 4:40p.m.

Respectfully submitted by L. Seymour for T. McNally, Secretary.