

Windham Region Transit District

Regular Board Meeting

Tuesday May 26, 2015 - 2:00 p.m.

Windham Region Transit District Board Room

115 Ash Street, Willimantic, CT

REGULAR MEETING MOTIONS and MINUTES

Voting Members Present: Marj Roach, Chair (Coventry), Matt Hart, Vice Chair (Mansfield), Tom Currier (Columbia), Tom McNally, Secretary (Windham)

Voting Members Excused: Alex Marcellino (Mansfield), Chris Abikoff (Ashford), Terry Coonradt (Windham)

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

Guests Present: Natasha Nau, Columbia Town Manager

Public Present: N.M. Lerman

1. Call to Order

Chair Roach called the meeting to order at 2:00 PM.

2. Public Participation

None.

3. Secretary's Report

a. Approval of Minutes from the 4/28/2015 regular meeting of the Windham Region Transit District and the 5/15/2015 special meeting of the Windham Region Transit District

M. Hart MOVED to approve the minutes from the 4/28/2015 regular meeting of the Windham Region Transit District and the 5/15/2015 special meeting of the Windham Region Transit District. M. Roach SECONDED. MOTION PASSED with T. Currier abstaining.

4. Correspondence

None.

5. Old Business

a. Facility Update

E. Grant reported that computers and radios are in, and phones installation is in progress. We have accepted the proposal of a moving company and expect to have a firm June move-in date soon.

b. FY 2016 Budget

L. Seymour presented the FY 2016 Budget. M. Hart MOVED to go into executive session for budget discussion purposes in accordance with Connecticut General Statutes §7-273f. T. McNally SECONDED. MOTION PASSED unanimously. The Board entered into Executive Session at 2:25pm with the following staff in attendance: L. Seymour, R. Kurcinik, E. Grant and D. Noll. Executive session ended at 2:27pm. M. Hart MOVED to have hold a public hearing on the FY 2016 budget on Friday June 12 and publish the FY 15-16 budget in accordance with Connecticut General Statutes §7-273f. T. McNally SECONDED.

c. Future Board Meeting Dates

T. McNally MOVED to change the regular Windham Region Transit District Board to 2:30pm on the second Friday of the month. T. Currier SECONDED. MOTION PASSED unanimously.

d. Bylaws Discussion

General discussion. Bylaws work will be deferred to a Personnel Committee meeting at 2:00pm on 6/19.

6. Chairman's Report

Chairman Roach expressed a desire for all committee meeting notices to be distributed to the entire board. Discussion about the agenda setting process.

7. Reports of Officers & Staff

a. Financial Update

None.

b. Service Report

R. Kurcinik noted that fixed route ridership is steady month to month this year; however, implementing the lunch breaks on CB has taken its toll on ridership as compared to last year. Other services are steady in ridership.

c. Report from Ellen Grant, First Transit

E. Grant reported on agency meetings and capital purchases. The AAA Grant and FY2016 Municipal Grant applications have been submitted. Dispatches' schedules are being adjusted to provide extended coverage throughout the day, which will help streamline the cash handling process. WRTD has purchased a Crime Policy. Grant recommended acquiring an insurance broker for all other coverage needs as WRTD transitions to the new facility. Grant procured an auditor list from ConnDOT, met with three auditing firms under consideration for a one-year contract, and will review her findings from these meetings with the Finance Committee. An RFP for maintenance services will be sent out in July. The new Personnel Policy is currently in draft form and will be developed by the Personnel Committee.

8. New Business

a. FY 2015 Town Appropriations

L. Seymour and E. Grant presented the proposed requests to towns. Discussion.

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. Next Board Meeting: June 12, 2015

12. Adjourn

The meeting adjourned at 4:22pm

Respectfully submitted by Dagmar Noll for Tom McNally, Secretary

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Patricia P. Sprague
WINDHAM TOWN CLERK