

**Windham Region Transit District**

**Personnel Committee Meeting**

**Friday, August 14, 2015 – 2:30 p.m.**

**Windham Region Transit District Board Room**

**28 South Frontage Road, Mansfield, CT**

**SPECIAL MEETING MOTIONS and MINUTES**

Committee Members Present: Tom Currier, Marge Roach, Terry Coonradt, Matt Hart

Other Board Members Present: None

Staff Present: Ellen Grant, Dagmar Noll

Guests Present: None

Public Present: None

**1. Call to Order**

T. Currier called the meeting to order at 2:34 PM

**2. Public Participation**

None.

**3. Accept Minutes**

T. Coonradt MOVED to accept the minutes of the July 10 meeting of the Windham Region Transit District. M. Hart SECONDED. MOTION PASSED unanimously.

**4. Bylaws Discussion**

M. Hart presented a new draft Bylaws and reviewed adjustments since last meeting. Discussion about majority party limitation on the Board of Directors. Discussion about budget publication process. M. Hart will revise per suggestions and send to Attorney O'Brien for his review.

**5. Employee Handbook Discussion**

E. Grant presented a draft Employee Handbook. Discussion. M. Hart MOVES to endorse the Employee Handbook Policy Manual with the adjustments noted in today's meeting for presentation to the full board. T. Coonradt SECONDED. MOTION PASSED unanimously.

**6. Items for July 24, 2015 Board Meeting**

Committee Report will include the draft of the Employee Handbook and the draft Bylaws, if available.

**7. Adjournment.**

The meeting was adjourned at 3:13p.m.

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*Patricia P. Spruance*  
WINDHAM TOWN CLERK