

New Hampshire Transit Association

Meeting Minutes

January 9, 2020

10:00 am to 12:00 am

CAPBMCI, 2 Industrial Park Drive, Concord NH

In Attendance:

Van Chesnut – AT

Teri Palmer – SCT

Terri Paige – CAPBMCI-CAT

Fred Roberge – Easter Seals NH

Carole Zangla – GCSCC

Ryan Renauld-Smith – MTA

Laurie Makarawicz- CART

Fred Butler – NHDOT

Camille Pattison- NT

John Savage - NT

Mike Shultz- Creative Bus Sales

Bethany Fleishman – Vital Communities

Steve Workman – Transport NH

Call to Order/ Introductions:

Van Chesnut, Chair, called the meeting to order at 10:01 am and held a round of introductions.

Minutes Approval:

Terri Paige reported that the minutes from the December 5, 2019 meeting were not completed in time to submit for approval.

Financial Update:

Van reported that there is still a healthy 20K+/-in the NHTA bank account. Now would be a good time to look forward to plan for expenses and upcoming lobbying needs. The legislative committee will take a look at upcoming issues and possibilities.

Membership Committee:

No new update from the membership committee. They will continue to work on tracking down unpaid dues from members.

Legislative Update:

Nationally: Van reports that the Transportation Appropriation bill passed with requested funding intact. There were also some increases in the final funding package. This will be in effect until 9/30/2021. This is good news for recipients and sub-recipients, it would have been excellent news if the bill had passed for more than one year.

On a related note: Camille Patterson gave a brief report out on her trip to Washington and the efforts that she made to contact legislators to give them information about why this bill was so important. She was able to meet with senator Shaheen's staff and found them to be very engaged on the subject of transportation funding. They asked good questions and took notes on the information that Camille left for them. She was also able to get information to Senator Hassan's

staff. Congresswoman Kuster's staff was not available to meet, but Camille left her handouts with office staff there. Camille felt that the trip was very worthwhile and hopes to repeat it in the future.

State: GACIT – Fred Butler from NHDOT confirmed that there will be one last public hearing on the 2021-2030 Ten Year Plan. He is not sure if the date has been set yet. He also passed along a report from Patrick Herlihy, Director of Aeronautics, Rail and Transit that confirmed that the reallocation of CMAQ from FHWA to FTA was officially requested, but the approval date of the transfer is not known at this time. If approved the transfer would take effect July 1, 2020. He also confirmed that the amount is approximately \$2.2 million. There are many questions regarding the rules that would be in effect if the transfer is approved.

Steve Workman had the following comments on the GACIT process and CMAQ funding:

- He thinks that a new funding opportunity is great, but this is again a federal pot of money that comes with match requirements and potentially regulations that might make it cumbersome to use.
- There is an even greater need now to focus effort on getting a sustainable state match in place for these federal funds.
- He believes that lobbying and education efforts need to be focused on G&C in the future.

Fred Butler noted that NHDOT is currently discussing all options for use and distribution of the CMAQ funding if it gets approved, in the hopes of staying ahead of the curve when it does get approved.

NHDOT Update:

- **Grants**

- **5311** – All grants have been executed
- **5310 RCC** – Solicitation sent out. Due March 3rd. Please send questions to Paula Devens. Fred wanted to make it clear that the process for using the 5310 RCC funding is dynamic. The RCC's decide what projects get funded so minute detail in the applications is not needed.
- **5339 Bus & Bus Facilities Capital** – Applications scored, but follow up needed with a few applicants.
- **5310 Capital** – Five applications received for 6 projects totaling \$615K. Vehicle awards being sent out soon, with equipment requests requiring follow-up.
- **5311(f)** – NHDOT to transfer funding to 5311, but is still considering options as to how to utilize/solicit for funds. No timeline at this time.

- **Statewide Strategic Transit Assessment (SSTA) Study**

- NHDOT reviewed initial draft; working with consultant to wrap up final report.
- Materials, including IT technical report, available on project website:
www.nhtransitstudy.com
 - Agency capital plans should incorporate any technology agencies deem worthy of inclusion

- **State Operating & Capital Budgets**

- G&C resolutions/contract amendments are projected for the 2/5 G&C meeting

- **Other**

- Fred & Danielle are working on compliance review questionnaire; likely 2-3 weeks away from sending to 5311 agencies, which will be given 3-4 weeks to reply prior to on-site reviews.
- Public Transportation Agency Safety Plans – NHDOT has met with all 5307 agencies. The next step will be to review existing policies/procedures for incorporation into PTASP. We will plan on meeting at least monthly (as needed) with agencies to ensure completion by June.
- Transit Asset Management – 2020 targets sent out prior to Christmas. Please contact Fred with any q's.
- "Franconia Notch Transit Feasibility Study": NHDOT is working with Cambridge Systematics. Data review & analysis complete. Reviewed peer park mobility options & transportation systems and potential Franconia Notch options & alternatives with Advisory Committee. Next steps include looking at pricing, infrastructure & operations to enter the Alternatives Analysis phase of the study in which two transportation alternatives will be advanced. Next Advisory Committee meeting in mid-February. Complete/wrap-up study by late March or early April.
- 2-1-1: NHDOT received grant funding to improve & market 2-1-1 system. Please go into the 2-1-1 system and provide 1-2 specific examples of how the system needs to be improved in terms of producing the expected results when querying transportation services. Provide feedback to Fred Butler.
 - Save the date for a 2/11/20 celebration (read: info session) of 2-1-1 at NHDOT. Thanks!
- Given heightened tensions, Homeland Security reminds us and all agencies to "see something, say something." Please remind your staff to remain vigilant; beware of traditional and/or cyberattacks.

Transport NH Update:

No report beyond the comments made on the CMAQ funding and GACIT process

Maintenance Committee Update:

Ryan Renauld-Smith reported that MTA also sends out any of their Braun equipment warranty work, but do any work that is out of warranty internally. Terri Paige reported the same practice at CAPBMCI.

It was agreed that there is a clear disconnect around certified dealers not being willing to travel to agencies for warranty work.

Mike from Creative Bus talked about a program that Creative Bus set up for rural providers where dealer sponsored trainings were held around warranty work where local technicians could be trained up to provide the warranty work and the dealer would honor the warranties.

Fred Butler agreed to look into the option for adding the language in the next procurement solicitation that would require successful bidders to provide a way for local technicians in rural areas to be trained in warranty work.

Topics for February and March Meetings:

- GACIT Hearing final report out
- Ongoing SWOC recommendations from the Annual meeting
- Education on record retention – see the attached NHRTAP newsletter with an article on this topic.

- Stories of Transit newsletter/page – Shelley Winters, NHDOT has requested that NHTA create a story sheet similar to the one found here that NHDOT can use as needed for advocacy and funding purposes.

Other Business:

Fred Roberge reviewed the tentative schedule for **joint NHTA & SCC meetings:**

- March – Mobility Management training
- May – Interagency summit
- June – Annual meeting
- Dec/Jan – Need topic
 - Discussed a technology training

Camille offered to have her in house marketing person take on the task of creating the NHTA wide hand out/story sheet. This would be modeled after the one that Nashua Transit created a month or so ago. Anyone wishing to get stories included in the hand out should get 1-2 compelling stories to Camille by 1/23/20. Logos should be sent in vector file format. At the very least they should be a jpg format to be used.

There being no other business to discuss Van entertained a motion to adjourn.

- John Savage made the motion to adjourn at 11:00 am.
- Ryan Renauld-Smith seconded the motion.

Voted unanimously and meeting closed.

Respectfully submitted,

A handwritten signature in black ink that reads "Terri Paige". The signature is written in a cursive style with a large, sweeping initial "T".

Terri Paige
CAPBMCI/CAT