

New Hampshire Transit Association

Meeting Minutes

November 7, 2019

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

Steve Workman – Transport NH

Ryan Renauld-Smith – MTA

Laurie Makarawicz- CART

John Savage – Nashua Transit

Brenda Gagne-TCCAP

Mike Schultz- Creative Bus Sales

Fred Butler – NHDOT

Carole Zangla – GCSCC

Mike Whitten – MTA

Call to Order/ Introductions:

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

Minutes Approval:

Van presented the minutes from the October 3, 2019 meeting, and asked for any discussion or edits.

With no requests for edits or changes to be made Van asked for a **motion to approve the minutes as presented.**

- Carole Zangla made the motion to approve the minutes as presented.
- Fred Roberge seconded the motion.

The minutes were then approved by vote of the members.

Financial Update:

Van reported that there is still a healthy 20K+/-in the NHTA bank account. The 2020 membership dues invoices were sent out in August and the payments are coming in.

There was a question brought up regarding the treasurer position in light of Mike Acerno's semi-retirement status. Van reported that he had a conversation with Mike before he left on his trip and Mike stated that he will continue to work at HCS on a part-time basis when he returns. Given that he would like to continue to attend NHTA meetings and keep the position as treasurer through this term. Terri Paige will connect with Jennifer to update the membership list and dues list to reflect the payment made so far this year.

Membership Committee:

Camille and John from Nashua Transit volunteered to do any follow up needed with members who do not get their payments in within a reasonable amount of time after the invoices go out. They will also be working to recruit new members and vendor/members for 2020.

Legislative Update:

Nationally: Van reports that the continuing resolution at the federal level is still ongoing and set to expire just before Thanksgiving. The amounts being proposed for the reauthorization were recently discussed publicly for the first time in a long time. He and the legislative committee will continue to follow the process closely. Van noted that Kurtis Berry is not currently under contract for any projects with NHTA.

NHDOT Update:

• **Grants**

- **5311** – All grants have been executed
- **5310 RCC** – Year 2 amendments will be forthcoming. RCCs need to confirm lead agencies. Get any changes regarding lead agencies to Fred ASAP.
- **5339 Bus & Bus Facilities Capital** – Five applications received for 15 projects totaling \$3.5 million. Evaluations will take place in November.
- **5310 Capital** – Five applications received for 6 projects totaling \$615K. Evaluations will take place in November.
- **5311(f)** –No applications received in last round which ended 8/14. NHDOT is discussing next steps internally.

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

- Draft report nearly completed; awaiting FHWA approval for continued funding
- Materials, including IT technical report, available on project website:
www.nhtransitstudy.com
 - Agency capital plans should incorporate any technology agencies deem worthy of inclusion
 - Link to the actual technology report
<http://www.nhtransitstudy.com/documents/Technology%20Technical%20Memorandum%20-%20September%2010,%202019.pdf>

• **State Operating & Capital Budgets**

- Operating budget was signed, so CR ends and the full 2020 Operating budget, including \$200k of State Transit Operating Match, is available.
 - Full SFY 2020 contract amounts will be encumbered and available for reimbursement
 - Waiting for Commissioner's Office concurrence on distribution formula for \$200k Transit State Operating Match. Once formula/approach is approved, contract documents will have to be developed & then submitted to G&C for approval.

• **Other**

- Fred & Danielle will be scheduling Section 5311 compliance reviews soon and Danielle may reach out to agencies (5311s + 5310s) to see if she can drop in to familiarize herself with your operations, before she observes/partakes in compliance reviews headed by Fred.

- Thanks to Scott Bogle, Van, Rad, and any others who helped put together a gap analysis of transit needs.
- Public Transportation Agency Safety Plans – NHDOT has met with all agencies aside from C&J and UNH. The next step will be to review existing policies/procedures for incorporation into PTASP.
- Transit Asset Management – RLS finalized version 2.0 of target spreadsheet. Spreadsheet is being updated with 2019 data. NHDOT will send results to all sponsors later in November. All sponsored agencies will be asked to have Accountable Executives acknowledge the info, with the expectation being that NHDOT will start formally relying on spreadsheet as its basis for vehicle replacement program next year. Why not this year? Some mileage quirks exist, and there have been no standards/training with regard to condition assessments to date.
- Thanks to all 5311 agencies who worked with Paula to ensure we could submit annual NTD data on time. I welcome any feedback regarding the process in hopes of making it smoother and smoother each year!
- Advancing Mobility Management course March 25-26, 2020 in Springfield, MA. At last check there were only 4 spots left.
- “Franconia Notch Transit Feasibility Study” underway with goal of having transportation services in place for Summer 2020.
- 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. Thanks!

NHRTAP Update:

- NHRTAP steering committee met via phone conference call. If anyone is interested in being on the committee, please let me (Fred Butler) know.
 - Several new trainers will be attending the two day Train-the-Trainer course scheduled to be held in Concord on November 8th & 9th.
 - Suggestions were received about new trainings
 - RLS is working on updating training materials for the existing courses.
- The RTAP survey regarding training needs here in NH is being compiled and the results will be released soon.
- Main contact person for NHRTAP is Julie Schafer at RLS jschafer@rlsandassoc.com

Transport NH Update:

Steve noted that January 9th is the last day to introduce new house bills.

GACIT discussion- Steve reports that he was able to attend at least one meeting in each region except for region 5. At least one person at each meeting that he attended stood up and spoke about transit and the need for public transit along with providing support for bike/pedestrian funding. The best story with the most impact felt was presented at the Portsmouth meeting when a consumer with significant disabilities spoke about his struggles with transportation and his need for a strong transit system to allow him to be independent. This presentation truly highlighted the need for customer stories like this to be made public and to get these stories in front of decision makers. Steve voiced his opinion that the current GACIT hearing process allows the councilors to hide a bit. He would like to see the process change so that councilors would have more face to face sessions with users and

providers to keep the needs for alternative transportation alive and relevant. Two last public sessions will be held in November, but it is not clear at this time if these sessions allow public input or interaction.

NHTA & SCC Workplan - Steve reported that after presenting the draft work plan at both the NHTA meeting and the SCC meeting in October there seem to be a distinct difference in how the plan was received in each setting. The NHTA group has unanimously agreed to accept and support the work outlined in the plan going forward. There were some strong opinions voiced at the SCC meeting regarding the expectations of the plan. It was suggested that two separate plans could be developed to meet the differing needs of the groups. Steve is hoping that additional discussion will be had at the SCC meeting this afternoon to try to determine the SCC members' expectations and needs in order to determine which way the plan will go.

Transit User Stories - There was general agreement that these stories were very important to collect and publicize. There was ensuing discussion on who would be responsible for collecting the stories and what the formatting and delivery of the publications should be. Steve volunteered to be the repository for the stories and would be willing to coordinate the publication and delivery of them as needed. It was suggested that the NHTA website would be a great venue for getting these stories out to the public. Steve will work with Ryan at MTA to get the NHTA website updated and get the content more relevant.

Maintenance Committee Update:

Van noted that that VT is compiling a maintenance training needs list. He will forward it to NH providers to see if any of the trainings could be of interest. The maintenance committee members will meet in November to dust off the training project.

Vendor/Member Presentation:

Mike Shultz from Creative Bus Sales presented to the group. He provided an overview of Creative Bus and went over some of the features of available vehicles that are being offered through their offices. See the attached pdf of the presentation.

Topics for December and January Meetings:

- Ongoing SWOC recommendations from the Annual meeting
- Maintenance – Braun Lift training date
- 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.

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Oregon-Transit-Stories.pdf>

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

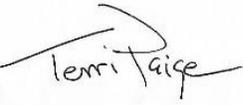
There being no other business to discuss Van entertained a motion to adjourn.

Ryan Renauld-Smith made the motion to adjourn at 11:56 pm.

Terri Paige 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