

New Hampshire Transit Association

Meeting Minutes

December 5, 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

Carole Zangla – GCSCC

Ryan Renauld-Smith – MTA

Laurie Makarawicz- CART

Fred Butler – NHDOT

Danielle Morse - NHDOT

Call to Order/ Introductions:

Van Chesnut, Chair, called the meeting to order at 10:16 am and held a round of introductions.

Minutes Approval:

Van presented the minutes from the November 7, 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.**

- Ryan Renauld-Smith made the motion to approve the minutes as presented.
- Carol Zangla 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 discussion regarding the membership and dues status of CART since the recent merger of that service with MTA. The consensus of the group was to waive the 2020 dues payment for CART since they are now officially part of MTA. Van requested an official vote:

- Terri Paige made the **motion to waive the 2020 dues payment for CART.**
- Carol Zangla seconded the motion.

The motion was approved.

Membership Committee:

There was a brief discussion regarding the need to put more information onto the NHTA website about the benefits of being a member. Ryan noted that if we could put together the information that should go up there, he will make sure that it gets posted up.

Legislative Update:

Nationally: Van reports that the continuing resolution at the federal level is still ongoing with the expiration date moved to December 17th. He and the legislative committee will continue to follow the process closely.

CTAA has been working closely with key influencers in Washington to ensure Transit is best represented in the bill. Here is a link to their work to date. https://ctaa.org/wp-content/uploads/2020/01/2020_Legislative_Priorities.pdf

State: GACIT – Van noted that it came out at one of the public sessions that the AT CMAQ project was deemed ineligible. Van has not been notified of any decision to date, he has a call in to follow up, but has had no response yet. The graph that has been presented at the hearings by NHDOT staff shows a high volume of input and attendance from those speaking in support of alternate transportation. There has also been discussion at the hearings regarding a request to reallocate CMAQ funding from Federal Highway to Federal Transit to use for Transit specific projects. The approximate funding amount discussed is \$2 million +/- There is a good chance that if it is reallocated the Federal Highway structure in regards to requirements would remain the same.

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** – Solicitation sent out. Due March 3rd. Sorry for any confusion related to there now being needed even if lead agencies will be remaining the same.
 - **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. Projects scored, but funding being sought to fully cover requested project costs.
 - **5311(f)** – No applications received in last round which ended 8/14. NHDOT is discussing next steps internally. On the table for discussion is moving the funding over to 5311 to be used for expansion services.

- **Statewide Strategic Transit Assessment (SSTA) Study**
 - Draft report nearly completed; NHDOT to review draft
 - 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 in the works

- **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.
- 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 sponsored agencies and MPOs once completed; ideally by next week. 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. * Reminder: Please incorporate the suggestions from the technical review completed as part of the SSTA plan in each agency 10 year capital plan. This will allow NHDOT to include funding requests in the capital request for the state budget.
- “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!

Transport NH Update:

NHTA & SCC Workplan – With Steve not able to attend the meeting, Van made the request for him that the members consider voting to approve the draft work plan.

- Terri Paige made the motion to approve the NHTA & SCC joint workplan as presented and reviewed.
- Ryan Renauld-Smith seconded the motion

The motion was approved by vote.

Maintenance Committee Update:

Teri Palmer shared that the requirement that all regular maintenance work done on Braun lifts be done only by Braun certified technicians is very burdensome to small rural agencies like SCS. She reports that she has to take all of her vehicles to the nearest dealership which is in Londonderry NH. This means that one of her vehicles and a driver are out of service for a full day. It was discussed that it might be helpful to have a letter sent to Braun from NHTA stating the issues that this requirement and the lack of certified technicians in the state has created for agencies. This will be considered by the Maintenance Committee going forward.

Topics for January and February Meetings:

- GACIT Hearing Update

- 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

Date Change for January meeting – Since the next meeting would be held on Jan. 2nd and many members will either out on leave or busy with after holiday duties it was determined that the January meeting would be moved to Thursday, January 9, 2020.

- Fred Roberge made the motion to officially move the meeting date to January 9, 2020
- Ryan Renauld-Smith seconded the motion.

The motion was approved by unanimous vote. Terri will check on the room availability and send out notices of the change of date.

MTA has buses for sale- 2 school buses at \$1,500 each and 2 Gillig 29', 29 passenger buses at \$800 each. Contact Ryan Renauld-Smith if you have an interest in any of this equipment.

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

- Fred Roberge made the motion to adjourn at 11:34 pm.
- Ryan Renauld-Smith seconded the motion.

Voted unanimously and meeting closed.

Respectfully submitted,



Terri Paige
CAPBMCI/CAT