

New Hampshire Transit Association
Meeting Minutes
August 1, 2019
10:00 am to 12:00 am
CAPBMCI, 2 Industrial Park Drive, Concord NH

In Attendance:

Michael Acerno – HCS Keene
Terri Paige – SCST
Fred Roberge – Easter Seals NH
Brenda Gagne – TCCAP
Steve Workman – Transport NH

Van Chesnut – AT
Ron Horrocks-MTA
Paula Bennett – NHDOT
John Savage – Nashua Transit
Camille Patterson – Nashua Transit

Call to Order/ Introductions:

Van Chesnut, Chair, called the meeting to order at 10:13 am and held a round of introductions.

Minutes Approval:

Van presented the minutes from the May 2, 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.**

- Fred Roberge made the motion to approve the minutes as presented.
- Mike Acerno seconded the motion.

The minutes were then approved by vote of the members. John Savage Abstained from the vote

Financial Update:

Van reported that after the expenses from the annual meeting in June there is still a healthy 20K+/- in the NHTA bank account this month. The 2020 membership dues invoices will be send out in August. Terri will update the member contact list and send the invoices by email. She will then work with Jennifer at AT to update the contact list with any staffing or contact information changes that come in with the dues payments.

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.

It was confirmed in discussion that Regional Planning Commission staff are welcome to attend NHTA meetings as frequently as they are able and participate in discussions. They will not be voting as members.

Legislative Update:

HB409 – Relative to the maximum optional fee for transportation improvements charged by municipalities when collecting motor vehicle registration fees.

Van reports that the bill passed the House and the Senate and was then vetoed by the Governor. Here is a link to the bill information for your review: <https://legiscan.com/NH/bill/HB409/2019>

HB1 – Making appropriations for the expenses of certain departments of the state for fiscal years ending June 30, 2020 and June 30, 2021.

In regards to the \$970,000+/- that was requested for state match for transit capital purchases in the NH State capital budget. This was approved and will go into effect.

In regards to support of the \$200,000 for transit operating funds that was requested as part of the NH State operating budget. This was also approved in the completed operating budget that was put before the Governor. As anticipated the Governor then vetoed the budget. The state is now in a continuing resolution operating scenario.

Here is a link to the bill information for your review: <https://legiscan.com/NH/bill/HB1/2019>

Nationally – Van reports that a semi-normal appropriation might be possible with the currently proposed reauthorization budget for the FAST Act. He noted that the work that CTAA and the Bus Coalition has done to lobby for the increases in the capital funding made available has been successful and very helpful. He proposed that NHTA join the Bus Coalition as a member in order to support them in the important work. He believes that the dues amount would be no more than \$1,000 and feels that this is well worth it to keep the momentum that this group has generated going.

- Camille Patterson made the motion to pay up to \$1,000 in membership dues for NHTA to join the Bus Coalition.
- Terri Paige Seconded the motion.

The motion was approved by unanimous vote of the members.

NHDOT Update:

- **Grants**
 - **5311 and 5310 RCC** – All grant applications are with FTA for review.
 - **5339 Bus & Bus Facilities Capital** – Grant awaiting FTA approval. Next solicitation will be in Aug.
 - **5310 Capital** – Grant awaiting FTA approval. Next solicitation will be by end of next week!
 - **5311(f)** –Keene-Nashua and Laconia-Franklin-Concord applications are due 8/14.
- **Statewide Strategic Transit Assessment (SSTA) Study**

- Technology assessment nearly complete. Results will be presented at 8/6 stakeholder mtg.
- Recommendation regarding filling statewide gaps in local transit services being honed.
- Stay tuned for public input sessions.
- **State Operating & Capital Budgets**
 - Capital budget (HB 25) passed, and the funding is available. Due to the continuing resolution, the State's operating budget for July-September is 25% of the SFY 2019 original budget. This basically means all SFY 2020 contracts passed by G&C are only funded for the 1st 3 months. Only 25% of the SFY 2020 contract amount is encumbered and available for reimbursement until the full budget passes.
- **Other**
 - Public Transportation Agency Safety Plans –NHDOT will follow up with 5307 shortly regarding initial implementation steps. Accountable Executives and Safety Officers are all confirmed.
 - NHTA website needs updating. It is recommended that the website is reviewed regularly for content. MTA staff will follow up on this.
 - Paula noted that most of the RCC websites also need to be updated. They all should at the very least have links to the updated Community Transportation Plans.
 - We ask that the maintenance sub-committee provide guidance related to DVIR (pre-trip inspections) retention policies. FMCSA minimum is 90 days, while some agencies retain them indefinitely.
 - Transit Compliance Specialist position (formerly held by Danielle Goodman) is vacant. NHDOT is currently interviewing internal candidates.
 - State Plan on Aging is approved and finalized
 - Patrick Herlihy is DOT's rep on newly formed Commission on Aging. There is no timeframe for meetings, which will replace the State Committee on Aging.

NHRTAP Update:

- RTAP contract is in effect. The first quarterly subcommittee meeting will be scheduled for September at 9am prior to NHTA. (**Can we please ensure the room is booked quarterly starting in Sept?**) This contract is for three calendar years and will end March 31, 2022.
- Terri will book the room for the NHRTAP meeting in September.
- The RTAP survey regarding training needs here in NH is being compiled and the results will be released soon.

Transport NH Update:

Steve Workman announced that the GACIT draft plan and calendar for the 2019 GACIT public hearings has been released. Links to both the draft plan and the calendar of hearings can be found here. <https://www.nh.gov/dot/org/projectdevelopment/planning/typ/>

Steve noted that it would be really important going forward to get riders and end users of the transportation services that need to be funded involved in educating legislators at hearings like these and at other legislative hearings and sessions. He would really like to get compelling stories collected and get interested customers lined up to be ready to present the case for transit when needed. Please contact him at steve@transportnh.org with any stories that you have or contact information on interested customers/riders that you can share.

Steve handed out copies of a draft summary report of the interactive session held at the NHTA Annual meeting on June 6th. He asked for feedback, comments and any suggested edits or clarification on the report from the group and noted that he will be presenting it again at the SCC meeting later in the day. He will take all feedback and use it to create the final report with recommendation for action items which everyone agreed would be a great way to focus ongoing work of Transport NH, NHTA and the SCC.

Steve is closely following the FAST Act reauthorization process and will be in touch with NHTA members as needed.

He also reported that the grant that supports TransportNH has been renewed and it included a slight increase to help facilitate ongoing work and technology needs for the organization.

Maintenance Committee Update:

John Savage reported that he has been in touch with Braun and that they will be coming to NH to do a training on lift maintenance and repairs. Terri volunteered the CAT maintenance garage as a training site. John will continue the conversations with Braun to set the date and time for the training.

He also reported that he has done some research on the DVIR requirements and regulations and would be sending out the information that he found to the membership group for review.

Annual Meeting Review

Everyone agreed that the annual meeting met expectations and went off smoothly. There was general agreement that the interactive session was a great addition and really helped keep the attendees engaged. Van reported that all of the Vendor/sponsors have paid up and that there were only one or two attendee fees still outstanding.

Topics for September & October Meetings:

- Ongoing SWOC recommendations from the Annual meeting
- Maintenance – Braun Lift training date and DVIR regulations
- Changing of CDL testing requirements
- Vendor presentation
- 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>

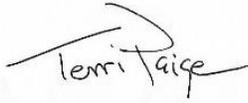
Other Business:

None

There being no other business to discuss Van entertained a motion to adjourn.
Fred Roberge made the motion to adjourn at 12:00 pm.
John Savage 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