

New Hampshire Transit Association

Meeting Minutes

September 5, 2019

10:00 am to 12:00 am

CAPBMCI, 2 Industrial Park Drive, Concord NH

In Attendance:

Michael Acerno – HCS Keene
Charles Pratt – HCS Keene
Terri Paige – CAPBMCI-CAT
Fred Roberge – Easter Seals NH
John Savage – Nashua Transit
Steve Workman – Transport NH
Laurie Makarawicz - CART

Van Chesnut – AT
Teri Palmer - SCT
Ryan Renauld-Smith-MTA
Fred Butler – NHDOT
Camille Patterson – Nashua Transit
Carole Zangla – GCSCC

Call to Order/ Introductions:

Van Chesnut, Chair, called the meeting to order at 10:10 am and held a round of introductions. The group welcomed two new members. Charles Pratt will be taking Mike Acerno's place as Transportation Manager at HCS in Keene when Mike retires the end of September. Teri Palmer has been hired as the new Transportation Director at SCS in Claremont.

Minutes Approval:

Van presented the minutes from the August 1, 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.**

- John Savage made the motion to approve the minutes as presented.
- Camille Patterson 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 starting to trickle in. A discussion was held about the opportunity to offer online payment of membership dues and annual meeting payments through the NHTA website. The following is the description of what would need to be in place to make this happen:

To incorporate online payments securely to the website it would be easy to incorporate PayPal into the website. This would eliminate the need for NHTA to pay for SSL authentication and sign a contract with a bank such as WorldPay to take online payments. The difference in transaction fees from WorldPay to Paypal are approx. .5%, but PayPal would not have any ongoing maintenance fees.

PayPal's online transaction rate is 2.9% + \$0.30. This transaction fee could be added to the person making the payment online as a convenience fee.

The option to mail in their payments would of course not be removed, this would simply be a convenience fee that amounts to approximately 3% if they choose to make online payments (of course this will be explained in the webpage before they make a payment). Any program that NHTA could use for online payments will have transaction fees and/or monthly maintenance fees.

Pass on fee to members

-\$625.00 membership fee + transaction fee resulting in a total online payment of \$643.43 (deposit will still be \$625.00)

-\$310.00 membership fee + transaction fee resulting in a total online payment of \$319.29 (deposit will still be \$310.00)

* the fee can be called anything you want (convenience fee, processing fee, etc.)

The alternative would be, to not pass on the transaction fee to the members and have it deducted from each payment amount. For example:

A membership fee of \$310.00 would result in a deposit amount of \$300.71

A membership fee of \$625.00 would result in a deposit amount of \$606.58.

If everyone is okay with this option it can be incorporated in a matter of days.

- 1) NHTA would need a PayPal business account, and have that linked to a checking account. The NHTA financial person can create the PayPal account and give the website monitor that information.
- 2) A contact person would need to be set up to notify via email when a payment (renewal or signup) is completed to make sure the funds get processed and membership update completed.

Here is a link to PayPal to read more details from them directly:

<https://www.paypal.com/us/webapps/mpp/paypal-checkout>

After a brief discussion the membership agreed that it would make sense to provide this convenience option for members and vendors. Ryan Renauld-Smith will work with Van and Jennifer at ATto get the PayPal account set up and embedded on the NHTA website.

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:

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>

Steve Workman reports that this bill made the list of those most likely to be overturned as a veto. Steve will follow up with Curtis to see if it is worth pursuing. There was a clarification made on the status on the business relationship between NHTA and Curtis. Van confirmed that Curtis is not on a retainer for ongoing work with NHTA, each project is set up as a contract with an estimated cost for completion of each project as needed. Fred Roberge asked about which NHTA members are currently using this option for local match. Van reported that AT is getting support from Lebanon and Hanover through this process. It is believed that Rad at COAST has some support coming in through vehicle registrations as well. Steve noted that there is some old data that Rebecca compiled on this when she was leading Transport NH, but that it hadn't been updated in a few years and that it would labor intensive to get an update in place. It was agreed that Van and Steve would work with Curtis to see what the chances of pursuing the overturn on the veto of this bill would be.

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. The state capital budget was passed intact.

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.

Fred Butler from NHDOT gave a brief update on the status of the continuing resolution situation. He reports that 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.

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

GACIT discussion- Scott Bogle has sent out a message to the Legislative subcommittee members noting that there is no real mention of transit funding and the need for transit funding in the NHDOT presentations being made at the public GACIT hearings being held across the state. He is suggesting that a request be made to NHDOT to include more transit specific informational slides into the presentation. Input from members present included that the detailed information that Scott was asking to have included in the presentation might be too cumbersome and difficult to pull together on

such short notice, but everyone agreed that a higher level overview of the current funding picture for transit here in NH would be helpful if it was included in the presentation.

Nationally – Ryan Renauld-Smith reported on his trip to Washington DC to attend a Bus Coalition event and rally. He was only in the capital city for a couple of days, but found it to be an interesting and worthwhile experience.

He took part in a group rally/informational event Tuesday night and then met with individual representatives from NH on Wednesday. He attended a press conference about electric buses and found the information presented very interesting. He said that the members of the Bus Coalition were very knowledgeable and informed. He met with Chris Pappas and staff members from Maggie Hassan and Jean Shaheen's offices. He talked about how difficult it was to operate during this continuing resolution period and about how important it would be to make sure that there was no reduction in 5339 funding with the upcoming FAST act renewal given the state of the fleets across NH. He noted that he worked on educating each of the representatives not making an ask for anything. He encouraged everyone to consider making a trip like this to meet with representatives. He was glad that he pushed out of his comfort zone and did it. He also encouraged NHTA members to consider joining the Bus Coalition as members as well. Here is a link to their website for further information: <https://www.buscoalition.com/>

NHDOT Update:

- **Grants**

- **5311 and 5310 RCC** – All grant applications are with FTA for review.
- **5339 Bus & Bus Facilities Capital** – SFY19 grant approved by FTA. SFY20 applications due 10/24.
- **5310 Capital** – Grant awaiting FTA approval. SFY20 applications due 10/29.
- **5311(f)** –No applications received for Keene-Nashua or Laconia-Franklin-Concord routes. NHDOT compiling info to help guide next course of action, which will likely include additional route options per the statewide study's tiers.

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

- Technology assessment complete, with results presented at 8/6 stakeholder mtg. Contact Fred Butler if you did not receive a copy of the report.
- Survey complete, with summary of results on project website and discussed on 8/6.

- **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. (If agencies are getting antsy, please feel free to reach out to Mike Pouliot directly.)

- Transit Asset Management – RLS working on finalizing version 2.0 of target calculations that will allow for better statewide funding projections. NHDOT's group plan will be used in helping determine funding priorities, and target spreadsheet will be sent once completed.
- FTA State Programs meeting – I (Fred) attended in Washington, D.C. Items of interest are:
 - Census – There was a lot of concern regarding the Census. CTAA's Chris Zellinger mentioned he/they may be able to assist with a crude analysis of what the outcomes are likely to be. NHTA may want to reach out as a body? The group decided that this would be very helpful. Ryan will let Mike Whitten know that we would like to have CTAA work on this for NH.
 - Advancing Mobility Management course March 25-26, 2020 in Springfield, MA.
- NHTA website needs updating. It is recommended that the website is reviewed regularly for content.
- 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 awaiting confirmation that the preferred candidate can/will accept the position.

NHRTAP Update:

- We will be setting up a conference call of the RTAP steering committee in 1-2 weeks. If anyone is interested in being on the committee, please let me (Fred Butler) know.
- The RTAP survey regarding training needs here in NH is being compiled and the results will be released soon.

Transport NH Update:

Steve Workman reported that he has compiled the information gathered from the NHTA Annual meeting interactive session into four broad categories to begin the process of creating a work plan.

The categories are as follows:

- Advocacy
- Policy Making
- Technical
- Administration (Keeping each entity in NH working well)

He will keep working to flesh these out and provide actionable objectives.

Steve noted that a reporter from NHPR reached out to him to get background material for a story about the need for transit services in NH. This particular reporter is focused on the need for expanding service to more rural areas and expanding existing services to make it easier for shift workers to get to jobs. Van reported that he heard a really good story on NPR Sunday about transportation and transit, he recommends that people look it up on the website and give it a listen.

Maintenance Committee Update:

John Savage reported that he has done some research on the DVIR requirements and regulations and found the following. According to FMCSA regulations there is no retention requirement for DVIR reports with no issues or required maintenance. Systems are required to retain DVIR reports with issues noted and the record of repairs made for one year.

John will work with Fred Butler to get standards set with Braun around requirements for those agencies that are not within reasonable travel distance to a certified Braun dealer. John will continue the conversations with Braun to set the date and time for the training after those standards have been determined.

Topics for October & November Meetings:

- GACIT Hearing Update
- Ongoing SWOC recommendations from the Annual meeting
- Maintenance – Braun Lift training date and DVIR regulations
- Changing of CDL testing requirements
- Vendor presentation- Mike Schultz
- 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:

Ryan Renauld-Smith reported out on his recent involvement with a CDL testing pilot program. He handed out copies of the announcement of the revised and updated Commercial Driver License Manual and gave an overview of some of the changes. The new manual is supposed to be on the website soon, but is not there yet. Here is a link to the website if you want to keep checking in:

<https://www.nh.gov/safety/divisions/dmv/driver-licensing/commercial/apply.htm>

As part of the discussion it was brought up that there is the possibility that there will be a requirement that only a certified instructor can prepare a driver to take the CDL exam. Fred Butler will let RLS know that NH will need assistance with this training requirement if this rule goes into effect.

Camille Patterson will be going to Washington DC September 24-25th. She has scheduled time with the NH representatives and is willing to carry messages along. Let her know what you would like her to talk about. She is planning on touching on the following topics:

- The 2020 Census
- Funding issues involved in going from small urban to large urban designation
- The effects of the new Micropolitan designation

Fred Roberge noted that the SCC and NHTA will be providing a series of joint training sessions again in 2020. So get topics of interest to either Fred or Van.

Van noted that AT was mentioned in a front page news article in the Valley News. Here is a link to the story for your review. <https://www.vnews.com/Handicapped-access-far-from-universal-28042031>

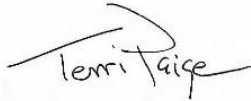
There being no other business to discuss Van entertained a motion to adjourn.

John Savage made the motion to adjourn at 11:40 pm.

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