



**Cooperative Alliance for Seacoast Transportation  
DRAFT Minutes of the  
ANNUAL MEETING OF THE BOARD OF DIRECTORS  
Wednesday, September 27, 2017**

- Present:** Jennifer Decker, Denis Hebert, Colin Lentz, Julian Long, Martin Pepin, Dave Sandmann, Juliet Walker, and Shelley Winters
- Absent:** Scott Bogle, Daniel Chartrand, Steve Fournier
- Guest:** Betty Nichols
- Staff:** Rad Nichols, Michael Williams and Heather Hesse-Stromberg

**I. Call to Order**

Mr. Sandmann made a motion to call the meeting to order, Mr. Pepin seconded the motion. The meeting was called to order at 9:57am.

**II. Approval of Minutes**

Mr. Sandmann made a motion to accept the August minutes as presented, and Mr. Lentz seconded the motion. All voted in favor.

**III. Public Comment**

No public comment.

**IV. Financial Report**

Mr. Nichols reported that we continue to trend as we have for FY17. Mr. Nichols noted that August was a great month for farebox revenue and although Advertising collections are down they are still higher than they have been.

Interest and other income is up due to the sale of retired equipment. Wages are up because of recent adjustments in pay and significant amounts of overtime due to the staffing shortage. The staffing shortage is due to a combination of a lack of qualified bus operator candidates and a large number of staff being out on anticipated medical leave.

Mr. Nichols reported that our Available Funds balance has increased to \$839,083, which is still well below where we would like to be.

**V. Old Business**

2017 CMAQ Round

Mr. Nichols attended a mandatory meeting for all potential CMAQ applicants. The new application process will be very streamlined and applications are due on October 20. This round, the NHDOT will be scoring and evaluating the projects, before making recommendations to the Executive Council for approval. The local RPCs and MPOs will no longer be involved in the process.

#### IT Services

COAST notified Mainstay Technologies of our intent to enter into a contract for IT services.

#### A & E Services

Staff notified CMA Engineering on Monday that they were selected. Over the next several weeks we'll begin negotiating a contract for these services.

#### Social Media Comment Policy

After legal review as requested by the Board, very minor edits were incorporated into the document and COAST has implemented the policy for our social media outlets.

#### Website Services

COAST is about to accept Altos' initial design for our new website. We are very happy with how clean it is and how well and clearly it presents the information our current and future customers will need.

### **VI. New Business**

#### **Action Item #1: CMAQ Application Statements of Support**

COAST staff is in the process of preparing our three applications for the 2017 CMAQ round of funding. The projects include:

1. Three (3) new heavy-duty buses
2. Traffic Signal Prioritization (TSP) for all signals we travel through in Dover
3. A new Clearspan-like structure for housing our fleet indoors.

As part of the CMAQ application process NHDOT is looking for applicants to submit a letter of support from the governing body, including a statement of the availability of funds, in order to document project readiness, support and financial readiness.

**Action Required:** *That the Board of Directors approve staff crafting a letter of support from the organization, indicating currently available funds for these projects through our unrestricted reserves, to be executed by the Board Chair, and for inclusion with our CMAQ applications in mid-October.*

Mr. Sandmann made a motion to approve staff crafting a letter of support from the organization, indicating currently available funds for these projects through our unrestricted reserves, to be executed by the Board Chair, and for inclusion with our CMAQ applications in mid-October. Mr. Pepin seconded the motion and all voted in favor.

#### **Action Item #2: Election of Officers for 2018**

Members of the Nominating Committee presented the recommended slate of officers for the coming year.

**Officer Nominees:**

Chair: Dave Sandmann (At-Large)  
Vice-Chair: Juliet Walker (City of Portsmouth)  
Secretary: Jennifer Decker (GSIL)  
Treasurer: Julian Long (City of Rochester)

**Executive Committee:**

Dave Sandmann (Chair)  
Juliet Walker (Vice-Chair)  
Jennifer Decker (Secretary)  
Julian Long (Treasurer)  
Scott Bogle (Past Officer)  
Open (Chair's Appointee)  
Rad Nichols (Non-Voting Member)

**Action Required:** *That the Board of Directors elect the FY2018 Board Officers and direct the Chair to take steps to fill the available Executive Committee seats.*

Mr. Pepin made a motion to elect the FY2018 Board Officers and to direct the Chair to take steps to fill the available Executive Committee seat. Mr. Hebert seconded the motion and thanked those willing to serve in that capacity. All voted in favor.

**Action Item #3: FY Board Meeting Calendar**

The draft Board Meeting Schedule was presented. Meetings will be held at COAST's Administrative Offices at 6 Sumner Drive in Dover, NH. Meetings begin at 8:30am. Meetings are held on the fourth Wednesday of the month unless otherwise indicated by an asterisk.

October 25, 2017  
November 15, 2017\*  
December 13, 2017\*  
January 24, 2018  
February 21, 2018\*  
March 28, 2018  
April 18, 2018\*  
May 23, 2018  
June 27, 2018  
July 24, 2018  
August 22, 2018  
September 26, 2018

**Action Required:** *That the Board of Directors review and approve the proposed FY18 meeting calendar.*

Mr. Lentz made the motion to approve the proposed FY18 meeting calendar and Mr. Hebert seconded. All voted in favor.

#### **Action Item #4: Executive Director Annual Review**

**Action Required:** *That the Board of Directors review and approve the recommendations of the Executive Committee relative to the Executive Director's annual review.*

The Executive Committee presented members with the blank evaluation form used, the Board's rating and Mr. Nichols' Personal Performance Assessment. Ms. Walker noted that the Executive Committee recommends that the wage increase requested in Mr. Nichols' Personal Assessment be approved.

Mr. Sandmann noted the Executive Committee is very pleased with Mr. Nichols' performance and appreciates him keeping everyone involved and up-to-date about what's happening at COAST. Mr. Sandmann noted that COAST's success and Mr. Nichols' performance warrant the wage increase.

Mr. Hebert made a motion to approve the 3.25% wage increase presented. Mr. Sandmann seconded the motion. Mr. Hebert asked if we are compensating Mr. Nichols enough to keep him and if he was being paid commensurate with other Executive Directors. Mr. Sandmann noted the Board knows Mr. Nichols' value but also knows our financial limits and are still catching up to get Mr. Nichols' salary in line with other similar transit properties. Mr. Nichols indicated he is pleased with the increase and thanked the Board. All voted in favor.

#### **Action Item #5: Draft FY18 Operating Budget**

**Action Required:** *That the Board of Directors approve the FY18 Operating Budget.*

Mr. Nichols presented the Draft FY18 Operating Budget as recommended by the Board at the August 30, 2017 meeting. He noted that the draft budget allows for the opportunity to fully fund a Compliance Officer but that we will hold off on hiring. We will see an increase in contract services costs as we adopt more technology and assume the maintenance required to keep it running. The budget also includes a 10% increase in health insurance and anticipates an increase to auto liability because of an increase in market costs, even though we have no losses to date in the current coverage year.

Mr. Hebert made a motion to approve the FY18 Operating Budget. Mr. Pepin seconded.

Mr. Long asked since they were proposed to balance the budget, how much will be left in reserves. Mr. Nichols noted that the reserves proposed to be used represented approximately 6% of current reserves. He added that we have proposed using reserves to balance the budget in past budgets; however we have not ever had to use them. Mr. Hebert asked if we are paying competitive wages to bus drivers. Mr. Nichols reported we are proposing an overall 2.4% increase in wages for COLA, but some positions within the operating department are proposed for adjustments beyond that in order to maintain competitive wages, up to another 2.6%. Mr. Sandmann asked if we are still short on Mechanics and Mr. Nichols indicated we are fully staffed with three mechanics who are working very well together.

All voted in favor to approve the FY18 Operating Budget.

#### **VII. Committee Reports/Information Items**

Ridership data was presented in the Board Packet.

Ms. Walker commended staff on an excellent Annual Meeting that saw high attendance and was enjoyed by all. Ms. Decker agreed.

Mr. Long reported that the Community Development Grant application will be coming out a month earlier and will be due in December.

Mr. Sandmann thanked Juliet for her service to the Board as Chair.

Mr. Winters reported that the NHDOT Discretionary Funds Application will be out in a couple of weeks.

Mr. Nichols reported that we will be bidding on two (2) coach buses the State is disposing of. The minimum bid is currently \$5,000 per vehicle. Mr. Nichols noted that this will be a low-cost way to offer coaches on all Clipper routes and will give us a spare, if we are successful.

## **VII. Adjournment**

Mr. Pepin made a motion to adjourn the meeting and Ms. Decker seconded. All voted in favor.

The meeting was adjourned at 10:28 am.