



Approved November 15, 2017

**Cooperative Alliance for Seacoast Transportation  
Minutes of the Board of Directors  
Wednesday, October 25, 2017**

**Present:** Donna Benton, Scott Bogle (Arr. 8:33), Colin Lentz, Julian Long (Arr. 8:32), Martin Pepin, Dave Sandmann, Juliet Walker

**Absent:** Daniel Chartrand, Jennifer Decker, Steve Fournier and Denis Hebert

**Staff:** Rad Nichols, Michael Williams and Heather Hesse-Stromberg

**I. Call to Order**

Mr. Sandman called the meeting to order at 8:30 am.

**II. Approval of Minutes**

Mr. Pepin made a motion to accept the September 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 had a strong end to FY17. Mr. Nichols noted that September was another great month for farebox revenue and contract revenues; they were the highest of the year.

Interest and other income was up due to the sale of retired equipment. Wages were lower in September due to it being a shorter month. Fringe Benefits were up due to several people using PTO while on medical leaves. Contract Services was up after an initial payment for our new website and an update to our online purchasing site.

For FY2017 we were 14.7% under budget in revenues and 16.1% under in actual expenses, resulting in a gross gain of \$55,000.

Accounts receivable was up as there is no CMAQ grant in place yet to draw upon for those expenses. Mr. Nichols reported that we recently bought 2 coach buses so we will see a decrease in unrestricted funds balance.

## V. Old Business

### NH STIP Amendment

COAST made a request for a STIP amendment to add in all funds associated with extending COAST's Little Bay Bridge Mitigation projects through June 2020.

### CMAQ Round

Staff has decided to only move forward on one project application under CMAQ for the replacement of three heavy-duty buses. Traffic Signal Prioritization did not have a high enough impact on air quality to be competitive. The Clearspan structure is not far enough along in design to move forward at this time.

### FTA 5339 Application

COAST will be submitting a 5339 application for the implementation of a traffic signal prioritization at all traffic signals within Dover. The total estimated project cost will be \$370,000. The necessary local match will be split between COAST and the City of Dover at approximately 70/30.

## Project Updates

- Website Redesign, Hosting & Maintenance  
We've given most of our content to Altos and should have the rest to them by mid-November. Launch is now scheduled for the week before Christmas.
- Architectural & Engineering Services  
Staff are in the process of reviewing and editing an overarching contract/agreement.
- IT Services  
On October 4, Mainstay transitioned into their new role as our IT Services provider. Their staff were on site for 2½ days doing discovery. They've installed one new workstation and will be coming back for a Strategic Planning meeting soon. COAST will need a new server in the near future.
- Strategic Plan Objectives Updates  
In November and December we will be working on updating and revising objectives for 2018.
- FY18 Property & Liability Renewal  
After a year of extremely positive loss experience, we saw the payoff in our renewal. Despite the fact that the commercial auto market is in very bad shape with many organizations seeing double digit increases, COAST's commercial auto policy effectively saw no increase in the rate. A 15% increase had been projected for our FY18 Operating Budget.
- CY18 Health Insurance Rates  
HealthTrust rates for the January pool have been set. They are significantly lower than budgeted in our FY Operating Budget.

Line of Coverage  
Health Insurance

% Change  
+1.3%

|                       |        |
|-----------------------|--------|
| Dental Insurance      | +2.6%  |
| Short-Term Disability | -7.6%  |
| Long-Term Disability  | -15.0% |
| Life Insurance        | -15.0% |

- GACIT Hearings

COAST's letter to NHDOT on the Draft 10 Year Transportation Plan was distributed. Mr. Bogle noted that CART will also be submitting a letter. Mr. Nichols reported that he is going to send his letter to other transit organizations and ask that they consider submitting letters with similar messages. Several members who attended this year's GACIT hearings reported frustration with the practically singular focus by the Department on roads and bridges. Ms. Walker noted that the slide on unmet needs made no reference to transit's unmet needs. There was discussion on how often a large percentage of the commenters at the hearings were supporting increased transit, cycling and pedestrian services/amenities. Mr. Bogle noted that it is beneficial for municipalities to send letters supporting greater incorporation of these other modes, as municipalities are seen as partners. It would be good to mention that if the State contributed to services such as transit operations, the municipalities wouldn't be so strapped to come up with funding for transportation services.

## VI. New Business

### Action Item #1: New Minibus Procurement (3)

COAST staff proposed replacing three (3) current minibuses that are well beyond their useful lives with three (3) new minibuses equipped to also operate on fixed-route (have head signs, etc.). The oldest minibuses we are operating are one 2007 vehicle and two 2010 vehicles. Mr. Nichols noted that minibuses usually don't last as long as these minibuses have.

The vehicles are proposed to be purchased through a current open state contract with Shepard Brothers, Inc. of Canandaigua, NY. The total purchase price is estimated to be \$252,000 but COAST may be able to reduce the cost depending on final seating layout and options selected.

**Action Required:** *That the Board of Directors approve the proposed vehicle purchase for a price not to exceed \$252,000.*

Mr. Bogle made a motion to approve the vehicle purchase for a price not to exceed \$252,000. The motion was seconded by Ms. Walker and all voted in favor.

### Action Item #2: Nomination of Arthur Capello to Board

Mr. Nichols reported that Mr. Arthur Capello, Town Administrator, has been nominated to be the Farmington Representative to the Board of Directors. He noted that Mr. Capello's participation on the Board would be very welcome. He noted that Farmington has traditionally not been present and active at this level of decision making in the organization.

**Action Required:** *That the Board of Directors accept the nomination of Arthur Capello as the Farmington Representative to the Board of Directors.*

Mr. Bogle made a motion to accept the nomination of Arthur Capello as the Farmington representative to the Board which was seconded by Ms. Benton. All voted in favor.

## **VII. Committee Reports**

The Executive Committee has not met and has no report.

The Board Development Committee has not met and has no report.

The Unrestricted Balance Fund Committee has not met but Mr. Bogle noted that he spoke with Mr. Bogren (CTAA Executive Director) who said there's no definitive standard but that it is generally recommended that an organization have 2-3 months of operating and capital reserves available. Mr. Bogle noted reported that he and Mr. Fournier will work on a draft policy for the November Board Meeting. Mr. Long agreed to be part of the Committee.

The Somersworth Committee has not met and Ms. Walker noted that it is time to revisit the objectives of this committee and maybe establish some new goals at future board meetings.

## **VIII. Discussion Items**

### **Discussion Item #1: Updating of the Employee Handbook**

Ms. Hesse-Stromberg reported that the COAST Employee Handbook has been updated and has been reviewed by COAST's Employment Law attorneys. Some final edits have been passed on to the attorneys and she hopes to get the Handbook out to the Board on November 8<sup>th</sup> for review. It is hoped that the Board will vote to approve the new Employee Handbook at the November meeting.

### **Discussion Item #2: Demand Response Shared Ride Service Transformations**

Mr. Nichols reported that COAST is working with the City of Portsmouth on senior transportation options. Staff is also working with the City of Dover to identify services that could take the place of Dover's Hand-in-Hand van service. In addition, COAST has been contacted by Rockingham County Nursing Home's Day Program to provide information on transportation options they could consider. Finally, there are discussions about developing a Tri-City Volunteer Driver program for Rochester, Dover and Somersworth residents.

COAST has decided to stop providing Medicare Demand Response transportation since it is not working financially or logistically. Mr. Nichols has been working with the transportation broker to stress that many of their customers could be served by fixed-route services at a much lower cost.

Mr. Nichols explained how Medicaid Transportation works with TripLink and the process Medicaid recipients must go through to be connected with these services.

Mr. Nichols also noted that COAST is looking at an automated scheduling software which could increase Demand Response efficiencies dramatically.

### **Discussion Item #3: Open House for Board Members**

Mr. Sandmann noted that he'd like to have Board Members take a tour of COAST's facilities and have a chance to meet some staff. Mr. Nichols noted we could make refreshments available. Mr. Sandmann stated that he would send out a Doodle poll regarding dates and times.

## **IX. Community Updates/Information Items**

### EFH Grant Fully Expended

Mr. Nichols reported that the final expenditures out of the Endowment for Health grant have been made and staff is in the process of preparing and submitting the final report.

### Whittier Street Bridge

The Whittier Street Bridge should be reopened around Thanksgiving which will allow Route 1 to return to regular service to the Dover Housing Authority properties in the area.

### City of Portsmouth – CDBG Project

The City of Portsmouth has completed work on Market Street Extension. Included in the work were two new bus pullout areas, one on either side of the street, allowing COAST to more safely service those stops.

### City of Dover – CDBG Project

Staff has provided the City of Dover with a list of six (6) preferred new bus shelter locations.

### Ridership and Other Performance Measures

Ridership information and other performance measure data was presented as part of the Board Packet.

### Jeans for Charity

COAST will be using its Holiday COAST Cares project to support Adult Protective Service workers at the Bureau of Elderly and Adult Services. In addition to donating the fares from November 28<sup>th</sup>, COAST employees are allowed to donate \$5.00 every Friday (11/3 through 12/1) to wear jeans and their COAST Cares t-shirts.

### Conflict of Interest and Board Member Agreement

All Board Members must sign these documents annually.

### Preventive Maintenance

Mr. Nichols noted that COAST staff have been diligent about preventive maintenance cycles which have led to great improvements in the frequency of unscheduled maintenance at COAST.

## **X. Adjournment**

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

The meeting was adjourned at 9:47 am.