



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, November 15, 2017**

Present: Donna Benton (Arr. 8:35), Scott Bogle, Colin Lentz, Julian Long, Martin Pepin and Dave Sandmann

Absent: Arthur Capello, Daniel Chartrand, Jennifer Decker, Steve Fournier, Denis Hebert and Juliet Walker

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. Long seconded the motion. All voted in favor.

III. Public Comment

No public comment.

IV. Financial Report

Mr. Nichols reported that due to the change in date this month, as well as year end, the October financials aren't yet completed at this time.

V. Old Business

Portsmouth Senior Transportation

COAST is very close to finalizing a proposal to operate senior transportation services in the City, including a new volunteer driver program. Services to be potentially considered would include curb-to-curb shared rides for seniors for a variety of activities, volunteer trips to get to medical appointments, and shopping shuttles.

New Potential Tri-City Volunteer Driver Program

Mr. Donald and Ms. Pereira (COAST staff) have begun reaching out and holding meetings on the possibility of beginning a new Tri-City volunteer driver program under COAST. The impetus for the idea came through Mr. Donald's work in ACT and such a program aligns well with our mission, goals and vision. We are looking for champions to help develop the concept for presentations to key potential stakeholders.

Mr. Bogle noted it would be great to have the volunteer driver program service the residential parts of Newington.

Mr. Nichols indicated that the staff for TripLink would need to be increased if this program were added to COAST's current services.

Vintage Christmas Trolley & Holiday Parade

Staff have been preparing for the launch of the Vintage Christmas Trolley again this holiday season (Sat. & Sun. between Thanksgiving and Christmas), including being featured at the head of the Holiday Parade carrying the City Council to the viewing stand.

IT Transition

The transition to our new IT firm has progressed very smoothly and in early December we will be sitting down to discuss their proposals for new hardware, including a server, which will enable us to deploy more complex software's that we are planning to incorporate in the very near term (i.e., maintenance software).

New Used Motorcoaches

Work to prepare these buses for service in the COAST fleet is nearing completion. The last elements will be painting and striping, which is scheduled, but yet to be completed. We expect to have coach buses operating on all Clipper Connection routes (100, 101 & 103) within the next four (4) weeks or so. It will be a nice holiday present for our Route 101 riders!

New Demand Response Minibus

A new demand response minibus, ordered over the summer, should be delivered sometime near Thanksgiving. It is an eight (8) passenger minibus with the same specifications as the last minibuses added to this fleet.

VI. New Business

Action Item #1: Revised Employee Handbook

We have completed a full revision of our Employee Handbook. The new handbook includes many new sections and policies for our entire staff, updated substantially since it was last approved.

The entire document has been through a full review by our new employment law firm, Jackson Lewis. Their comments and edits were incorporated, or further edits were re-reviewed prior to this final draft being prepared.

Action Required: *That the Board of Directors approve the revised employee handbook to take effect on January 1, 2018.*

Ms. Hesse-Stromberg indicated the significant changes to the Employee Handbook and noted two changes since the Handbook was sent to the Board for review: a change in payment for staff when awaiting test results for reasonable suspicion testing and the addition of a Medical Leave for employees who are not eligible for the Family and Medical Leave Act.

Mr. Bogle made a motion to adopt the revised employee handbook to take effect on January 1, 2018 and Mr. Pepin seconded the motion. All voted in favor.

Action Item #2: Proposed FY18-22 Capital Spending Schedule

COAST's 5 year Capital Spending Schedule has been revised to account for projects that have not previously been completed, as well as new projects that have been incorporated, for the period FY18-22.

Action Required: *That the Board of Directors approve the proposed FY18-22 capital spending schedule.*

Mr. Lentz asked if the schedule presented meets the targets for useful life and refurbishments. Mr. Nichols indicated that it does.

Mr. Lentz made a motion to approve the approved FY18-22 capital spending schedule and Ms. Benton seconded the motion. All voted in favor.

Action Item #3: FTA 5339 Grant Application Statement of Support

This fall the NHDOT announced an opportunity to apply for Federal funds under the FTA Section 5339 funding program. One of the projects that COAST is very excited to submit under the program is to implement traffic signal prioritization (TSP) for transit at all signalized intersections that in-service COAST buses travel through within the City of Dover.

This is a critically important project for COAST. When HB154 was signed into law earlier this year, allowing traffic signal prioritization for public transit, COAST immediately began planning for a project here in the Greater Seacoast. HB154 gives us another tool in our toolkit to maintain our efficiency and schedules.

The project would involve the purchase of eleven new traffic signal controllers for the City, reprogramming of nineteen signal controllers and equipping ten COAST buses with both optical and gps-based emitters. There are many joint benefits for COAST and the City of Dover through implementation of this project.

Action Required: *That the Board of Directors approve the proposed Statement of Support and commit to providing the local funds necessary to implement the project.*

Mr. Long made a motion to approve the proposed Statement of Support and commit to providing the local funds necessary to implement the project and Mr. Pepin seconded the motion. All voted in favor.

Mr. Nichols noted that additional letters of support are welcome.

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 Net Assets Committee has not met but Mr. Bogle provided Mr. Ruzinsky, COAST's CPA, with a draft policy based on the American Institution of Certified Public Accountants. Mr. Ruzinsky provided some suggested revisions and the plan is to have the Executive Committee conference with Mr. Ruzinsky to discuss this further.

The Somersworth Committee has not met but Mr. Nichols noted that he reached out to Robin Comstock to set up a time to sit down with her and Shanna Saunders to meet and discuss how to work toward our goal of full funding within the City.

VIII. Discussion Items

Discussion Item #1: 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. Board members in attendance indicated that Spring would be best for an Open House and Ms. Benton suggested 4 pm so as to not require COAST staff to stay later. Mr. Bogle requested the Open House not be scheduled on the first Tuesday of the month.

The Open House will be brought up in late winter for possibly April or May.

IX. Community Updates/Information Items

FY19 Municipal Funding Formula

An initial presentation of our FY19 formula and potential resultant requests will be made at the December meeting. As has been typical in the past, the Board will vote on the final request levels in January.

Ridership & Other Performance Measures

Monthly ridership figures by bus route and service type can be found in the following charts.

Revisions to the Drug & Alcohol Policy

In response to the current issues facing employers throughout the country, the DOT testing panel will now include semi-synthetic opioids.

COAST CARES Campaign

Mr. Nichols updated the Board on the holiday COAST Cares Campaign that will provide supermarket gift cards to the Bureau of Elderly and Adult Services to help those in need. The gift cards will be purchased with funds raised by COAST staff donating to wear Jeans for Charity and all fares collected on Giving Tuesday, November 28, 2017.

CDBG Grant Applications

Rochester's CDBG Grant Applications are due on December 8th.

Mr. Pepin Re-Elected

Mr. Pepin noted that he will remain on COAST's Board for another 2 years following the recent elections.

Board Member Photos and Bios Needed

All Board Members should provide a photograph and biography to Ms. Polychronis as soon as possible for the website.

Congratulations to Donna!

Ms. Benton informed members that she will not be able to attend a Spring Board Open House because she will be on Maternity Leave. Congratulations to Donna and her husband!

X. Adjournment

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

The meeting was adjourned at 9:34 am.

Post-Meeting Enrichment

After the meeting Mr. Donald gave a presentation on the Alliance for Community Transportation (ACT) covering an overview of the organization and details on the relationship of ACT to COAST.

