



**Cooperative Alliance for Seacoast Transportation  
DRAFT Minutes of the Board of Directors  
Wednesday, February 26, 2025**

**PRESENT:** Kendra Amaral (virtual, left at 9:00am), Scott Bogle, Arthur Capello, Sean Clancy (left at 10:04am), Emily Ham, Denis Hebert, Margaret Joyce (arr. 8:36), Colin Lentz, Joann Neumann (virtual), Crystal Paradis-Catanzaro (left at 9:50), Dave Sandmann (virtual), Cortney Sawyer, Michael Scala, Dennis Shanahan, David Tovey

**ABSENT:** Fred Butler, Sönke Dornblut, Michael Mates

**STAFF:** Rad Nichols, Margot Doering, Michael Williams, Heather Hesse-Stromberg, Vanessa Polychronis

**GUESTS:** David Lemay, Rochester resident

**I. CALL TO ORDER**

The meeting was called to order at 8:34am with a quorum present.

**II. APPROVAL OF MINUTES**

Mr. Bogle made a motion to approve the minutes from the January 22, 2025 board meeting which was seconded by Mr. Hebert. There were no comments, questions, or revisions.

Mr. Shanahan took the vote by roll call:

Ms. Amaral	Yes
Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Ms. Paradis-Catanzaro	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The minutes were approved by unanimous vote.

**III. PUBLIC COMMENT**

Mr. Nichols reported there were no public comments.

#### IV. FINANCIALS

Ms. Doering noted that, based on a directive from our CPA, there has been a change in how we account for funds in Coordination and in Purchased Transportation (which was not previously its own line item). These changes were made retroactively to October 1, 2024 (start of FY25).

#### V. OLD BUSINESS

##### Redistribution of Lapsing Federal 5307 Boston UZA Funds in NH

Mr. Nichols reported that on February 7, the NHDOT notified COAST, MTA, NTS, and UNH Wildcat Transit of their desire to redistribute FFY20 & FFY21 5307 Boston UZA funding to ensure it is used in NH versus being turned back to Washington.

These funds are available for redistribution due to continued usage of ARP funds for Boston Express bus services. They must be programmed within FFY25 as the FFY20 funds are in jeopardy of lapsing.

FFY20 and 21: Based on FFY2024 apportionments			
Urban Systems 5307 funding			
COAST	\$ 2,109,535	20%	\$ 762,984
MTA	\$ 3,355,080	31%	\$ 1,213,477
NASHUA	\$ 2,335,974	22%	\$ 844,883
UNH*	\$ 2,935,880	27%	\$ 1,061,858
	\$ 10,736,469	100%	\$ 3,883,202

The totals are as follows:

Mr. Nichols noted that UNH Wildcat Transit has since indicated that they cannot take advantage of the funds, however the NHDOT is looking for a way for UNH to utilize the funds allocated to them. COAST has told the NHDOT we can use all the funding identified for us.

##### NH Governor's Budget

Mr. Nichols shared that we have asked for clarification from the NHDOT, but it appears as if there may only be \$400,000 of funding (\$200,000 a year) for public transit operating support in the Governor's budget, at best. Under this scenario, COAST would likely receive \$32,000 in state funding support annually versus the \$389,000 we are receiving this year. At worst, the \$2.28 million included in the SFY24-25 budget was stripped out.

COAST has been invited to participate in an upcoming work session on public transit with the House Finance Division II Committee on March 7. Mr. Nichols will get more guidance on how others can participate to advocate for public transit and will pass that information along.

The capital budget request, which included funding to match COAST buses and shelters in our capital plan, as well as for funding to support our new facility, appears to have only included \$390,060 for transit capital match. The NHDOT Commissioner noted that only two (2) of 14 capital funding requests were actually funded.

##### Fundraising Update

Mr. Nichols reported that, after attending our Learn & Engage event in Rochester, Eastern Propane has engaged with us by investing their advertising dollars in a bus wrap. Eastern

Propane staff were invited to see the bus wrapping process and, when the bus pulled out of the garage the next day, they came to take pictures for their marketing. It has been a very successful new partnership.

Mr. Nichols announced that on Wednesday, February 19, COAST was notified by Kennebunk Savings Bank that we are being awarded \$50,000 toward the construction of our new facility. For their contribution, they asked for naming rights to the main lobby area of the building.

Mr. Nichols noted that the next Learn & Engage event will be in Somersworth on April 1, and we are in the active planning stages of our next Learn & Engage event in Portsmouth.

### **Fare Free Saturday Initiative**

Mr. Nichols shared that on Wednesday, February 19, we were notified by Piscataqua Savings Bank that they are signing up to be our second sponsor for a Fare Free Saturday. The plan is to have Cross Insurance sponsor a Fare Free Saturday in March and Piscataqua Savings Bank sponsor a Fare Free Saturday in April.

### **New Bus Stops on NH108 in Rochester Approved**

Mr. Nichols shared that, also on February 19, we were notified by the NHDOT that our request for new bus stops on NH108 (Rochester Hill) at Empire Court were approved. We will add the stop as soon as the ground has thawed.

## **VI. NEW BUSINESS**

### **Action Items**

#### **Action Item #1: FTA Authorizing Resolution**

Mr. Nichols reported that late in 2024 the FTA announced the release of a recent enhancement in TrAMS, FTA's grants management system of record, specific to the organization and labeling of recipient documents. One of the prerequisites to be a recipient of FTA funding is demonstrating legal capacity to carry out the project(s) included in federal assistance awards. Specifically, the recipient must be eligible and authorized under state or local law to request, receive, and spend FTA funds to administer FTA-assisted projects. The following two documents support that verification of legal capacity:

- **Opinion of Counsel:** Each recipient must be legally empowered to carry out the activities specified in the award. We have received this opinion from our corporate attorney and uploaded the document into TrAMS.
- **Authorizing Resolution:** Each recipient organization must have a resolution or equivalent, from the recipient's Board of Directors or equivalent Authorizing Official, to be responsible for applying for assistance and legally committing the applicant or recipient to compliance with terms of an award.

Mr. Nichols reported that, beginning March 5, 2025, TrAMS will prevent any recipients who have not properly identified the Opinion of Counsel and Authorizing Resolution in their Recipient Document profile from transmitting or submitting new applications unless they have correctly labeled and/or uploaded their required legal documents.

Mr. Nichols asked the COAST Board of Directors approve the attached Authorizing Resolution so COAST can continue to apply for and receive FTA funding beyond March 5, 2025.

**Action Requested:** *The COAST Board of Directors approve the execution of the proposed Authorizing Resolution by the Chair.*

Mr. Capello made a motion for the board of directors to approve the execution of the proposed Authorizing Resolution by the Chair which was seconded by Ms. Paradis-Catanzaro.

Mr. Shanahan took the vote by roll call:

Ms. Amaral	Yes
Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Ms. Paradis-Catanzaro	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The motion passed by unanimous vote.

**Action Item #2: Gillig Bus Purchase Authorization**

Mr. Williams reported that funds for the purchase of four (4) new buses were awarded and approved back in 2023 as part of the State's 5339 program and subsequently included in the 10-Year Plan. He noted that because of challenges in resolving issues around programming multiple sources of funds for this project (a result of overprogramming demand for 5339 funds), COAST has been delayed in moving forward with this planned purchase.

Mr. Williams noted that under an available contracting opportunity through the State of Virginia COAST is able to procure new Gillig buses that meet our requirements for a price of \$599,407 each. The total cost for the procurement with Gillig will be \$2,397,628. We had budgeted for these vehicles to cost a total of \$2,500,000 so the Virginia contract offers us savings from what we had originally projected. These buses would be replacements and would have bike racks.

Mr. Williams is asking for approval to issue a purchase order for the buses as soon as we get approval from NHDOT and FTA. He noted that we need to get into Gillig's production schedule as soon as possible given the age and condition of the vehicles being replaced.

When paying for these vehicles we will use awarded FTA funds to cover 85% of the costs (\$2,037,984), state match funds for 7.5% (\$179,822), and COAST held funds for the final 7.5% (\$179,822).

**Action Requested:** *The COAST Board of Directors approve purchase order for four (4) heavy duty Gillig buses for \$2,397,628.*

Mr. Capello made a motion that the COAST Board of Directors approve a purchase order for four (4) heavy duty Gillig buses for \$2,397,628 and Ms. Paradis-Catanzaro seconded the motion.

Mr. Shanahan took the vote by roll call:

Ms. Amaral	Yes
Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Ms. Paradis-Catanzaro	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The motion passed by unanimous vote.

Ms. Amaral left the meeting at 9:00 am.

**Action Item #3: FTA 5310 Grant Application Approval**

Mr. Nichols reported that every other year, COAST applies for FTA 5310 funds in support of ACT and TripLink activities. It is anticipated this will result in a total of \$1,122,000 in FTA 5310 grant funds for the two-year period

The allocation of FTA 5310 funds in the application for SFY26/27 is expected to represent a \$167,000 increase from SFY24/25. He reported that Mobility Management support will increase by \$125,327, CAPSC support will increase by \$5K, Community Rides support will increase by \$10,973, Ready Rides support will increase by \$18K, and Meals on Wheels of Rockingham County support will increase by \$7,800.

Mr. Donald continues to work with ACT and the NHDOT on the preparation of the grant that is awarded through the NHDOT. Board support and approval is required for submittal and ACT will vote on it at their March Meeting.

**Action Required:** *That the Board of Directors approve the submittal of the SFY26/27 5310 Grant application for \$1,122,000 of FTA 5310 funds to the NHDOT for ACT.*

Mr. Bogle made a motion that the Board of Directors approve the submittal of the SFY26/27 5310 Grant application for \$1,122,000 of FTA 5310 funds to the NHDOT for ACT and Mr. Lentz seconded the motion.

Mr. Shanahan took the vote by roll call:

Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Ms. Paradis-Catanzaro	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The motion passed by unanimous vote.

**Action Item #4: FTA 5311 Grant Application Approval**

Mr. Nichols reported that, as a result of the 2020 Census and the communities of Newmarket, Stratham and Exeter no longer being a part of either the Portsmouth NH-ME or Rochester-Dover urbanized areas, COAST has again been invited to apply for FTA 5311 rural funding by the NHDOT, who oversees the distribution of these funds in New Hampshire.

He noted that COAST had been an FTA 5311 recipient in the 1980s and early 1990s. However, when rural funding tightened and all COAST services were eligible to be funded under the FTA 5307 small urban program, the NHDOT requested we discontinue participation in the 5311 rural program.

Mr. Nichols reported that the services to be included in our FTA 5311 grant application to the NHDOT include Route 7 On Demand at a service level of five days a week (current level). The total cost to operate these services is estimated at \$253,996 over the two years the application covers. Of that amount we are applying for \$166,300 of FTA 5311 funds. Unlike the 5307 small urban program, administrative expenses under the 5311 program are eligible for 80% federal reimbursement, so the federal participation rate is higher overall.

**Action Required:** *The COAST Board of Directors approve the COAST Executive Director applying for FTA 5311 funds sufficient to support COAST's Route 7 On Demand service at five days a week between July 1, 2025 and June 30, 2027.*

Mr. Capello made a motion for the COAST Board of Directors to approve the COAST Executive Director applying for FTA 5311 funds sufficient to support COAST's Route 7 On Demand service at five days a week between July 1, 2025 and June 30, 2027 and Mr. Bogle seconded the motion.

Mr. Bogle asked if there is any supplemental funding COAST can apply for for services in Farmington. Mr. Nichols noted that Farmington allows for 5307 funds to be used there so would likely not be able to apply for anything beyond the support for Route 7 On Demand.

Mr. Shanahan took the vote by roll call:

Ms. Amaral	Yes
Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Ms. Paradis-Catanzaro	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The motion passed by unanimous vote.

**Action Item #5: Acceptance of the 2024 COAST Audit**

Mr. Nichols reported that the draft audit results were reviewed and accepted by the Executive Committee at a meeting on February 7 so that it could be filed with the State of New Hampshire and IRS by the February 15 deadline.

**SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unmodified opinion on whether the financial statements of COAST were prepared in accordance with GAAP.
2. No reportable conditions were disclosed during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of COAST were disclosed during the audit.
4. No reportable conditions were disclosed during the audit of internal controls over major federal award programs.
5. The auditor's report on compliance for the major federal award program for COAST expresses an unmodified opinion on all major federal programs.
6. There were no audit findings relative to the major federal award program for COAST.
7. The program tested as a major program was transit operations - the provision of bus transportation, Federal Assistance Listing number 20.500.
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. COAST was determined to be a low-risk auditee.

Ms. Doering noted that, as mentioned earlier in the meeting, money held for Coordination is now handled differently, as is Purchased Transportation, per the directive of our CPA. She noted that there is also now a donor restriction in place as we have received donations that are restricted in their use.

**Action Recommended:** *That the COAST Board of Directors endorse the Executive Committee's February 7, 2025 acceptance of the Draft 2024 audit reports as presented.*

Mr. Capello made a motion that the COAST Board of Directors endorse the Executive Committee's February 7, 2025 acceptance of the Draft 2024 audit report as presented and Mr. Lentz seconded the motion. Mr. Hebert noted that he has all confidence in the world that COAST's finances are handled as they should be.

Mr. Shanahan took the vote by roll call:

Ms. Amaral	Yes
Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Ms. Paradis-Catanzaro	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The motion passed by unanimous vote.

**Action Item #6: Customer Conduct Consideration**

Mr. Williams reported that, after the board discussion last month, staff attempted to further investigate current industry practices related to the issue of banning passengers who steal personal effects from a bus operator or others onboard.

He found no system that specifically addresses theft in the code of conduct and noted that many systems have no customer code of conduct available on their website. This leaves us in the position of not being able to rely upon industry standards or norms to help guide us.

Mr. Williams reminded members that a customer stole an Operator's wallet in December, and it was reviewed by the Joint Loss Management Committee (JLMC) at their January meeting. The customer involved in the theft was banned for 1 year, but the JLMC made a recommendation for the Board to consider theft from an operator as a lifetime ban.

Mr. Williams noted that there is currently no appeals process in place but that he has had a few customers reach out to him to have their ban removed. His experience has been that they are often on their best behavior until they are told no, at which point the reasons for which they have been banned become evident.

Mr. Capello wanted to know if we have an escalating system for bans and Mr. Williams indicated that the length of suspension builds based upon the behavior and repeated offenses.



Mr. Scala said we need to ask whether riding COAST is a right or a privilege. Mr. Williams noted it is a privilege. Mr. Scala then stated that he supports a lifetime ban for theft from an Operator because our customers must abide by the rules we (and society) have in place. Mr. Hebert shared that he agreed and asked what happens when someone who is banned tries to board the bus. Mr. Williams shared that, if the Operator recognizes the customer as someone who is banned, the Operator verbally refuses service and if the banned customer still boards, the police are called. Mr. Williams noted that Operators have the discretion to avoid a confrontation if they believe it will impact their, or other customers', safety.

Mr. Capello noted he would want the whole hierarchy changed and would include theft in a lifetime ban. Ms. Paradis-Catanzaro disagreed with a lifetime ban and believes there should be some way of restitution. Mr. Williams noted that the thefts can be as small as stealing an apple from an operator's lunchbox to stealing their wallet and phone. Mr. Capello stated his belief that a theft is a theft.

Ms. Joyce asked for clarification on whether COAST has standing to bring charges against a customer who steals from an operator. Mr. Williams noted that COAST does not have standing to bring charges but supports our operators through customer bans and providing documentation/videos to police as requested.

Mr. Lentz noted that he agrees that assault should be a lifetime ban but that there should be levels of discretion for things like theft. He agreed that there must be some level of deterrent. Mr. Bogle asked how many customers are banned at any given time and Mr. Williams noted around 20. Mr. Bogle asked how drivers are made aware of the bans and Mr. Williams stated that the best available pictures (usually from on-board cameras) are posted with information regarding whether the customer has been informed of the ban and the route(s) they usually ride if known. Mr. Scala asked how the operators feel about customer bans. Mr. Williams noted that some want bans to be more aggressive and some are satisfied with how they are. He shared that some operators are uncomfortable enforcing the bans. Mr. Capello stated that being comfortable with enforcing a ban is different from approving the ban as a practice.

Mr. Lentz asked if there is a specific process that is followed in making the determination. Mr. Williams noted that, because our vehicles do not have audio (per NH law), it is often a "he said-she said" situation but that sometimes video can reveal aggressive body language. Ms. Paradis-Catanzaro suggested we add theft specifically in the list and add it to the table with any other violation with a minimum of 1 year and the discretion of the COAST. Mr. Hebert shared that he wants to send a message to the other riders that COAST is safe and that there must be consequences for people who violate the law. Ultimately, Mr. Hebert noted, he wants to maintain the trust of our riders and our employees. Mr. Nichols clarified that riders don't necessarily know if other customers have been banned, and so it isn't necessarily a teaching or learning opportunity for other passengers. Mr. Williams shared that there is something posted in the vehicles referring to the Customer Code of Conduct and indicating that behavior in violation of the Code will result in bans.

Mr. Hebert asked what an appeal to a ban would even look like. Mr. Williams noted that it would be nearly impossible to determine if any changes had been made to behavior since the person hasn't been allowed to ride. Mr. Scala reiterated that he does not want to put drivers at risk. Ms. Doering shared that, as a woman, the theft of her wallet and identifying information is an assault. Ms. Sawyer noted that bans signal our support to our drivers but that we should formalize an appeal process, maybe one that makes them get references to allow people to prove they have rectified the behavior and won't do this again.

**Action Recommended:** *That staff update the language regarding bans with escalating punishment up to a lifetime ban with an opportunity, after a certain amount of time, for the rider to try to make themselves whole. The updated language will be reviewed at the March Board Meeting.*

Ms. Paradis-Catanzaro left the meeting at 9:50.

**Action Item #7:      Expansion of Agencies under the Free Ticket Program**

Mr. Nichols explained that the following agencies have requested consideration for being included in our Free Ticket Program for area nonprofit organizations. These organizations work with people receiving recovery services or who are dealing with housing insecurity: I Got Bridged, NH Harm Reduction Coalition, Safe Harbor Recovery Center, and Somersworth Schools Families in Transition.

**Action Required:** *The COAST Board of Directors consider the agencies, on an individual basis, for inclusion in our Free Ticket Program.*

Mr. Capello noted that he has a hard time picking and choosing between programs based on whether they focus on recovery or work with homelessness. He noted he thinks we should allow any organization who wants to take advantage of these tickets to do so. Ms. Sawyer asked if there has ever been any research on or attempt to put in place a Universal Bus Pass? She noted she has heard of programs that allow any agency to provide an application for a Universal Bus Pass and the person qualifies based on whatever services they are seeking rather than picking and choosing organizations. Mr. Nichols indicated that he is not aware of any research or program like that. Ms. Polychronis read the current policy language and noted that, while broad, specifies the populations of homeless and/or addiction. Ms. Joyce suggested a scale in the number of free tickets an organization can obtain based on the size of the organization's population served. Ms. Polychronis noted that people are not requesting the full 3,000 tickets up front but rather are making requests based upon demand/need. Mr. Nichols noted that, in addition to the free 3,000 tickets, organizations can then buy additional tickets at a 60% discount.

Mr. Bogle asked if we get any reporting back on the use of these tickets by the organizations. Mr. Nichols indicated there has not been any reporting involved. He also noted that our exposure with this program is around \$90,000 per year. He reminded members that COAST has just received a grant from NH Charitable Foundation for \$30,000 for our free ticket program.

Mr. Capello stated that he believed some kind of reporting should be required for this benefit and made a motion to approve the four (4) organizations because they fit under the current policy, but that COAST should look at expanding the policy and adding reporting requirements for organizations who participate. The motion was seconded by Mr. Shanahan.

Mr. Scala asked how many organizations are participating and if we can tell how the tickets are being used. Ms. Polychronis indicated that she would have to run a report to see how many organizations are participating and noted that the tickets are not marked in any way so tracking them to a particular organization is not possible.

Mr. Capello noted that if we update the policy so organizations must give us monthly reports of how the tickets are being distributed it would allow us to inform potential funders of the impact of

the program. Mr. Hebert wanted to make sure we have a policy in place so this program isn't abused and Ms. Polychronis offered to share the agreement all organizations must adhere to in participating in the program.

Mr. Shanahan restated Mr. Capello's motion to approve the four (4) organizations because they fit under the current policy, but that COAST look at expanding the policy and adding reporting requirements for organizations who participate.

Mr. Shanahan took the vote by roll call.

Mr. Bogle	Yes
Mr. Capello	Yes
Mr. Clancy	Yes
Ms. Ham	Yes
Mr. Hebert	Yes
Ms. Joyce	Yes
Mr. Lentz	Yes
Ms. Neumann	Yes
Mr. Sandmann	Yes
Ms. Sawyer	Yes
Mr. Scala	Yes
Mr. Shanahan	Yes
Mr. Tovey	Yes

The motion passed by unanimous vote.

Mr. Clancy left the meeting at 10:04 am.

### **Discussion Item**

Mr. Nichols shared that Executive Directors from Strafford County nonprofit organizations met last week to talk about the challenges over the past several weeks with the Executive Orders coming out of the new Administration. He noted that the USDOT has been almost silent in comparison to other federal agencies. Mr. Nichols shared his concern about how COAST should proceed if the continuing resolution does not get extended or a budget is not agreed upon by the deadline (March 14) and there is a federal government shutdown. Mr. Nichols noted that, while under the BIL (and past administration) the FTA funds are still accessible, it is unclear whether that will change under the new administration.

Mr. Nichols noted we don't know if we will be able to access grants or if we will be reimbursed for expenses incurred during the shutdown and noted the Board will have to consider how much risk COAST is willing to take in terms of operating if the government shuts down. Mr. Nichols requested an Executive Committee meeting as soon as possible to create a plan.

Mr. Capello noted that given the state of things he would not recommend we take any risks given COAST's projected financial situation. Mr. Nichols stressed that he is concerned for the organization, but also for COAST's riders, COAST's employees, and COAST's communities. He also stressed his concern about how COAST handles its reserves given so many funds are already tied to specific projects and services.

Mr. Shanahan asked if Executive Committee members were available on Monday, March 3<sup>rd</sup>. Mr. Bogle noted he wants to make sure we limit the amount of time COAST will use reserves if it comes to that. The Executive Committee agreed to a meeting on Monday, March 3<sup>rd</sup> from 3-5 in the Conference Room at 6 Sumner Drive.

#### **Committee Updates**

The Executive Committee met on February 7 to approve the Draft Audit to meet a February 15 deadline.

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

Mr. Capello thanked Mr. Nichols and Ms. Polychronis for coming out to Berwick to do a PSA. Mr. Nichols noted he and Ms. Polychronis will also be appearing on Round the Square (WSCA Radio show) in Portsmouth mid-March.

Ridership data was included in the Board packet. Overall, ridership was up 4% from December 2024 and up 16.9% over January of 2024.

#### **VIII. Adjournment**

The next Board Meeting will be on March 26, 2025. Mr. Shanahan adjourned the meeting after a motion from Mr. Capello that was seconded by Ms. Ham. Without objection, the meeting was adjourned at 10:21am.

Respectfully submitted by Ms. Joyce, Secretary