



**Cooperative Alliance for Seacoast Transportation
DRAFT Minutes of the Board of Directors
Wednesday, April 20, 2016**

Present: Donna Benton, Scott Bogle (via telephone), Cynthia Copeland (Arr. 8:48am), Jennifer Decker, Kenn Ortmann, Marty Pepin, Juliet Walker

Guests: Dan Fitzpatrick (City of Rochester), Janice Williams (Strategic Planning Consultant)

Staff: Rad Nichols, Jeff Donald, Heather Hesse-Stromberg, Vanessa Polychronis (Receptionist/Administrative Assistant)

I. Call To Order

The meeting was called to order at 8:37. Mr. Bogle needed to attend the meeting via phone due to being hospitalized. He verified that he was alone while participating in the meeting.

II. Approval of Minutes

Mr. Sandmann made a motion to accept the minutes as presented and Mr. Pepin seconded the motion. Mr. Ortmann, Ms. Decker, Mr. Pepin, Mr. Bogle and Ms. Walker voted in favor. Ms. Benton and Mr. Sandmann abstained.

III. Public Comment

Board members were introduced and Ms. Polychronis introduced herself. She comes to us with years of experience in non-profits as an Office Manager, Thrift Shop Store Manager, Volunteer Coordinator and Receptionist. COAST is very happy to have her on our staff and she will be helping with many different projects as well as handling all pass sales.

Mr. Nichols recognized Tom Morgan from the Town of Newington for his many years of service on the COAST Board and thanked him. Mr. Morgan is no longer serving as Newington's Town Planner. Mr. Nichols has since been in contact with Mr. Dennis Hebert, Chairman of the Newington Planning Board, to discuss Tom's replacement and may be interested in serving in that capacity. Mr. Ortmann recognized Mr. Morgan's efforts to get financial participation from the Town of Newington.

Mr. Fitzpatrick introduced himself as the City Manager of Rochester and that he would likely be taking Mr. Ortmann's place on the Board when Mr. Ortmann and his wife relocate to Maine.

IV. Financial Report – February 2016 Income Statement and Balance Sheet

Mr. Nichols went over the Income Statement and Balance Sheets and noted there is not much variance from previous months reports. Of note:

- Farebox revenue is 7.3% over budgeted amount year-to-date.
- TMA is 28% under budget, but will tighten as we get into spring, summer and fall when there are many TMA events.

- Balance Sheet: available funds grew by ½ a percentage point.

There were questions about the downward trend in ridership and Mr. Nichols noted that the last 6 months of the fiscal year (March – September) tend to be the months where a greater majority of ridership will occur. Mr. Nichols noted that Route 7 ridership is concerning. Ms. Copeland noted the daunting nature of the Super Circular.

V. Old Business

Route 1 Ridership Performance

Mr. Nichols noted that ridership is slowly climbing back up.

Somersworth Budget Meeting

Mr. Nichols attended the Somersworth Budget Workshop on April 2. Mr. Nichols noted that COAST was level-funded in the Manager's Draft Budget. Mr. Pepin noted that he is very concerned for COAST in next year's budget.

Farmington

Mr. Nichols reported that there will be a new shelter installed in downtown by Farmington staff and that the Selectmen are considering allowing advertising in their shelters. The Town Administrator has committed to reaching out to Ms. Amy Vento and secure a replacement if Ms. Vento is no longer able or willing to serve on the COAST Board. Mr. Nichols will attend an upcoming Selectboard Meeting to discuss bus shelter advertising further with the Town. The Town Administrator will participate in Funding Formula meetings.

Portsmouth Parking Shuttle

Mr. Nichols is working with the City of Portsmouth to provide parking and special event shuttle services this summer.

Medicaid Non-Emergency Transportation

Mr. Nichols reported that the service is going very well overall. While there have been some hiccups, everyone is working together to figure out the expectations for how these services are to be provided. Mr. Nichols noted that we are hoping to grow this to offset other Demand Response expenses as they are once again increasing dramatically. Ms. Decker praised the staff for their work with CTS noting it can be challenging.

Expanded Rte. 2 and 40/41 Services

The CMAQ funds used for these services have been fully expended as of February. Going forward all expenses not covered through the farebox will be covered by the NH Turnpike Authority.

Executive Director Annual Review

Mr. Nichols review process began on March 3rd. It is expected that a proposal will be made to the full board at the May meeting.

House Bill 1156

Mr. Nichols reported that the Senate President wants the bill tabled.

VI. New Business

ACTION ITEM: NHDOT 5310 Formula Contract Amendment

Mr. Nichols requested that the Board authorize the Certificate of Authority as presented. Ms. Copeland made a motion to authorize the Certificate of Authority and Mr. Sandmann seconded. Ms. Benton, Mr. Bogle, Ms. Copeland, Ms. Decker, Mr. Ortmann, Mr. Pepin, Mr. Sandmann and Ms. Walker voted in favor.

DISCUSSION ITEM: Strategic Planning Initiative Overview

Ms. Williams made a presentation to the Board that included an overview of her background, the Strategic Planning process, what will be accomplished through the process, roles and responsibilities of the Board, Executive Director and Steering Committee, as well as the timeline involved.

Mr. Nichols noted that staff is very excited to be taking this step and to be undertaking such a significant plan. He indicated that the goal is to determine the future COAST wishes for itself and as a way to re-energize the organization.

VII. Information Items

Real-Time Bus Information

Mr. Nichols and Mr. Deguzis had a meeting with UNH to discuss Real-Time Bus Information and found that it may require a tremendous amount of staff support.

TRACS

Mr. Nichols informed the Board that after his 2 year term ends over the summer, he will be stepping down from TRACS because it is such a significant time commitment.

Granite Ridge

Mr. Nichols noted that discussions are on-going regarding Route 6 involving possible changes to the terminus (Community Center vs. Lilac Mall) and re-routing Route 6 to skip the Market Basket on Route 125 given a new Market Basket will be part of Granite Ridge.

Route 108 Complete Streets Project

Mr. Nichols noted that staff is invested in helping our riders access the bus along that corridor and that some of COAST's funds may be used to help maintain amenities along the route. He noted that the NHDOT is very excited about the project and considers it a model for others. He reported that exciting partnerships are being formed.

J1 VISA Student Summer Transportation

Ms. Walker suggested proceeding cautiously in the future, if at all, because there have been concerns with the J1 program as a whole.

VII. Adjournment

Mr. Sandmann made a motion to adjourn the meeting and Mr. Pepin seconded. Mr. Bogle had exited the conversation prior to this time. All voted in favor.

The meeting ended at 10:16am.