



**Cooperative Alliance for Seacoast Transportation  
Minutes of the Board of Directors  
ANNUAL MEETING  
September 28, 2016**

**Present:** Donna Benton, Scott Bogle, Jennifer Decker, Dan Fitzpatrick, Denis Hebert, Colin Lentz, Dave Sandmann, Juliet Walker

**Staff:** Rad Nichols, Heather Hesse-Stromberg, Toby Schreier, Jeff Donald, Vanessa Polychronis, Deidra Howard

**Guest:** Shanna Saunders (City of Somersworth Economic Development)

**I. Call To Order**

The business meeting was called to order at 8:42 AM by Juliet Walker (Acting Chair). All present introduced themselves.

**II. Approval of Minutes**

Mr. Sandmann made a motion to accept the August 24, 2016 minutes as presented and Mr. Lentz seconded the motion. All voted in favor.

**III. Public Comment**

Mr. Nichols noted that no public comment had been received.

**IV. Financial Report – August 2016 Income Statement and Balance Sheet**

Mr. Nichols noted that, due to the efforts of Deidra, our Bookkeeper, and Bob, our Accountant, this is the first time we've ever had financials from the previous month ready to be presented at a Board Meeting. Mr. Nichols thanked them for their efforts and reported that this should be the practice going forward whenever possible.

In reviewing the August Income Statement YTD by month, Mr. Nichols noted the following:

1. Farebox Revenues were very strong again in August and included in that line item now is Contract Revenue. Next year it is likely that Farebox Revenue and Contract Revenue will be two separate line items.
2. Wage expenses were up.
3. Insurance expenses were up for August due to the addition of the 3 new Gillig buses and the fact that vehicles to be retired have not yet been removed from our policy. Mr. Nichols noted that there is always an overlap while the new buses are inspected and put into service to work through the break in period. He indicated that once the retired vehicles are removed, the insurance costs would decrease.

In reviewing the August Income Statement, Mr. Nichols noted that COAST is 9.9% under budget YTD and attributed much of that to the limited partner participation in Coordination at this time.

In reviewing the August Balance Sheet, Mr. Nichols noted that our Receivables are extremely high because COAST had invoiced DOT for the 3 new Gilligs but had not yet received payment. Payment has since been received. Likewise, the August Payables is very high due to outstanding payments for the new buses. Mr. Nichols noted that our Available Funds has fallen under \$800,000 due to the

capital expenses for the new vehicles, as was expected. Ms. Decker asked about the value of the buses we'll be retiring and Mr. Nichols noted that they are likely more valuable as scrap metal given their age and condition.

## **V. Old Business**

### **Municipal Funding Formula Review**

Mr. Nichols noted that our Strategic Plan contains an objective to "conduct an assessment of the municipal funding formula by November 30, 2016." A subcommittee was formed to work on this and Mr. Lentz was asked to coordinate the first meeting in mid-October. The goal is for the Committee to present the recommendations to the COAST Board for action at the mid-December meeting (December 14) and for the Board to vote on the FY18 municipal funding requests at the January meeting.

### **Somersworth Funding Subcommittee Recommended Actions**

The Subcommittee has recommended a reduction in the additional fee to board in Somersworth to \$0.25 which was adopted and to initiate a review of the Municipal Funding Formula (see item #1 under Old Business above). Additional recommendations include: approaching other bodies to assist with educating Somersworth elected officials on the importance of public transit, increasing Somersworth outreach through 'We're On the Route' (implemented) and to hold an initial 'Coffee with COAST' public outreach session in Somersworth after the arrival of our new Director of Operations.

### **UNH Paratransit Operations**

Mr. Nichols updated the Board about discussions that have been had between COAST and Wildcat Transit around ADA paratransit operations.

### **Portsmouth Naval Shipyard Partnership**

COAST and the PNSY are discussing the sustainability of the Shipyard-based Clipper Connection services beyond 2017. The CMAQ grant is winding down and the Navy matching funds are running out. COAST has requested approval for an increase in the monthly Clipper Pass from \$130/\$3.25 to \$210/\$6, which would still not be truly sustainable. PNSY seems to be concerned over the cost of the monthly pass for riders and ensuring it is equitable with vanpool rates.

### **Exeter Bus Shelter & Advertising**

At the September 12 Exeter Selectboard meeting, approval was granted for a new bus shelter to be located within historic downtown Exeter, upon which advertising would be allowed. The Historic District Commission (HDC) has been asked to review the location of the shelter which requires that COAST complete an application. If approved by the HDC, the shelter would be provided by COAST and the site work and installation would be the responsibility of the Town. An agreement is being prepared that incorporates the language drafted by the Bus Shelter Subcommittee.

## **VI. New Business**

### **ACTION ITEMS:**

#### **Action Item #1: North Bus Service Elimination**

The Alliance for Community Transportation (ACT) has made the decision to cease funding the North Bus as of September 30, 2016. The elimination of this service was proposed as a result of low

ridership (6-8 riders) and limited funding. COAST has been operating this service on behalf of ACT since 2011 in Brookfield, Farmington, Middleton, Milton, New Durham and Wakefield.

COAST's ADA paratransit and fixed route services in Farmington will be unaffected by this change. COAST solicited for public comment and neither sufficient public comment nor a written request for a public hearing was received by a published deadline of August 26. Riders and COAST volunteers who operated the bus have all been notified of the impending elimination of the service.

**Action Required:** *That the Board of Directors approve the ACT recommended elimination of North Bus service effective September 30, 2016.*

Mr. Sandmann made the motion which was seconded by Mr. Lentz. All voted in favor.

### **Action Item #2: Election of Officers for 2017**

Members of the Nominating Committee presented the following slate at the Board's August 24, 2016 meeting:

#### Officer Nominees:

- Chair: Juliet T.H. Walker (City of Portsmouth)
- Vice Chair: Dave Sandmann (At-Large)
- Secretary/Treasurer: Jennifer Decker (GSIL)

#### Executive Committee:

With the proposed slate of officers, the Executive Committee would be comprised of the following members:

- Juliet T.H. Walker (Chair)
- Dave Sandmann (Vice Chair)
- Jennifer Decker (Secretary/Treasurer)
- Open (Past Chair)
- Open (Chair's Appointee)
- Rad Nichols (Non-voting)

**Action Required:** *That the Board of Directors elect the FY2017 Board Officers and direct the Chairman to take steps to fill the available Executive Committee seats.*

Mr. Sandmann made the motion which was seconded by Mr. Bogle. All voted in favor with congratulations and thanks to the new officers.

### **Action Item #3: FY17 Board Meeting Calendar**

Mr. Nichols presented the following meeting schedule. With a few exceptions (noted with an "\*\*"), the schedule follows the previously agreed upon schedule of the fourth Wednesday of every month at 8:30am. Meetings will be held in Rm 305 of the McConnell Center in Dover, NH.

October 26, 2016

November 16, 2016 \*

December 14, 2016 \* (*will be held at an alternative location due to the room not being available*)

January 25, 2017

February 22, 2017  
March 22, 2017  
April 19, 2017  
May 24, 2017  
June 28, 2017  
July 26, 2017  
August 23, 2017

September 27, 2017 (*we may want to move this to September 20<sup>th</sup> to allow for the participation of Town Administrators who often have their National Conference during the 4<sup>th</sup> week of September*)

**Action Required:** *That the Board of Directors review and approve the FY17 meeting calendar.*

Mr. Sandmann made the motion which was seconded by Ms. Benton. All voted in favor.

#### **Action Item #4: Draft FY17 Operating Budget Approval**

Mr. Nichols presented the Draft FY17 Operating Budget at the Budget Workshop on September 14, 2016. He noted that there had been no changes made since the workshop and Board members indicated he did not need to present the information again.

**Action Required:** *That the Board of Directors approve the FY17 Operating Budget.*

Mr. Lentz made a motion which was seconded by Ms. Benton. All voted in favor.

#### **Action Item #5: Approval of Appointment of Mr. Hebert as Board Member**

The Town of Newington has submitted its written appointment of Mr. Hebert as the representative to the Board.

**Action Required:** *That the Board of Directors approve the appointment of Mr. Denis Hebert to the Board of Directors as the Representative of the Town of Newington.*

Mr. Bogle made the motion which was seconded by Ms. Decker. All voted in favor.

Ms. Walker recommended that Board Members have Alternates to represent them when they are unable to attend. Board Members are asked to propose the name of Alternates for the Board to accept.

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

#### **Shelters**

Mr. Nichols is working on the installation of a new shelter near Ladybug Florist on S. Main Street in Rochester.

Ms. Walker noted that a new shelter is in place by the new Taco Bell on Lafayette Street in Portsmouth.

Ms. Walker noted she had received a call from NHDOT regarding a shelter available if anyone is interested. It is an old style shelter, is very large, would need new glass and would need some graffiti covered.

Mr. Nichols noted that the bus shelter in front of Wentworth-Douglass Hospital will be replaced.

### **The Ridge, Rochester**

Mr. Fitzpatrick noted that the Ridge has had a very positive impact in the community and inquired about COAST's presence. Mr. Nichols noted that COAST is not servicing the Ridge yet at the request of the Project Manager as the access road is still being used by developers.

### **Gosling Road Update**

Ms. Walker reported that Portsmouth has put out to bid the work on ½ of the Gosling Road project (including Gosling Meadows end) which will include a service and multi-use path.

### **Safety Roadeo**

Mr. Nichols reported that staff had a Safety Roadeo on 9/17 which allowed for operators to test their skills on an obstacle course. HealthTrust came and provided some helpful information. It was a fun event.

### **Conquer the Cold**

Mr. Nichols informed the Board of the upcoming commuter challenge running from November 1, 2016 through January 31, 2017.

### **Meeting Takeaways**

Mr. Nichols provided a printout of Takeaways from the meeting. Ms. Walker asked Board Members to share their Takeaways from the meeting.

Ms. Decker: The many different facets of NHDOT (as a multi-modal organization)

Mr. Bogle: Seconded Ms. Decker's takeaway and noted that the Commissioner seems to be actively thinking about a wider range of transit services when going to the Legislature.

Mr. Nichols would like to see what the DOT presentations to the Legislature look like so they can be mirrored on the local level and would like to participate in the discussions. Mr. Nichols noted that Mr. Herlihy (NHDOT Rail and Transit) indicated NHDOT would try to participate more regularly in COAST Board Meetings.

Mr. Sandmann: Was pleased to see the reciprocal cooperation between NHDOT and COAST.

### **Board Development Committee**

Ms. Walker intends to reactivate the Board Development Committee at the October Board Meeting. Discussions will include who do we want at the table and how do we get them there?

### **VIII. Adjournment**

Mr. Sandmann made a motion to adjourn the meeting and Mr. Hebert seconded. All voted in favor.

The meeting was adjourned at 10:24am.