

CART Board Meeting Minutes
January 17, 2012

The meeting convened at 4:19pm on November 29, 2011.

Present: Lee Maloney, George Sioras (Derry), Tom Case (Windham), Scott Bogle (RPC), Robert Ramsay (Londonderry), Tim White (SNHPC).

Item	Discussion	Follow On	Timing
1. Minutes From Prior BOD Meetings– (11/29/11)	The agenda item was table as there was no quorum present.		
2. Financial Report (November 2011)	Lee Maloney presented the Financial Report for the period ending November 2011, noting the development of an excel spreadsheet indicating current month budget versus actual figures to assist in cost tracking. She also noted figures for depreciation. She added that additional financial data will be added to the Income Statement.		
3. Financial Report (possibly December 2011)	There was no discussion of this item.		
4. Multi-Year Financial Plan	Lee Maloney presented the Plan, noting that she had received a call from Kit Morgan concerning the need to edit the NHDOT funding numbers in the Plan. Table 1 should indicate the existence of \$68,770 in State funding for FY 2013 and 48,139 per year in State funding for the remainder of the Plan. It was noted that the Plan assumes level funding from member communities.		
5. Federal Grant Status	Lee Maloney distributed figures showing the status of federal grants as of 01/15/12.		
6. CART Operations/Performance Report	Lee Maloney presented the Operations/Performance Report for the first quarter of FY 2012 (October 2011 to December 2011) and noted the increasing drop in lost trips due to no-shows and late cancelations. Discussion ensued noting that this is likely due to suspension/warning letter procedures.		
7. Website Demonstration	Lee Maloney reported that the website, which will be completed in two weeks, will have the capability to accept donations and will include fiscal reports.		

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8. SUN Shuttle Route and start date	Lee Maloney reported that the service is scheduled to begin 02/01/12.		
9. Windham Loop Shuttle	Lee Maloney reported that the development of the route is continuing and likely stops will include Walmart, the Mall, the Stiles Road medical facility and the Exit 2 Park n' Ride. The service is scheduled to begin at the end of February.		
10. Hampstead Shuttle	Lee Maloney reported that the route is under design.		
11. Old Business	There was no old business.		
12. New Business	There was no new business.		
14. Adjourn	The meeting was adjourned at 5:07pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 April 17, 2012

The meeting convened at 4:02pm on April 17, 2012.

Present: Lee Maloney, Bill Scott, Chair (Salem), Rick Hartung (Hampstead), Tom Case (Windham), Bob Ramsay (Londonderry), Mike Whitten (MTA), Annette Stoller (Londonderry Alt.), Augusta Vaillancourt (Londonderry Alt.), Karen Bryant (Salem), Tim White (SNHPC).

Item	Discussion	Follow On	Timing
1. Introductions	The attendees introduced themselves.		
2. Minutes From Prior BOD Meetings – (11/29/11)	Motion to approve minutes of November 29, 2011 CART Board of Directors meetings by Tom Case, seconded by Rick Hartung. Motion passed with Bob Ramsay abstaining.		
3. Financial Reports	Lee Maloney presented the financial statements, noting that she will be receiving additional income statement information from Pam Rugg. She added that the ARRA grant has been exhausted and income from advertising is currently about \$1,000/mo. over estimates. Motion to accept CART Financial Reports for October – February by Tom Case, seconded by Rick Hartung. Motion passed unanimously.		
4. Federal Grant Status	Lee Maloney reported that the balances for the operations and capital grants (mobility management, preventive maintenance and vehicles are about \$152,000 and \$52,000. Lee will be requesting additional information from NHDOT. There is approximately \$60,000 in JARC funding which has not been utilized. In response to a question from Bill Scott, Lee noted that local matching funds are currently adequate and that she has received payment from Salem and Hampstead for the calendar year. In response to a question from Bob Ramsay, Lee noted that grant amounts for next year will be available from the STIP.		
5. Salem Shuttle	Lee Maloney distributed a cost proposal from the MTA and noted that stops in Salem were identified through the locations of 55+ residences and a survey of popular shopping locations. She added that MTA has designed the service in route pairs with a one-quarter mile route deviation possible. Lee added that she has received information from FTA that a running a six-month demonstration project is allowable without the need for competitive bids. Mike Whitten added that through partnering of organizations, lower costs can be achieved through economies of scale. Flexibility is also possible to adjust days		

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	<p>of the week and times of day for service. Mike continued that eventually, the deadhead mileage can be eliminated to provide fixed route service between Manchester and Salem, if the ridership warrants it. In response to a question from Bob Ramsay, Lee noted that the cost estimate assumes \$4/gal for fuel and there's a total of \$8,000 in the budget for fuel. MTA will supply the fuel and both CART and MTA have "tax deferred" status for these purposes. Bob asked a question about a stop sign at the Staples location and Mike responded that it's public access. Lee added that it may be possible to obtain fare boxes from MTA for future development of the service and in response to a question from Bob, Mike added that the signage on the vehicles will say that the service is owned by CART and operated by MTA. Lee noted in response to a question from Karen Bryant that a stop was located in the vicinity of School Street because of residences in the area. In response to a question from Bill Scott, a May 1 start-up date was discussed and Lee added that status reports would be completed every two months. In response to a question from Augusta Vaillancourt, Lee noted that schedules will be published in the newspaper, and will be provided at stops and on vehicles. Karen Bryant also suggested placing schedules in local Community rooms on the route. In response to a question from Tom Case, a discussion took place regarding the WalMart store and Lee noted that the schedule can be changed to meeting requests for service. Mike noted that his experience with WalMart has been that they are initially unwilling to pay for such services. In response to a question from Bill, Lee noted that an RFP would be required at the end of month four of the demonstration project and Lee added in response to a question from Tom that the service would be run using a CART 14-passenger vehicle. Lee noted that she will re-work the operations budget and fueling costs. Annette Stoller asked a question about additional stops and Mike responded that it must be done carefully as converting express portions of the route kicks in the requirement to provide ADA paratransit service. Mike added that although MTA is ready to go on May 1, it might be helpful to work out some of the remaining questions and shoot for June 1. Bob noted that June 1 is a</p>		
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	Friday and it was agreed that June 4 would be the more appropriate date. It was agreed that a June 4 start date would be used with Monday-Wednesday-Friday service with an RFP after month four.		
6. Sun Shuttle Update	Lee Maloney reported that 169 passengers ride in February and that data for March is not yet available. Work is being done to fine tune the schedule and qualify the project for FTA 5310 funding. About \$1,900/mo. is available from RNMOW for service expansion.		
7. “Bus Stop” Sign Design and Selection	A discussion took place regarding three bus stop sign designs and a design utilizing the “CART Shuttle” logo was selected. Minor changes to the design were also suggested.		
8. CART Operations Performance	Lee Maloney reported on the monthly performance report for February 2012, noting that productivity is up. In response to a question from Bill Scott, Lee added that revenues include passenger sales and ride card revenue. Lee noted that she is trying to get data on FY 2012 trip denials from ESNH. She is hopeful that denials will be reduced by passengers utilizing the Sun Shuttle. Bill Scott asked about the availability of data for Salem and Lee responded that if necessary, an annual report can be done. In response to a question from Bill, Lee noted that data on the effects of fuel prices on ridership is available.		
9. Vehicle Advertising	Lee Maloney reiterated that revenue has surpassed projections.		
10. New Vehicle Presentations	Lee reported that she and Scott Bogle had met with Plaistow who are interested in getting their service back. A discussion of the Plaistow commuter rail station project took place. Lee also confirmed in response to a comment from Bill about the outstanding Plaistow receivable. Rick Hartung asked about the status of the Hampstead shuttle and Lee responded that planning is still taking place including administering a survey to the town.		
11. Board Member Outreach	Lee Maloney reported that board members are required for Salem, Derry, Chester and Hampstead.		
12. Old Business/New Business	Lee Maloney described the surveys currently on the CART website. A discussion then took place regarding an inquiry from the town of Derry about call center operations.		

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13. Adjourn	Motion to adjourn by Tom Case, seconded by Bob Ramsay. Motion passed unanimously. The meeting was adjourned at 5:22pm.		
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Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 May 22, 2012

The meeting convened at 4:07pm on May 22, 2012.

Present: Lee Maloney, Bill Scott, Chair (Salem), Tom Case (Windham), Bob Ramsay (Londonderry), Annette Stoller (Londonderry Alt.), Matt Waitkins (NRPC), Scott Bogle (RPC), George Sioras (Derry), Karen Bryant (Salem), Tim White (SNHPC).

Item	Discussion	Follow On	Timing
1. Introductions			
2. Minutes From Prior BOD Meetings – (04/17/12)	Motion to approve minutes of April 17, 2012 CART Board of Directors meetings by Tom Case, seconded by Robert Ramsay. Motion passed with one abstention.		
3. Financial Reports – March 2012	Lee Maloney presented the financial reports for the period ending March 2012, noting that we are currently within budget. Demand response service hours are being limited to 600 hours per month. Income from advertising and multi-ride cards is exceeding budgeted levels. Motion to accept CART Financial Report for March 2012 – February by George Sioras, seconded by Robert Ramsay. Motion passed unanimously.		
4. Federal Grant Status	Lee Maloney reported the following grant balances - Operations (\$135,794), Mobility Management (\$9,448), Preventative Maintenance (\$6,129) and Other Capital (\$10,219). She added that money would be transferred from the Other Capital account to be utilized for Mobility Management services. There are still unused JARC funds in the about of \$42,000 and in response to a question from Scott Bogle, Lee said that she would contact Shelley Winters at NHDOT to find out when these funds would have to be used. They require an 80/20 match.	Follow-up with NHDOT on JARC funding	
5. Salem Shuttle – a) Route Design (Map) Handout – Start Date/Ribbon Cutting	Lee Maloney distributed copies of the latest route map and schedule for the service, noting that buses would connect with Manchester via I-93 and eventually this portion of the route would be converted to revenue service. The service is currently scheduled to begin on 06/04/12 with a ribbon cutting ceremony the following week. Following the first two months of service, a survey will be conducted to determine required adjustments and the initial service will be three days per week. Lee added that, as the service is currently being considered a demonstration project by FTA, no RFP is currently	Evaluate potential schedule changes for the service and contact Mike Whitten to discuss the potential to develop a service based on local trip	

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	<p>required. In response to a question from Matt Waitkins, Lee reported that the service is being funded through roll-over FTA Section 5307 funds for the Nashua Urbanized Area. The match for the service is coming from local contributions. It was noted that the service may be temporarily disrupted by planned construction on Stiles Road. A subsequent discussion then took place regarding the service and the potential need for changes in the schedule to accommodate likely trip-making patterns. Scott Bogle also suggested the possibility of developing a service based on trip-pairings similar to the current MTA “Shopper Shuttle” program. Following further discussion, it was agreed that Lee would 1) evaluate further potential schedule changes for the service and 2) contact Mike Whitten at MTA to discuss the potential to develop a service based on local trip pairings.</p>	pairings	
<p>6. Sun Shuttle Update – a) Schedule Update</p>	<p>Lee Maloney reported that the schedule for the service has been re-worked to focus on residential areas, medical destinations and senior centers. Discussion then took place regarding the need to separate shopping and medical trips.</p>		
<p>7. CART Operations Performance</p>	<p>Lee Maloney reported on the monthly performance report for March 2012, noting that separate performance figures are being provided for the demand-response service and the Sun Shuttle. Total year to date ridership is at 6,420 and Lee added that she will be monitoring revenue cost of service for demand response and shuttle service. George Sioras noted the current funding negotiations with Derry, stressing the need for focus on efficiency.</p>		
<p>8. Vehicle Advertising Update</p>	<p>Lee Maloney reported on a new bus wrap advertising arrangement with Parkland Medical for the Salem Shuttle vehicle. The monthly revenue will be about \$1,000 per month.</p>		
<p>9. Surveys Progress Report</p>	<p>Lee Maloney distributed to date results of the surveys being administered on the CART website. She will also be getting results from additional surveys distributed at the Londonderry Senior Center and local libraries.</p>		
<p>10. Old Business</p>	<p>There was no Old Business.</p>		

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11. New Business	George Sioras reported that the new Derry WalMart Supercenter is scheduled to open 09/15/12 and the new Goodwill store near the site is open. Bill Scott reported that he will be meeting with Joe Costanzo of MVRTA to discuss providing bus service to Rockingham Park Mall including service to the train station.		
12. Adjourn	Motion to adjourn by George Sioras, seconded by Karen Bryant. Motion passed unanimously. The meeting was adjourned at 5:41pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
June 19, 2012

The meeting convened at 3:55pm on June 19, 2012.

Present: Lee Maloney, Bill Scott, Chair (Salem), Tom Case (Windham), Annette Stoller (Londonderry Alt.), Scott Bogle (RPC), George Sioras (Derry), Adam Hlasny (SNHPC), Rick Hartung (Hampstead), Augusta Vaillancourt (Londonderry Alt.), Tim White (SNHPC).

Item	Discussion	Follow On	Timing
1. Introductions	Those in attendance introduced themselves.		
2. Minutes From Prior BOD Meetings – (05/22/12)	Motion to approve minutes of May 22, 2012 CART Board of Directors meetings by Tom Case, seconded by Bill Scott. Motion passed unanimously.		
3. Financial Reports – March 2012	Lee Maloney presented the financial reports for the seven month period ending April 2012. She reported on income received from member communities and reported that advertising revenue will be increasing as a result of arrangements with Parkland Medical. Income appears to be satisfactorily on target. Motion to accept CART Financial Report for seven month period ending April 2012 – February by George Sioras, seconded by Rick Hartung. Motion passed unanimously.		
4. Federal Grant Status	Lee Maloney reported the following grant balances for the Nashua Urbanized area grant totaling \$380,050: Operations (\$125,175), Mobility Management (\$8,519) and Preventative Maintenance (\$4,248). She also reported on the following balances for the JARC grant of \$46,675: Preventative Maintenance (\$12,000) and Mobility Management (\$25,340).		
5. Salem Shuttle – Progress Report	Lee Maloney distributed new brochures incorporating changes to the schedule for the service, which began on 06/04/12. Route deviations will be incorporated into the service and a press release was distributed last week advertising the service. Drivers are now being trained on the new route. Lee mentioned potential accessibility issues with the Glen Ridge stop and also mentioned that there will likely be additional changes to the schedule following the first two months of service. Lee also noted the possibility of changes to the Boston Express portion of the service and how she had been informed by Kit Morgan that the service may be eligible for FTA 5310 funding. Lee noted that she will make a follow-up call to Shelley Winters. In		

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	response to questions from Tom and George, a discussion then ensued on the route and schedule for the service.		
6. Sun Shuttle Update – a) Schedule Update	Lee Maloney reported that the schedule for the service has been re-worked to offer more trips on a five day per week schedule with shopping trips on Wednesday and Thursday and medical trips on Monday, Tuesday and Friday. Lee added that a new brochure for the services changes has been developed. In response to a question from Tom Case, Lee noted that no feedback has yet been received from drivers. It was reported that Shaws and Hannaford have been added as stops to the shopping trips.		
7. CART Operations Performance	Lee Maloney reported on the monthly performance report for April 2012, noting that ridership is again beginning to increase and is steady at about one percent per month. A cap on service hours at 600 per month is continuing, and in response to a question from George, Lee noted that the price of gas may be responsible for the increase in ridership. It was noted that advertising for the service is still being maintained on Derry and Salem local access TV and, in response to a question from Scott Bogle, Lee noted that RNMO trips are now included in the monthly performance report.		
8. Vehicle Advertising - Update	Lee Maloney reported that revenue from advertising is currently about \$1,600 per month and includes bus wraps for Parkland and St. Josephs vehicles. It is anticipated that revenue will include an additional \$1,000 per month resulting from the new Parkland medical facility on Stiles Road in Salem. Bill Scott noted that he can put Lee in touch with major retailers in Salem and Lee suggested that he pass this information along to ATA.		
10. Old Business	Lee Maloney discussed the current practice of having in-person Board meetings and suggested the possibility of conference call meetings using the Londonderry office as a base for the teleconferences. Scott Bogle suggested that the format for meetings could be determined based on meeting content. In response to a question from Annette Stoller, Lee reported that she is still receiving survey responses.		
11. New Business	Bill Scott enquired about the call center RFP and Lee Maloney		

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	<p>responded that it will be done soon as the old contract expires 09/30/12. Lee requested information from Tom Case for advertising CART on Windham local access TV and Tom agreed to e-mail her the information. George Sioras reported that a ribbon-cutting for the new Rockingham Community Services facility will be held this Thursday at 2PM at 9 Crystal Avenue.</p>		
<p>12. Adjourn</p>	<p>Motion to adjourn by Tom Case George Sioras, seconded by George Sioras. Motion passed unanimously. The meeting was adjourned at 4:55pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 October 9, 2012

The meeting convened at 3:32pm on October 9, 2012.

Present: Lee Maloney, Bill Scott, Chair (Salem), Tom Case (Windham), Annette Stoller (Londonderry Alt.), Scott Bogle (RPC), George Sioras (Derry), Rick Hartung (Hampstead), Tim White (SNHPC)

Item	Discussion	Follow On	Timing
1. Introductions			
2. Minutes From Prior BOD Meetings – (06/19/12)	Motion to approve minutes of June 19, 2012 CART Board of Directors meetings by George Sioras, seconded by Annette Stoller. Motion passed unanimously.		
3. Financial Reports – May 2012 June 2012 July 2012	<p>Lee Maloney presented the financial reports for the periods ending May, June and July 2012. She reported that the format for the reports had been changed for June and July to account for isolating depreciation. The May 2012 income statement inclusive of \$5,811.41 yields a deficit of \$3,936.61.</p> <p>Motion to accept CART Financial Report for eight month period ending May 2012 by George Sioras, seconded by Annette Stoller. Motion passed unanimously.</p> <p>Lee then presented the financial reports for the period ending June 2012. The June 2012 income statement inclusive of depreciation @ \$5811.41 yielded a deficit of \$5,260.14 .. Farebox revenues and advertising revenue have exceeded the budget estimates for this period.</p> <p>Motion to accept CART Financial Report for nine month period ending June 2012 by George Sioras, seconded by Rick Hartung. Motion passed unanimously.</p> <p>Lee presented the financial reports for the period ending July 2012. July income statement inclusive of \$5811.41 in depreciation yielded a deficit of \$10,215. Year to date through July income statements inclusive depreciation \$58,060 yield a net surplus of \$3949. In response to a question from Scott</p>		

	<p>Bogle, Lee reported that the total operating expense figure of \$56,408.78 includes the two months (June & July) expense of the Salem Shuttle @ \$9,290 being operated by MTA. As in June, farebox revenue and advertising income exceeded the budget figures. Bill Scott requested ridership and cost data for Salem for his local budget negotiations.</p> <p>Motion to accept CART Financial Report for ten month period ending July 2012 by George Sioras, seconded by Rick Hartung. Motion passed unanimously.</p>		
<p>4. Federal Grant Status</p>	<p>Lee Maloney reported a balance of \$89,763 for the transit operations grant. There is currently \$37,340 in unused JARC grant. New FTA operations subsidy grant at \$292,557 is currently pending approval. In response to a question from Bill Scott, Lee noted that the current FTA funding represents a decrease of about \$90,000 from the previous operating subsidy grant. Lee added that the operations grants do not include funding for the shuttle services that are being funded through the 5310 POS grants. A discussion concerning the upcoming negotiations between NTS, CART and Lowell Transit on funding allocations have not yet begun and it was noted that it would be helpful for CART to submit a request prior to the start of these negotiations.</p>		
<p>5. Salem Shuttle – Schedule and Progress Report</p>	<p>Lee Maloney reported that there were ridership continues to grow monthly, service remains at 3 days per week and that a total of 56 trips have been provided the Salem Shuttle for the period June through August. She added that ridership appears to be increasing and she is receiving inquiries from the public about the service, particularly about the availability of service to WalMart. In response to a question from Tom Case, Lee noted that the impact of the Salem Shuttle will hopefully be that service hours on the demand response service will be freed up and the long term cost of the shuttles will be reduced.</p>		

<p>6. Sun Shuttle Update – a) Schedule Update</p>	<p>Lee Maloney reported that a total of 927 riders have used the Sun Shuttle since its inception in February. In response to a question from Scott Bogle, Lee noted that this ridership includes RNMOw trips. She noted that ridership is growing and she agreed to obtain ridership data on Derry for George Sioras. In response to a question from Annette Stoller, Lee reported that about 50 percent of the ridership is elderly. Lee also reported issues with use of rider manifests by ESNH. In response to a comment from Scott, a discussion then ensued on the issue of transition of demand response riders to fixed route service. Lee noted that it will be difficult to get current riders to the point where they are willing to use fixed route services and Scott noted the need to develop policies in conjunction with ESNH and MTA to ease this transition. Annette mentioned with importance of also attracting new riders.</p>		
<p>7. Hampstead/Londonderry Shuttle</p>	<p>Lee Maloney reported that she would be speaking with Fred Roberge today about this service. A draft description of the service was distributed. Morning departures would occur at 8:45 and 10:30 from Hampstead and stops would be made at Fresenius Dialysis near the old Market Basket site in Londonderry at 10:30AM. Stops would also be made at Tsienneto Road medical locations and the Londonderry Market Basket at 12:45PM and 2:30PM. In response to a question from Scott Bogle, Lee noted that one vehicle would be used for the service and the schedule may still need adjustment. Lee added that the dialysis trips must represent a fixed point in the schedule and in response to a comment from Annette, Lee noted that the schedule is still being drafted. In response to a question from Tom Case, Lee reported that the service was originally developed based on the need of Hampstead dialysis patients and Scott added that the needs of Danville and Hampstead residents were considered. Lee added that she hoped the service could begin in November and</p>		

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	Rick Hartung said that he would like to present this service to the Town next month.		
8. CART Operations Performance	Lee Maloney reported that she is working on the August report and reports through have been sent out. The format of the report has been changed to reflect figures for revenue miles, passenger miles and ridership required for NTD.		
9. Vehicle Advertising - Update	Lee Maloney reported that advertising is currently on four vehicles including two full bus wraps, which bring in \$1,000 per wrap per month of revenue. Lee reported that St. Josephs' does not wish to renew their agreement and a discussion ensued on the reasons for this. Lee also noted that ATA is negotiating with Hesser College for a full vehicle wrap. A fourth vehicle wrap for Elliott Medical is also possible which could be used for the Hampstead Shuttle. Lee added that she anticipates approximately \$3,600 per month in advertising revenue.		
10. FY 13 Operating Budget	Lee Maloney noted that there was nothing to report on at this time		
11. Broker Manager Procurement/Extension	Scott Bogle requested that he and Tim White meet with Lee Maloney concerning the upcoming transition. In response to a comment from George Sioras concerning Lee Maloney's resignation, Bill Scott requested that it not be distributed to the general public at this time. Bill added that an ad will be put in the paper to begin the process of finding a replacement and discussions will also be held with ESNH. Lee added that an extension of the current ESNH contract will also have to be done to address the upcoming 12/31/12 end of the contract.		
12. Other – CMAQ Grant Status (Bill Scott)	Bill Scott noted that he and Lee Maloney had met with Mike Whitten of MTA to discuss MTA becoming involved in the CMAQ grant service (SE-TRIP). Bill noted that it was his hope that NHDOT could eventually hand over this contract to an MTA/CART entity. Tim White expressed his uneasiness about how this might be perceived by NTS who were originally selected to operate the service and a discussion on		

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	this ensued.		
13. Old Business	Lee Maloney reported that funding had been received from Windham a discussion then took place regarding FY 2013 funding for Derry.		
14. New Business	Annette Stoller reported on the activities of the Lego League robotics group who are currently considering the issue of seniors and creating technical assistance for seniors. Surveys were discussed and in response to a suggestion from Lee Maloney that a link be placed on the CART website, Annette thought that it would be a good idea.		
15. Adjourn	Motion to adjourn by George Sioras, seconded by Tom Case. Motion passed unanimously. The meeting was adjourned at 5:15pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 October 18, 2012

The meeting convened at 3:59pm on October 18, 2012.

Present: Lee Maloney, Bill Scott, Chair (Salem), Tom Case (Windham), Annette Stoller (Londonderry Alt.), Scott Bogle (RPC), George Sioras (Derry), Rick Hartung (Hampstead), Augusta Vaillancourt (Londonderry), Tim White (SNHPC)

Item	Discussion	Follow On	Timing
1. Introductions			
2. Minutes From Prior BOD Meetings – 10/09/12)	Motion to approve minutes of October 9, 2012 CART Board of Directors meeting by George Sioras, seconded by Tom Case. Motion passed unanimously.		
3. FY 13 Budget	<p>Lee Maloney presented the FY 2013 budget. In response to a question from Tom Case, Lee reported that the budget includes Salem Shuttle service three days per week. A discussion then ensued regarding \$12,000 of local dues owed by Derry. Following a short discussion initiated by Scott Bogle and George Sioras, it was determined that CART would be paid these funds. Bill Scott noted that he had been in touch with the town and noted that they requested future budget information and how this relates to ridership. It was noted that Derry wants budgetary information as well as information regarding CART's business plan. George talked about the history of CART in Derry and how the original \$42,000 request was discussed and subsequently approved by the town. He noted how the demand for local funding is becoming more competitive and how the town had had reservations related to what they perceived as ridership issues. In response to a comment from Lee concerning a \$30,000 purchase order, George and Scott reiterated that they believed CART was fully funded. In response to a comment from Scott, Bill noted that he had needs to meet with Janice Moseby and Jill McLaughlin and George suggested Scott attend this meeting as well. Scott noted that letting the \$12,000 go would only make it harder to get full funding from other communities in the future. Bill suggested setting a deadline for receipt of payment from Derry before service cuts are implemented. In response to a question from Lee on voting for the budget, Bill suggested taking the</p>		

	<p>vote now and amending the budget later to incorporate the additional funds from Derry. Initiated by a comment from Scott, a discussion then ensued on the use of RNMOV funds for non-Federal match and it was suggested that the final budget could also be re-worked once the issue is resolved. In response to a question from Rick Hartung, Lee noted that expenses for auditing services related to work completed by an auditor and by Pam Rugg are represented in the budget and are estimated to be about \$5,000 - \$6,000 per year. In response to a question from Tom Case, Lee confirmed that the budget assumes no increase in local dues.</p> <p>Motion to approve FY 2013 CART Budget totaling \$638,887 by George Sioras, seconded by Tom Case. Motion passed unanimously.</p>		
<p>4. Transition Posting of Interim Director</p>	<p>Bill Scott reported that an ad to fill the position is in the paper and he suggested October 25th as the due date for receipt of resumes. The formation of an interview Sub-Committee was discussed. Bill noted that one interview may be conducted next week. In response to a question from Annette Stoller, Bill noted that the hiring of an Interim Executive Director will allow CART time to review finances and look at options for long-term management of the system. Annette asked if the candidate will be aware of CART's relationship with MTA and Bill replied that the information was contained in the ad. Bill Scott asked Scott Bogle and Tim White to review where the ad was sent and see if there are other potential places it should be sent to.</p>		
<p>5. Derry Service and Budgeted Amount</p>	<p>In a continuation from Agenda item #3, Lee Maloney reported that she has a multi-year financial plan developed for FTA and Bill Scott requested that it be sent to Derry. In response to a question from Scott Bogle, Lee noted that it contains ridership projections and Bill requested a copy and Lee agreed to send it.</p>		

<p>6. Easter Seals Contract Extension</p>	<p>Bill Scott reported that he has the contract extension, which includes similar amounts as in prior contracts. The extension would keep ESNH under contract until 12/31/12. Lee Maloney noted that we are out of contract with ESNH now.</p> <p>Motion to extend ESNH Call Center and Transit Operations Contract with CART to December 31, 2012 by George Sioras, seconded by Tom Case. Motion passed unanimously.</p> <p>Following the motion, Lee noted that she will request that Fred Roberge identify a fuel cost to be assumed for the contract and she added that MTA regularly provides this information. Lee then noted that there is \$67,002 remaining in the current FTA grant (NH90X169) and said that she will be drawing down this grant to pay MTA and ESNH. She also noted that she will be sending maintenance information to Judy Molloy of FTA for the new grant. In response to a question from Bill, she noted that our FY 2013 grant will be \$292,000.</p>		
<p>7. RFP for Services</p>	<p>Bill Scott reported that he had met with Fred Roberge and noted that it was his intention to base future contracts on budgetary information. He would like to be able to provide a set of performance and financial assumptions that contractors could then use to develop a financial package. Bill then requested the help of Scott Bogle and Tim White to draft contract specifications. The schedule for the RFP, short-listing and selection processes was then discussed and it was noted that the timeframe was very tight, particularly if the process ended up with the selection of a new contractor. Bill then noted that it will likely be necessary to extend ESNH</p>		

	<p>again for another two months. Scott suggested letting the contractor propose a format for the services provided.</p>		
<p>8. Old Business</p>	<p>Lee Maloney presented the financial reports for the period ending August 31, 2012, noting that we are still under budget. A discussion then ensued, based on comments by Scott Bogle, on proper representation of outstanding grant balances and proper representation of service breakdown figures for RNMOW. In response to a question from Scott, Lee noted that she is waiting for grant balances from FTA and it was noted by Scott that local matches have been paid.</p> <p>Motion to accept CART Financial Report for the eleven month period ending July 2012 by George Sioras, seconded by Tom Case. Motion passed unanimously.</p>		
<p>9. New Business</p>	<p>The discussion regarding the need for an Interim Executive Director Search Sub-Committee continued.</p> <p>Motion to approve formation of Executive Director Search Sub-Committee consisting of Annette Stoller, Scott Bogle, Bill Scott and Tim White by George Sioras, seconded by Tom Case. Motion passed unanimously.</p> <p>Lee Maloney noted that she will have a final ridership report completed during the next couple of days. It was noted that the Executive Committee will tentatively meet next Wednesday with FTA and NHDOT at Lee’s office to discuss the management transition. Rick Hartung reported on driver training activities related to COAST’s North Bus service and Scott added that the training does not happen anywhere else in the State. Further discussion then ensued regarding contacting caregiver organizations in the area to arrange similar training and a future grant for a vehicle. Annette Stoller requested that a letter be sent to Lee Maloney thanking her for service to CART. Lee Maloney reported that the Hamptead Shuttle is</p>		

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	scheduled to begin in two weeks. Additional discussion topics also included the beginning of the budgeting process for the towns of Derry, Hampstead and Windham.		
10. Adjourn	Motion to adjourn by George Sioras, seconded by Tom Case. Motion passed unanimously. The meeting was adjourned at 5:15pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
November 20, 2012

The meeting convened at 4:03pm on November 20, 2012.

Present: Bill Scott, Chair (Salem), Tom Case (Windham), George Sioras (Derry), Rick Hartung (Hampstead), Karen Bryant (Salem), David Smith (First Transit), Jamie Bellissimo (First Transit), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Introductions	Those in attendance introduced themselves.		
2. Minutes From Prior BOD Meetings – 10/18/12)	Motion to approve minutes of October 18, 2012 CART Board of Directors meeting by George Sioras, seconded by Tom Case. Motion passed with one abstention.		
3. Interim Director – 1 st Transit Personnel Available for Questions	Bill Scott noted that First Transit is currently the lead candidate to fill the Interim Executive Director position. Bill Scott introduced David Smith and Jamie Bellissimo from First Transit and asked them to provide some background information on the company as well as on their proposal to CART. David Smith introduced Jamie and provided some information on First Transit and their prior history with CART. He noted that they were very happy to be able to respond to the RFP and hoped that it would be the beginning of a longer relationship between First Transit and CART. Jamie was then given an opportunity to describe her background and capabilities related to the CART position. Those in attendance were then given an opportunity to ask questions about the management agreement between First Transit and CART. A discussion then ensued regarding the document and in response to a question from Tim White, Bill Scott noted that the compensation figure in the document assumes a total of 25 hours per week for the First Transit employee. Further discussion of the document included questions on the insurance language and it was noted by David Smith that First Transit would need to be named as an Insured Party. Bill Scott noted that CART’s attorney, Donahue, Tucker & Ciandella, would be asked to review this portion of the contract. In response to a question from Tom Case, Bill Scott explained that the length of the contract will be for three months. Bill Scott added that following the conclusion of the		

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	contract, CART would issue an RFQ to obtain the services of a full time Executive Director. Following the discussion, David Smith and Jamiee Bellissimo left the meeting.		
4. Interim Director – Discussion and Contract	Further discussion on the First Transit contract then ensued. It was noted by several members of the Board that a quorum for approval of motions did not exist. It was noted that an option would be to approve motions now and attempt to gain additional votes for approval with a quorum following the meeting. Following additional discussion, it was noted by Bill Scott that he would be scheduling a follow up Board meeting on Monday, November 26 th to finalize the contract. Motion to approve Management Agreement with First Transit pending successful resolution of Board comments by Bill Scott, seconded by George Sioras. Motion passed unanimously.		
5. FTA Regulations and Fixed Route	Bill Scott noted that because Scott Bogle was not present at the meeting this agenda item would not be taken up.		
6. Derry Service Update	George Sioras reported on the pending resolution of issues between Derry and CART regarding full funding of CART by the town that he would be speaking with Janice Moseby of the Derry Human Services Committee. He noted that she would be requesting that a representative of the Board be present at their next meeting to discuss the situation. The Board will contact Janice to let her know that CART will attend and she should go ahead and schedule the meeting. Bill Scott requested expediency in finalizing CART’s attendance at the meeting and George added that, to the best of his knowledge, Derry is satisfied with CART and feels that they have been given the additional information requested in order to enable them to fully pay for CART services. Bill requested that George coordinate with his office and noted the importance of building a constituency within the Town for CART.		
7. New Business	There was no new business.		

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8. Adjourn	Motion to adjourn by George Sioras, seconded by Tom Case. Motion passed unanimously. The meeting was adjourned at 4:51pm.		
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Minutes Respectfully Submitted by Tim White