

CART Board Meeting Minutes  
January 15, 2013

The meeting convened at 4:05pm on January 15, 2013.

Present: Kathleen Costello, Chair (Windham), Tom Case (Windham), George Sioras (Derry), Rick Hartung (Hampstead), Karen Bryant (Salem), Robert Ramsay (Londonderry), Scott Bogle (RPC), Tim White, Secretary (SNHPC), John Toole (Eagle-Tribune)

Item	Discussion	Follow On	Timing
<b>1. Introductions</b>	Those in attendance introduced themselves.		
<b>2. Financial Report</b>	This item will be taken up at a subsequent meeting following distribution of the financial report to the members via e-mail.		
<b>3. Minutes From Prior BOD Meetings – 11/20/12)</b>	<b>Motion to approve minutes of November 20, 2012 CART Board of Directors meeting by George Sioras, seconded by Tom Case. Motion passed with two abstentions.</b>		
<b>4. CART Management Contract Negotiations/Interim Executive Director Update</b> <b>a. Procurement of Gap Insurance Coverage</b>	Scott Bogle reported on the search for an Interim Executive Director, noting that interviews had been held with two individuals and First Transit, who are currently representing NTS and MTA. Following a vote of the Board, negotiations began with First Transit. Scott continued to report that in mid-December, legal representation for CART and First Transit reached an impasse over insurance coverage. CART then attempted to obtain the gap coverage required by First Transit but were unable to find a carrier. A search is now on this week for quotes for a new commercial insurance policy.		
<b>5. Interim Director – Discussion and Contract</b>	Scott Bogle reported that, since leaving CART, Lee Maloney has continued to do tasks for CART. He added that the Board now finds itself in a position where it would benefit from having Lee continue on a part-time basis, as FTA prefers to have an employee conduct draw-downs on Federal funds. Scott added that Lee has agreed to serve in this function. Following subsequent discussion: <b>Motion to authorize re-hiring Lee Maloney as a temporary employee at \$40 per hour on a not to exceed eight hours per week basis to conduct billing and other related tasks by Rick Hartung, seconded by Robert Ramsay. Motion passed unanimously.</b> <b>Motion to authorize CART Finance Manager to Act on CART’s Behalf in Applying For and Managing FTA</b>		

	<p><b>funding by George Siroas, seconded by Tom Case. Motion passed unanimously.</b>  <b>Motion to authorize the Executive Committee to review and approve quotes for insurance by Robert Ramsay, seconded by George Sioras. Motion passed unanimously.</b></p>		
<p><b>6. Nomination of CART Board Officers</b></p>	<p>Scott Bogle reported that, as Bill Scott has resigned from the Board, a new slate of Board Officers should be nominated. It was suggested that a Nominating Committee made up of Scott Bogle, Tim White, Annette Stoller and Rick Hartung begin development of a slate of Officers for nomination. Robert Ramsay announced that he would be resigning his position on the Board.</p>		
<p><b>7. CART Call Center/Broker Manager Procurement/Extension</b></p>	<p>Scott Bogle recommended extending the current call center contract with ESNH for a six-month period to enable CART to hire an Executive Director and begin to determine long-term goals for CART. He noted that this would extend the current contract, which expired 12/18/12, to 06/01/13.  <b>Motion to approve a six-month extension of the call center contract with ESNH at the current rates to June 1, 2013 by Robert Ramsay, seconded by George Sioras. Motion passed unanimously.</b>          Scott added that the RFP for the new contract should go out in March or April.</p>		
<p><b>8. Nashua UZA Funding Negotiations/New FTA 5307 Demand Response Guidelines.</b></p>	<p>Scott Bogle gave the group background information on negotiations currently taking place to distribute funding originating in the Nashua Urbanized Area, which includes Derry, Londonderry and Windham in the CART service area. He reported that the procedure for distributing FTA funding for this area has changes because the area exceeded 200,000 population in the 2010 Census. Because of this change, funding no longer goes through the State but is apportioned directly to the area. A preliminary distribution is determined</p>		

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	<p>by FTA based on population, population density and revenue miles of service. A final distribution must be worked out between the three operators providing service in the area, Nashua Transit, Lowell Regional Transit and CART. Total funding to the area has been reduced. An initial negotiation session was held on 12/19/12 and a second session will be held in about one month.</p>		
<p><b>9. Local Funding Updates – Windham (12/13/12 Budget Meeting/Annual Report), Derry (01/17/13 Funding Request), Chester (12/13/12 Budget Meeting)</b></p>	<p>Tom Case reported that Windham’s Board of selectmen voted 3 to 2 to eliminate funding for CART in the budget. In response to a question from Scott Bogle on the reasoning behind this, Tom noted the high cost per trip, the fact that the town has its own van and declining CART ridership. In response to another question from Scott, Tom added that they might consider re-joining if the fare was eliminated and that there is very little travel within the town on CART. Tom added that he was not sure of the extent that CART was being used for medical purposes. In response to a question from Kathleen Costello, Tom noted that there were no riders present at the meeting. Scott suggested setting up a meeting with the Town. Tom suggested meeting with the Board of Selectmen and Scott suggested meeting with staff prior to that to ascertain interest in fixed route services and potential destinations. Kathleen recommended better advertising and gathering data to see what can be done to improve the service. She requested that Scott contact Dave Sullivan to find a suitable time to meet. Tom noted that Windham’s fiscal and calendar years are the same.</p> <p>George Sioras reported on Derry which will have a budget go to the town in April. A funding request for Derry is due on 01/17/13 and an interview with the Budget Committee is scheduled for 01/30/13. George added that a preliminary budget meeting held in December reported that there is a \$600,000 budget gap.</p> <p>Tim White reported that he met with the Chester Board of</p>		

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	Selectmen on 12/13/13 to present them with a request for CART to be level-funded at \$6019. He added that he thought the meeting went well. It was noted by Rick Hartung that Chester's budget will be approved in May.		
<b>10. Old Business</b>	<b>There was no Old Business.</b>		
<b>11. New Business</b>	Kathleen Bryant reported on issues regarding service to the Salem Senior Center, noting that the town has sold its van. In regards to about 8 to 10 people per week currently travelling between the Millville Senior Housing complex and Market Basket, she enquired if the Salem Shuttle service could be modified to assist these individuals. Scott noted that the service, which is operated under contract to CART by MTA, currently has a set schedule. However, he added that issues such as these should be evaluated as CART is re-evaluated.		
<b>12. Adjourn</b>	<b>Motion to adjourn by Robert Ramsay, seconded by Tom Case. Motion passed unanimously.</b> The meeting was adjourned at 5:20pm. Next meeting scheduled for 02/19/13 @ 4PM in Derry.		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
February 19, 2013

The meeting convened at 4:07pm on February 19, 2013.

Present: George Sioras (Derry), Rick Hartung (Hampstead), Robert Ramsay (Londonderry), Scott Bogle (RPC), Tim White, Secretary (SNHPC), Annette Stoller (Londonderry), Natalie Avila (Green Cab)

Item	Discussion	Follow On	Timing
<b>1. Introductions</b>	Those in attendance introduced themselves.		
<b>2. Minutes From Prior BOD Meetings – 01/15/13)</b>	There was no quorum for the meeting. The minutes will be reviewed for the next BOD meeting. A revision required on Page 2 of the minutes was noted.		
<b>3. Nomination of CART Board Officers</b>	As there was no quorum for the Board meeting, a meeting of the Executive Committee was convened. Scott Bogle noted that the current slate of officer candidates include George Sioras (Treasurer), Tim White (Secretary), Annette Stoller (Chair), Karen Bryant (Vice-Chair). It was noted that Scott would be willing to serve as Vice-Chair if required. It was also noted that 30 days of notice is required in the by-laws for a meeting to choose officers.		
<b>4. CART Management Contract Negotiations/5. Insurance Procurement</b>	Scott Bogle reported that he had learned through Laura Perrin of Fernando that Philadelphia Insurance Co. has declined to give as quote to CART as they are uneasy about the demand response nature of the service. He added that an option would be to pay ESNH to cover the cost of insurance. However, as there is still no coverage adequate to satisfy FT, Scott offered to contact COAST to get another provider. He added that this is OK with FTA as they have given use authority to go sole source in the search for a carrier. Scott reported that he has not recently heard from Dave Smith on the management contract but assumes that Jaimee is still available.		
<b>6. Local Funding Updates</b>	Scott Bogle reported that the Windham Board of Selectmen voted not to fund CART for the upcoming fiscal year. He also reported that the Derry Human Resources Committee has recommended to the Town Council that CART be funded at a level of \$30,000 for the upcoming fiscal year. They stated concerns of viability of the system and need for restructuring as a factor in their decision. In response, Annette Stoller		

	<p>suggested the use of an additional user fee to make up the difference. Scott emphasized the need to look at different options for a restructured CART. George Sioras noted that the Council will vote on the budget in April or May and we should know the result by the third week in May.</p>		
<p><b>7. CART Call Center/Broker Manager Contract</b></p>	<p>Scott Bogle reported that the ESNH contract has been extended to 06/30/13 and a new RFP needs to be issued in March or April. It will be a challenge to define the CART operating model for the purposes of writing the RFP. The Executive Committee was suggested as a source for the development of the RFP. It was also suggested that the Executive Committee meet with ESNH to discuss a possible transition.</p>		
<p><b>8. Service Review – Salem Shuttle, Sun Bus Shuttle, Windham Service</b></p>	<p>Scott Bogle noted that the Executive Committee should act to stop the process of scheduling rides for Windham now that they are no longer a member. An issue is how to handle currently scheduled rides and whether to allow rides <u>to</u> Windham from other member communities as out-of-region trips.</p> <p><b>Motion to stop taking reservations from Windham residents and fulfill current obligations for rides for the next two weeks by Robert Ramsay, seconded by Scott Bogle. Motion passed unanimously.</b></p> <p>Discussion continued on the Salem Shuttle. It was noted by Scott that he had received information from MTA that ridership numbers are very low. A meeting with Karen Bryant will be planned and then a meeting with Mike Whitten to discuss the situation. Scott noted that he has been in touch with ATA and has learned that it is likely that Parkland Hospital will keep their current agreement to advertise on the Salem Shuttle vehicle.</p> <p>Discussion then continued on the Sun Bus and Scott noted that there are currently about 150 trips per month. He added that ESNH is also taking riders to meal locations on behalf of</p>		

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	<p>RNMOW.  <b>Motion to discontinue service on the Sun Bus in 30 days and authorize ESNH/RNMOW to redesign the service by Robert Ramsay, seconded by Rick Hartung. Motion passed unanimously.</b>          Following the motion, it was also noted that a new route for the Sun Bus will be brought before the Executive Committee for their 03/13/13 meeting. This request will be conveyed to ESNH.</p>		
<p><b>9. Nashua UZA Funding Negotiations/New FTA 5307 Demand Response Guidelines - Update</b></p>	<p>Scott Bogle reported that there has still been no word on the next meeting with NTS and the City.</p>		
<p><b>10. New Business</b></p>	<p>There was no New Business.</p>		
<p><b>11. Adjourn</b></p>	<p><b>Motion to adjourn by Robert Ramsay, seconded by Rick Hartung. Motion passed unanimously.</b>          The meeting was adjourned at 5:23pm.          Next meeting scheduled for 03/26/13 @ 4PM in Derry.</p>		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 April 23, 2013

The meeting convened at 5:05pm on April 23, 2013.

Present: George Sioras (Derry), Rick Hartung (Hampstead), Robert Ramsay (Londonderry), Scott Bogle (RPC), Tim White, Secretary (SNHPC), Karen Bryant (Salem), Natalie Avila (Green Cab), Annette Stoller, (Londonderry – by teleconference)

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 5:05pm.		
<b>2. Minutes From Prior BOD Meetings – 01/15/13 and 02/19/13))</b>	<b>Motion to approve minutes of January 15, 2013 CART Board of Directors meeting by Robert Ramsay, seconded by Scott Bogle and motion to approve minutes of February 19, 2013 CART Board of Directors meeting by Robert Ramsay, seconded by Annette Stoller. Motions passed with one abstention.</b>		
<b>3. Financial Report</b>	<p>Scott Bogle reported that he and Tim White had met with Lee Maloney on billing and payment last Thursday. There is a financial statement available for October and we will need similar statements for November and December although we currently have AP/AR reports for those months. There is currently \$6,000 in match available in the accounts receivable and upcoming billings include \$47,000 for 2013 from Salem, 2 quarters of \$7,500 each for 2013 from Derry, \$17,000 for 2013 from Hampstead. Additionally, Londonderry and Chester, who pay in full, will be billed. Despite these figures, there is a significant hole in the budget as match requirements are \$12,000 for November 2012 and \$13,500 for December 2012. Scott added that one option to be considered is use of local funding to pay bills and then make service cuts. This option should have us back in the black by the end of the fiscal year. Scott also mentioned that new 5310 POS projects will be beginning in July.</p> <p>In response to a question from Annette Stoller, Scott then distributed information detailing the FY 2013 budget and options for service cuts. He noted that significant changes from the approved FY 2012 budget is the loss of Windham and that \$68,770 in POS funds were incorrectly counted as match. He also noted up to \$22,800 available from RNMOV.</p>		

	<p>Changes to demand response and Derry and Salem shuttles should be considered. Scott reported that the Salem Shuttle, whose is beginning to pick up, can be used to meet the definition of a fixed route service for FTA reporting purposes. This qualifies CART to continue to qualify to use FTA 5307 funding for FY 2013 but not FY 2014. A discussion of the Derry Shuttle then took place with George Sioras and Annette emphasizing the importance of efficiency from the town's standpoint. It was agreed that cuts in Derry service need to be made for budgetary purposes as well as messages to both Derry and Salem. George reminded the group of CART's recent past history with the Town as continuing issue.</p>		
<p><b>4. CART Management Structure</b></p>	<p>Scott Bogle reported that he and Tim White had a meeting with Mike Whitten of the MTA yesterday. He noted the discussion that had taken place at the last Board meeting regarding the reluctance of the members to consider a wholesale takeover of CART by the MTA. Scott added that the most recent talks had focused on the ability of MTA to provide administrative assistance to CART for things like financial reporting and drawdowns of FTA funds. He reported that MTA is more than willing to consider providing assistance to CART in the short term while more long term management strategies are formulated. Tim White added that, similar to the Board's feeling, Mike Whitten also feels that, whatever future relationship develops between MTA and CART, he agrees that CART should remain as a separate entity. There was additional discussion on potential resources to assume current management responsibilities.</p>		
<p><b>5. CART Call Center/Broker Manager Contract</b></p>	<p>Scott Bogle reported that CART is currently not in a position to put this contract out to bid. A discussion took place regarding the possibility of MTA being involved with this function.</p>		

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<b>6. Election of CART Board Officers</b>	The following slate of candidates was put forth: Annette Stoller (Chair), Scott Bogle (Vice-Chair), George Sioras (Treasurer), Tim White (Secretary) <b>Motion to approve slate of candidates by Tim White, seconded by Robert Ramsay. Motion passed unanimously.</b>		
<b>7. Service Review – Hampstead Shuttle, Derry Sun Bus, Salem Shuttle</b>	Scott Bogle noted that Sun Shuttle is currently being re-planned and he referred to an earlier discussion on the need to keep the Salem Shuttle in order to meet the definition of a fixed route service for FTA reporting purposes .		
<b>8. Nashua UZA Funding Negotiations/New FTA 5307 Demand Response Guidelines - Update</b>	Scott Bogle reported that the next meeting has been scheduled for 05/14/13 from 9AM to 12PM. Scott added that he had learned that LRTA has no plans to attend the meeting.		
<b>9. CART Bylaws – Discussion of amending Quorum given Windham’s departure</b>	Scott Bogle discussed the proposal, which must be advertised for 30 days, consists of a change in the quorum from five to seven members, which would represent a majority of the member communities. It was decided to document this change and present it at the next Board meeting.		
<b>10. Old Business</b>	There was no old business.		
<b>11. New Business</b>	There was no new business.		
<b>12. Adjourn</b>	<b>Motion to adjourn by Scott Bogle, seconded by Robert Ramsay. Motion passed unanimously.</b> The meeting was adjourned at 6:33pm.		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 May 22, 2013

The meeting convened at 5:33pm on May 22, 2013.

Present: Annette Stoller, Chair (Londonderry), George Sioras (Derry), Rick Hartung (Hampstead), Robert Ramsay (Londonderry), Scott Bogle (RPC), Tim White, Secretary (SNHPC), Natalie Avila (Green Cab),

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 5:33pm. It was noted that there was not a quorum for the meeting. It was decided that the members present would vote on the agenda items and an additional vote would be sought after the meeting.		
<b>2. Minutes From Prior BOD Meetings – (04/23/13)</b>	<b>Motion to approve minutes of April 23, 2013 CART Board of Directors meeting by George Sioras, seconded by Robert Ramsay. Motion passed unanimously.</b>		
<b>3. CART Bylaws – Amending Quorum Threshold Given Windham Departure</b>	<p>Scott Bogle reported that currently, bylaws require seven members present to for a quorum. This has been in place since 2006 when there were nine member communities. He added that, as discussed at previous meetings, this has caused issues at board meetings. The proposal before the board is to reduce this to five members. Following further discussion:</p> <p><b>Motion to amend the CART Bylaws to Read “<i>The presence of five (5) of the Directors at any duly constituted meeting shall constitute a quorum for the transaction of business at all meetings.</i>” by Robert Ramsay, seconded by George Sioras. Motion passed unanimously.</b></p> <p>A discussion then took place regarding Natalie’s status on the Board and it was determined that the procedures required for confirming Board membership should be verified.</p>		
<b>4. CART Management Structure – Interim Staffing Requirements</b>	Scott Bogle gave an overview of the proposed division of potential responsibilities of various parties given Lee Maloney’s departure. He added that two motions would be required related to identifying individuals to be responsible for authorizing FTA grants through MTA. One individual would be responsible for executing FTA grants and another individual would be responsible for authorizing MTA drawdowns of FTA funds on behalf of CART. Scott noted that MTA is already authorized to use the TEAM/ECHO		

	<p>system for this work and it was noted that Scott and Tim White would appear to be the most appropriate candidates to do the training that would be involved. In response to a question from Annette Stoller, Scott noted that this arrangement would be acceptable to FTA. Further discussion centered around other resources available to fulfill some of the identified tasks, such as new hires, ESNH and RPC staff. Following further discussion:  <b>Motion to authorize Annette Stoller and Tim White to execute FTA grants by George Sioras, seconded by Robert Ramsay. Motion passed unanimously.</b>  <b>Motion to authorize Manchester Transit Authority for FTA drawdown by George Sioras, seconded by Robert Ramsay. Motion passed unanimously.</b></p>		
<p><b>5. Service Review</b></p>	<p>Scott Bogle presented cash flow projections for the period through May 2014 to assess the need for service and other cuts. Although , current municipal and advertising revenues should still provide CART adequate match to fund a full time Executive Director and approximately 190 hours of service per week, CART ended FY12 with a deficit and needed to tap matching funding intended for FY13 to address FY12 expenses. In addition, during the first 6 months of FY13 CART provided higher levels of Section 5307-funded demand response service based on anticipated funding from Windham and Derry which did not materialize. As a result, Planning commission staff have looked at various expense scenarios projected out through May 2014 to determine what level of funding cuts would be necessary to get CART back into a position where is does not go into match deficit in between infusions of local matching funding. Scott added that this was discussed with ESNH on 05/21/13 and cutbacks in service hours to 10, 12 and 14 hours per day were proposed. The proposed cuts in Derry service would be roughly commensurate with the Derry funding cut from \$42K to \$30K</p>		

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	<p>for Derry’s FY14 (Jul13-Jun14). To account for the belated cut also made for FY13 to \$30K (notification that the supplemental \$12K originally available to CART pending submittal of a long term financial plan is no longer available) it would essentially be necessary to cut all 5307 funded service to Derry for the remainder of the Town’s fiscal year (May and June), which is not realistic. While any of these scenarios would be drastic, staff are concerned that an immediate drop to 10 hours/day would be crippling, and cause significant blow-back with other communities in addition to Derry. At this point, RPC and SNHPC staff recommend 4an interim cut back to 14 hours/day in 5307-funded demand response service for a period of 2-4 months to buy some time to try and generate additional match revenue. Following further discussion:</p> <p><b>Motion to approve cutbacks in 5307-funded demend-response service levels to 14 to 16 hours per day based on ESNH scenarios by Robert Ramsay, seconded by George Sioras. Motion passed unanimously.</b></p>		
<p><b>6. CART Office Space at 50 Nashua Road, Londonderry</b></p>	<p>The future of the current CART office space was discussed and Annette Stoller reported that, based on discussion with the landlord, it may be possible to negotiate the CART office and her real estate office next door together at a better price. She added that the landlord is interested in an agreement for the period March to March. After further discussion, it was noted that, given the current situation, perhaps now is not the time to be considering a change in location. As a result, it was decided to new the current agreement for the March to March period.</p>		
<p><b>7. Nashua UZA Funding Negotiations</b></p>	<p>Scott Bogle noted that the next negotiation session is scheduled for 06/03/13.</p>		
<p><b>8. Municipal Updates</b></p>	<p>There were no municipal updates.</p>		
<p><b>9. Other Business</b></p>	<p>There was no other business.</p>		
<p><b>10. Adjourn</b></p>	<p><b>Motion to adjourn by Tim White, seconded by George</b></p>		

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	<b>Sioras. Motion passed unanimously.</b> The meeting was adjourned at 7:07pm.		
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*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
June 18, 2013

The meeting convened at 2:20pm on June 18, 2013.

Present: Annette Stoller, Chair (Londonderry), George Sioras (Derry), Rick Hartung (Hampstead), Richard Avila (Green Cab), Scott Bogle (RPC), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 2:20pm.		
<b>2. Minutes From Prior BOD Meetings – (05/22/13)</b>	Rick Hartung and Tim White noted required revisions to the motion in Item 5 of the agenda to read “Motion to approve cutbacks in 5307 funded demand response service levels to 14-16 hours per day based on ESNH scenarios by Robert Ramsay, seconded by George Sioras.” <b>Motion to approve minutes of May 22, 2013 CART Board of Directors meeting as amended by George Sioras, seconded by Annette Stoller. Motion passed unanimously.</b>		
<b>3. Nashua UZA Funding Negotiations - Update</b>	Scott Bogle reported on the status of FTA 5307 negotiations with NTS and said that a workable agreement had been reach at the meeting held on 06/03/13. He continued to say that NTS had offered about \$140,000 in pre-FY13 5307 funding that should have no restrictions on use of for operations. This money, combined with \$30,000 in new FTA 5310 funding and \$30,000 in FTA 5339 funding forms the basis of the agreement. Scott noted some of the outstanding issues regarding the agreement including the issue of whether 5339 funding can be used for purposes other than vehicle capital (i.e. mobility management) as well as the age of some of the money offered by NTS. He noted that he would be discussing this with Judy Molloy from FTA. Under certain circumstances, some of the funding could be de-obligated but there could potentially be issues regarding use of the money. In response to a question from Annette Stoller, Scott noted that three years are allowed for obligation of funding and an additional three years are allowed to spend down the money. He continued to say that a meeting will be held with FTA to discuss this and other issues and hopefully an agreement with NTS and LRTA can be finalized. Tim White recognized Scott		

	for his work in preparing for the negotiating sessions.		
<p><b>4. Service Review – Reduction in Monthly Demand-Response Service Levels</b></p>	<p>A discussion ensued regarding service cutbacks with Annette Stoller noting that ESNH has already cut back demand response service from 22 to 16 hours per day. Scott Bogle noted that the letter to riders needs to be finalized and questioned the need to give 30 days notice now that cutbacks have already been implemented. In response to a questions from Rich Avila, Scott noted that the cutbacks represent one full time vehicle and one half-time vehicle (Green Cab) and Rich noted the short notice of this change. He questioned if CART would be continuing to use Green Cab and Scott responded yes. In response to a further comment from Rich concerning contractual arrangements, Scott distributed a contract that he had received from Fred Roberge. A discussion of the contract ensued with Scott noting that it refers to up to two vehicles performing CART transportation services. A further discussion then took place regarding the need to address the contract extension with ESNH. Following further discussion:</p> <p><b>Motion to approve ESNH contract extension agreement under existing terms to 12/31/13 by George Sioras. Motion seconded by Rick Hartung.</b></p> <p>Following the motion, Chair Stoller requested amending the motion to include “authority to negotiate a revised call limit of 1,000 per month.”</p> <p><b>Amended Motion passed unanimously.</b></p> <p><b>Motion to approve ESNH Operations and Maintenance Agreement for CART Owned Vehicles under existing terms by George Sioras, seconded by Rick Hartung. Motion passed unanimously.</b></p> <p><b>Motion to approve Contract Amendment to Operating Agreement between ESNH and Granite Strategic</b></p>		

	<p><b>Transportation Inc. (Green Cab) effective July 1, 2013 to December 31, 2013 by George Sioras, seconded by Annette Stoller. Motion passed unanimously.</b></p> <p>Following the motions, a further discussion ensued regarding reductions in monthly demand-response service. Following this discussion:</p> <p><b>Motion to approve reductions in demand response service levels to eliminate Tuesday and Thursday service in Derry effective 07/15/13 by Rick Hartung, seconded by Scott Bogle. Motion passed unanimously.</b></p>		
<p><b>5. CART Management Structure –</b>  <b>a. Meeting with FTA</b>  <b>b. Administrative Assignments &amp; Staffing</b></p>	<p>Scott Bogle noted that representatives from CART will be meeting with FTA to discuss issues such as hiring procedures for CART employees, contractual agreements for assistance with MTA and status of FTA 5307 negotiations with NTS/LRTA. Scott also distributed a listing of work tasks including a description of the frequency and suggestions for division of labor between available resources such as RPC staff, MTA and interim staff. Annette stressed the need to determine a procedure for a decision-making process and Scott noted that this will become clearly once CART has determined its options through discussion with FTA.</p>		
<p><b>6. FY12 Audit and Financial Statement Filing</b></p>	<p>Scott noted that preparations were being initiated for the FY2012 audit that needs to be completed by August 15<sup>th</sup>. He added that the process of gathering information that will be required by the auditor will begin soon and a meeting with Pam Rugg will also be set up to assist in this process. George Sioras noted that he is familiar with and has used the “confirmation.com” electronic audit conformation software.</p>		
<p><b>7. Municipal Updates</b></p>	<p>Scott Bogle noted that the next negotiation session is scheduled for 06/03/13.</p>		
<p><b>8. New Business</b></p>	<p>There was no new business.</p>		
<p><b>9. Adjourn</b></p>	<p><b>Motion to adjourn by George Sioras, seconded by Rick Hartung. Motion passed unanimously.</b></p> <p>The meeting was adjourned at 4:15pm.</p>		

CART Board Meeting Minutes  
June 18, 2013

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 July 16, 2013

The meeting convened at 4:17pm on July 16, 2013.

Present: Annette Stoller, Chair (Londonderry), George Sioras (Derry), Rick Hartung (Hampstead), Scott Bogle (RPC), Robert Ramsay (Londonderry), Karen Bryant (Salem), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<b>1. Call to Order/Introductions</b>	The meeting was called to order at 4:17pm.		
<b>2. Minutes From Prior BOD Meetings – (06/18/13)</b>	<b>Motion to approve minutes of June 18, 2013 CART Board of Directors meeting as amended by George Sioras, seconded by Scott Bogle. Motion passed unanimously.</b>		
<b>3. CART Management Structure</b>	<p><b>a) Administrative Assignments/Staffing</b> – Annette Stoller presented a draft employment agreement distributed for review by the board members. She noted that in order for her to be considered for the position, it would be necessary for her to resign her position as Chair of the Board of Directors. Annette thanked the other members of the Board for the opportunity to serve as Chair. Following further discussion, <b>Motion to accept resignation of Annette Stoller as Chair of the CART Board of Directors by Scott Bogle, seconded by Robert Ramsay. Motion passed unanimously.</b></p> <p>A discussion then took place regarding the draft employment agreement. Scott Bogle presented a second draft employment agreement and a discussion then ensued regarding the differences between the two agreements. Discussion entailed regarding features such as definition of the position as “at will” versus employment for a fixed period, base salary and health care coverage. Scott Bogle suggested that, in order to consider the employment agreement that the Board members enter into executive session. Following further discussion, <b>Motion to enter into executive session by George Sioras, seconded by Robert Ramsay. Motion passed unanimously.</b></p> <p>Following the end of executive session, further discussion on the employment agreement ensued. Scott Bogle noted that he considered the first priority of this newly created position to be getting CART’s financial affairs in order. Annette noted that</p>		

	<p>she would like to discuss reduction of the 1,500 calls/month contract figure with ESNH. Following further discussion,  <b>Motion to enter into employment agreement with Annette Stoller as CART Executive Director at a rate of \$30 per hour for a maximum of 20 hours per week with a review of the agreement to be conducted in three months, by George Sioras, seconded by Robert Ramsay. Motion passed unanimously.</b></p> <p><b>b) Contracting with Manchester Transit Authority for FTA Drawdowns</b> – Scott Bogle noted that he, Annette Stoller and Tim White had met with Mike Whitten and Bill Cantwell of MTA on June 27<sup>th</sup> to discuss MTA providing assistance to CART on an as-needed basis. The assistance provided would likely entail helping CART use the FTA TEAM and ECHO software programs to manage finances. The TEAM program is used to submit and execute FTA grants and the ECHO program is used to draw down Federal funds against current FTA grants. It was noted that MTA staff regularly utilize these programs to manage their finances. Following further discussion,  <b>Motion to enter into an agreement with Manchester Transit Authority for assistance in FTA funding draw down and grant management by Scott Bogle, seconded by Robert Ramsay. Motion passed unanimously.</b></p>		
<p><b>4. Service Review – Reduction in Monthly Demand-Response Service Levels - Update</b></p>	<p>It was noted that ESNH has already cut back demand response service from 22 to 16 hours per day. Discussion then ensued regarding the need to inform Derry residents of the elimination of Tuesday and Thursday service in Derry and suggested procedures for this notification were discussed.</p>		
<p><b>5. FY 12 Audit and Financial Statement Filing</b></p>	<p>Tim White noted that a meeting regarding the FY 12 audit with Pam Rugg was held on July 8<sup>th</sup>. The purpose of the meeting was to begin the process of gathering documents required for the audit.</p>		

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<b>6. Nashua UZA Funding Negotiations - Update</b>	Tim White noted that the final negotiating session with NTS was held at NRPC on June 3 <sup>rd</sup> . It was noted that an agreement regarding the use by CART of approximately \$200,000 in FTA funds currently held by NTS from the Section 5307, 5310 and 5339 programs was reached during the meeting. Assistance from FTA is now being sought on finalizing this agreement.		
<b>7. July 1, 2013 Meeting with FTA</b>	Tim White noted that he, Annette Stoller, and Scott Bogle attended a meeting with FTA Region 1 staff on July 1 <sup>st</sup> . The purpose of the meeting was to inform FTA staff on current issues regarding CART management and discuss plans for management transition with them. Tim noted that positive feedback from FTA had been received and it was further noted that, following Judi Molloy's retirement, Sean Sullivan would be taking over as FTA representative in NH.		
<b>8. Hampstead Shuttle</b>	It was noted that now that the service is operating, plans for marketing and an official service "roll-out" should be developed.		
<b>9. Municipal Updates</b>	There were no municipal updates.		
<b>10. New Business</b>	There was no new business.		
<b>11. Adjourn</b>	<b>Motion to adjourn by Scott Bogle, seconded by Robert Ramsay. Motion passed unanimously.</b> The meeting was adjourned at 5:48pm.		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
August 27, 2013

The meeting convened at 4:05pm on August 27, 2013.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Scott Bogle (RPC), Robert Ramsay (Londonderry), Karen Bryant (Salem), Nancy Michels (Londonderry), Rich Avilla (Green Cab), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<p><b>1. Call to Order/Introductions</b></p>	<p>The meeting was called to order at 4:05pm. Following introductions, it was noted by Acting Chair Sioras that motions were required for proposed changes to the Board. Following further discussion, <b>Motion to approve George Sioras as Chairman of CART Board of Directors by Annette Stoller, seconded by Robert Ramsay. Motion passed unanimously.</b> <b>Motion to approve Rick Hartung as Treasurer of CART Board of Directors by Scott Bogle, seconded by Tim White. Motion passed unanimously.</b> Robert Ramsay reminded those in attendance of his intention to resign from the Board at the end of the year.</p>		
<p><b>2. Minutes From Prior BOD Meetings – (07/16/13)</b></p>	<p><b>Motion to approve minutes of July 16, 2013 CART Board of Directors meeting as amended by Robert Ramsay, seconded by Rick Hartung. Motion passed unanimously.</b></p>		
<p><b>3. Letters to our five towns – requesting new or repeat authorizations of Directors</b></p>	<p>Annette Stoller passed around a copy of a draft letter to be distributed to member communities requesting new or renewed authorization of Board members. She noted that it was important for current Board members to be authorized by their respective towns. Scott Bogle requested that the current slate of Board members be added to the letter. He also requested a correction to the e-mail address on the letter. Annette noted that she would make the changes and distribute the final by e-mail.</p>		
<p><b>4. Financial Report – Including Billing and Grant NH-90-X187 Status</b></p>	<p>Tim White noted that the application for the grant had been submitted to FTA via TEAM and that it was now being reviewed by FTA. Scott Bogle reminded the Board that this is the grant that included approx. \$140,000 and \$75,000 in funding negotiated with NTS and NRPC. In response to a comment from Tim, Scott added that the funds have been de-</p>		

	<p>obligated by NTS but we are still awaiting word on approval of the agreement by LRTA. Scott added that he would check with NTS on this. It was also noted by Scott that FTA funds to pay for ESNH invoices from November and December 2012 were drawn down last week. It was further noted that work would now begin on invoices for January 2013.</p>		
<p><b>5. FTA Section 5317 New Freedoms Grant - Update</b></p>	<p>Scott Bogle reported that a grant application for approx. \$221,000 in FY 2011 – FY 2012 New Freedom funding was submitted to NHDOT last week. Scott added that this funding is intended to provide transportation to the disabled over and above that provided by ADA. The requested funding, which was split up into 50% operations and 50% mobility management (call center), will be used as an additional funding cushion to make up for reduced funding available from the Nashua urbanized area.</p>		
<p><b>6. Designation for TEAM/ECHO (change)</b></p>	<p>Annette Stoller noted that, given the fact that her position has changed from Chair of the Board of Directors to Executive Directors, it is necessary to re-authorize her in her new position so that she can continue to execute and file applications, grants and other agreements with FTA via TEAM and ECHO. Following further discussion,  <b>Motion to approve authorizing Annette Stoller as CART Executive Director to execute and file applications, grants and other agreements to FTA on behalf of CART by Robert Ramsay, seconded by Karen Bryant. Motion passed unanimously.</b>                  Following the motion, it was noted that the accompanying resolution should be modified to read that it is being signed by the Chair rather than the Secretary. This should be done because the current Secretary, Tim White, is currently assisting with the TEAM/ECHO work for the Board.</p>		
<p><b>7. Service Review – Reduction I Monthly Demand-Response Service Levels/Derry - Update</b></p>	<p>Annette Stoller noted that letters to Derry residents informing them of the service cutbacks have been drafted. Rich Avilla enquired about how long the reduced hours would be in place</p>		

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	<p>and Scott Bogle responded that the current plan is to have them in place until next March. Rich responded that he will assume that Green Cab would be cut back from 1.5 vehicles to 1.0 vehicles until that time. In response to a comment from Annette, Scott also noted that there would be loss of fare revenue because of the cutbacks. Rick Hartung and George Sioras stated that many of the local budget committees do not seem to realize the connection between local funding and availability of local match for CART. In response to a question from Scott, Robert Ramsay noted that Londonderry's budget cycle begins in October.</p>		
<p><b>8. FY12 Audit and Financial Statement Filing</b></p>	<p>Annette Stoller reported that the auditor will be doing the on-site visit on Thursday and we should be receiving a final list of missing items. Tim White reminded the Board that a request for an extension will need to be filled and Scott noted that the audit results are needed for the Agnes Lindsay Trust grant application.</p>		
<p><b>9. Municipal Updates</b></p>	<p>There was discussion of a recent article about CART in the Eagle-Tribune. Karen Bryant reported that Salem has removed funded for CART as a line item in their draft budget. A discussion then ensued regarding the importance of meeting with town officials to address this situation. Additional discussion items included budget cycles for Londonderry and Derry and Annette reported that she is remaining in contact with the Londonderry Senior Center about an upcoming meeting. Robert Ramsay reported that he did not think there would be an issue with Londonderry funding. Scott Bogle distributed a memorandum on proposed changes to the Salem Shuttle and reported on a meeting held with Salem riders in July. He added that there should be a public hearing to advertise the proposed changes. Notice of two weeks is required for the public hearing and it was planned to vote on this at the September meeting. The public hearing for the revised DBE goal is set for 09/12/13.</p>		

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<p><b>10. New Business</b></p>	<p>Rich Avilla reported that one of their customers had reported lost taxi vouchers and wondered if they could be re-issues. It was noted that the vouchers can be tracked utilizing the serial numbers and as a result, it was suggested by Scott Bogle that Green Cab re-issue the vouchers. George Sioras suggested that Rick Hartung meet with Pam Rugg in his new capacity as CART Treasurer.</p>		
<p><b>11. Adjourn</b></p>	<p><b>Motion to adjourn by Robert Ramsay, seconded by Karen Bryant. Motion passed unanimously.</b>          The meeting was adjourned at 5:12pm.</p>		

*Minutes Respectfully Submitted by Tim White*