

CART Board Meeting Minutes
November 25, 2014

The meeting convened at 3:35 pm on November 25, 2014.

Present: George Sioras, Chair (Derry), Rick Hartung (Hampstead), Stephen Campbell (Salem), Leon Goodwin (Salem), Nancy Michels (Londonderry), Arthur Rugg (Londonderry), Annette Stoller, (Executive Director), Bob Barrett, (Salem), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:35pm.		
2. Minutes from 10/28/14 Board of Directors meeting	Revisions to the minutes were noted. Motion to approve minutes of 10/28/14 Board of Directors meeting as revised by Stephen Campbell, seconded by Nancy Michels. Motion passed with Bob Barrett abstaining.		
3. Financial Reports	Annette Stoller reported the following bank balances: \$33,116.68 (liquid), \$1,345.11 (pass-through), \$4,430.10 (savings). It was noted by Annette that a drawdown should be done soon and she reported further progress on paying down the ESNH balance.		
4. Call Center/Broker Manager – Contract Extension and Procurement Timeline	Annette Stoller reported that the current contract expires 03/31/15. Tim White distributed a draft of the request for proposals and briefly described the contents of the document. The timeline for the RFP process was discussed and it was noted that the current assumed deadline for submissions was 01/09/15 with the new contract scheduled to be awarded 04/01/15. Tim also distributed a draft of the appendices that would accompany the RFP. Following further discussion, it was suggested that a final draft of the RFP should be presented at the December meeting of the Executive Committee in order to keep to the current schedule.		
5. FTA Triennial Review – Update	Annette Stoller reported that an additional extension of one month for responses to information requested by FTA. She added that this includes responses to the revised procedures for piggyback procurements and interest owed to FTA. Annette reported progress on the procedures for monitoring contracts and oversight procedures.		
6. Municipal Funding Updates	Annette Stoller reported that Chester’s payment has been received. George Sioras noted that Derry’s payment should be anticipated by the end of the month and he mentioned an		

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	upcoming meeting with the Interim Finance Director.		
7. section 5307 Urbanized Area Formula Funding Negotiation - Update	Tim White reported on the first negotiation session held on 11/06/14. He noted those in attendance at the meeting and said that the session had been productive. The needs of the agencies had been discussed and both NTS and CART noted that they would have to be replacing vehicles in the near future. Both agencies left the meeting promising to gather information related to their ability to utilize certain types of FTA funding. A second meeting is scheduled for 12/03/14. Tim added that Sean Sullivan had e-mailed suggesting that he help in the negotiations and he had been provided with an update on progress to date. It was requested by FTA that the process be completed by the end of the year.		
8. CART FY 2014 Audit	Annette Stoller reported that she had been approached by Leone, McDonnell & Roberts about working with CART on the FY 2014 audit. After working with us on the past three audits, they are familiar with what we do and in response to questions from Steve Campbell and Nancy Michels, Annette estimated that they would cost approximately \$5,000. Following further discussion, Motion to approve the use of Leone, McDonnell & Roberts to completed the FY 2014 CART audit by Rick Hartung, seconded by Nancy Michels. Motion passed unanimously.		
9. CART Board Strategic Planning Retreat	Annette Stoller initiated a brief discussion on this topic, noting that at the last Board meeting the use of facilitators had been discussed for the session and she agreed to e-mail information on this to the group. There was also a discussion of potential dates and times for the session initiated by George Sioras. Steve Campbell noted that Salem had previously used Bob King for a similar session.		
10. Other Business	George Sioras noted that the next Board meeting date would fall on 12/23/14 two days before Christmas and a discussion then ensued regarding the December Board meeting. Following the discussion,		

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	<p>Motion to cancel the December 2014 CART Board of Directors meeting by Bob Barrett, seconded by Leon Goodwin. Motion passed unanimously.</p>		
<p>11. Executive Director Search</p>	<p>George Sioras noted that the Board should go into non-public session for the purpose of discussing the search for an Executive Director.</p> <p>Following further discussion,</p> <p>Motion to enter into Executive Non-Public Session according to State RSA 91-A:3(b) by Art Rugg, seconded by Steve Campbell. The roll call was recorded at 4:02PM and the motion passed unanimously.</p> <p>The Board went into Executive non-public Session to discuss the recruitment process for a full-time Executive Director.</p> <p>Motion to seal minutes of the Executive Non-Public Session by Rick Hartung, seconded by Art Rugg. The roll call was recorded at 4:15PM and the motion passed unanimously.</p> <p>Motion to leave Executive Session Non-Public Session according to State RSA 91-A:3(b) by Art Rugg, seconded by Steve Campbell. The roll call was recorded at 4:19PM and the motion passed unanimously.</p>		
<p>12. Motion to Adjourn</p>	<p>Motion to adjourn by Steve Campbell, seconded by Nancy Michels. Motion passed unanimously.</p> <p>The meeting was adjourned at 4:20pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 October 28, 2014

The meeting convened at 3:35 pm on October 28, 2014.

Present: George Sioras, Chair (Derry), Rick Hartung (Hampstead), Stephen Campbell (Salem), Leon Goodwin (Salem), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Arthur Rugg (Londonderry), Annette Stoller, (Executive Director), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:35pm.		
2. Minutes from 09/23/14 Board of Directors meeting	Motion to approve minutes of 09/23/14 Board of Directors meeting as revised by Nancy Michels, seconded by Stephen Campbell. Motion passed unanimously.		
3. Financial Reports	Annette Stoller reported the following bank balances: \$42,550.97 (liquid), \$4,470.11 (pass-through), \$4,430.06 (savings). It was noted by Annette that a drawdown should be done this week and Scott noted August and September bills from MTA and suggested a clause in their MOU with payment required in 30 days. Annette reported that the balance due to ESNH is down to about \$64,000.		
4. Call Center/Broker Manager – Contract Extension and Procurement Timeline	Annette Stoller reported that the ESNH/Green Cab contract is good through 03/31/15 and the MTA MOU will be for 6 months. In response to a question from Nancy Michels, Annette reported that the ESNH/Green Cab contract is at the same rates. Scott Bogle reported that progress needs to be made on the procurement for the operating contract as it will be needed by 11/03/14. A meeting with FTA on this item is planned.		
5. FTA Triennial Review – Next Steps	Scott Bogle reviewed the progress on the corrective actions. Procedures for financial management have been completed and procedures for timely submission of MPRs/FFRs will be done this week. A procurement plan is to be submitted to FTA and revised procedures for piggyback procurements should be completed. Scott Bogle reported that forms required to address the drug/alcohol corrective action have been received from ESNH and additional work will be required to update MTA forms.		
6. FTA Funding – 5310 Grant	Scott Bogle reported that \$32,000 available from Nashua UZA		

	will be needed for the grant and that he would be talking to Sean Sullivan about it this week.		
7. Municipal Funding Updates	Annette Stoller reported that she is working to get Chester's payment and in response to her question regarding Derry, George Sioras noted that she should contact Janice Moseby. Stephen Campbell reported that the Salem funding request has gone through the Budget Committee and will next be discussed at the February deliberative session. Rick Hartung reported that Hampstead is developing their budget and CART's request appears to be safe. Arthur Rugg reported that the Londonderry budget process starts soon and that funding for CART should be safe. Annette reported on upcoming meetings with the Londonderry Senior Center. Scott Bogle reported that a decision needs to be made on the FTA cost of contracting provision that could potentially save us money and allow us to provide more service. Coordination with FTA is required on this topic.		
8. Section 5307 Urbanized Area Formula Funding Negotiation - Update	Scott Bogle reported that information with NTS has been shared that the first negotiation session is scheduled for next Thursday.		
9. Executive Director Search – Update	Scott Bogle reported that the job ad is now available on the website and the other locations where it is available were also given. Rick Hartung requested that the website be updated to correctly reflect the status of the Hampstead Shuttle and Annette Stoller reported that a meeting with Laurie Ota is scheduled for 11/05/14. George Sioras reported that one resume has been received in response to the ad. Stephen Campbell reported that Pat Hargreaves requested details of the Guaranteed Ride Home program and George thanked Stephen for his recent newspaper comments.		
10. Other Business	Annette Stoller initiated a brief discussion on 1) a strategic planning retreat, 2) perceived lack of accountability regarding shuttle services and 3) plans to pursue the college ridership market. It was requested that item #1 be placed on the agenda		

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	for the next Board meeting. It was decided that the next Board meeting would be held on 11/25/14 at 3:30PM and the next Executive Committee meeting would be held on 11/05/14 at 3:30PM		
11. Motion to Adjourn	Motion to adjourn by Scott Bogle, seconded by Arthur Rugg. Motion passed unanimously. The meeting was adjourned at 4:38pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
September 23, 2014

The meeting convened at 3:34 pm on September 23, 2014.

Present: George Sioras, Chair (Derry), Rick Hartung (Hampstead), Stephen Campbell (Salem), Leon Goodwin (Salem), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Arthur Rugg (Londonderry), Bob Barrett (Salem), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:34pm. Those present introduced themselves.		
2. Minutes from 08/19/14 Board of Directors meeting	One revision to the minutes was reported. Motion to approve minutes of August 19, 2014 Board of Directors meeting as revised by Leon Goodwin, seconded by Rick Hartung. Motion passed with Arthur Rugg and Bob Barrett abstaining.		
3. Financial Reports	Scott Bogle noted that he had received the following bank balances from the Executive Director who was absent from the meeting: \$47,771.66 (liquid), \$4,470.11 (pass-through), \$4,430.03 (savings). Tim White gave the balances from the three grants currently open.		
4. CART FY 2015 Budget - Discussion	Scott Bogle presented the draft FY 2015 CART budget. He note that it assumes a return to 18 vehicles hours per day of demand response service as well as initiation of ADA Complimentary paratransit for the Salem Shuttle as well as a pilot Emergency Ride Home program. The Executive Director position is increased to full time as of January 1, 2015. Farebox and ride card revenues are projected based on average fare production per service hour during FY 2014 and operating costs for contracted services are projected to increase by three percent. Scott noted the FY2014 financial position reflects the fact that CART is still in the process of catching up on payments to vendors. The budget also assumes level advertising revenues and the numbers do not include the 5310 POS services that are being managed by SNHPC. In response to a question from Tim White, Scott noted that advertising revenues are about \$1200/month net. A discussion of the draft budget then ensued with Scott noting that the \$34,250 assumed for local dues from Derry assumes that they		

	<p>will be headed in the direction of getting back to par with Salem at \$47,000. Scott explained some of the specifics of the Federal income, noting that funding will be required for vehicle replacement and noted that there is a possibility that some match could be received from the State. Stephen Campbell noted that Senator Morse may be helpful in this regard and George Sioras also mentioned previous assistance received from Senator Rausch. Scott noted that FTA 5307 funding from the Nashua Urbanized Area is included in the budget. In response to a question from Leon Goodwin, Scott noted that adjustments to variables such the Emergency Ride Home program, daily vehicle service hours, administrative charges and advertising for a fourth vehicle were all considered in the development of the final budget numbers. A discussion then ensued on the next steps and Stephen Campbell noted that a budget should be in place for 10/01/14. Scott also mentioned that a broker/manager procurement should be completed by the end of March with the documentation ready for FTA review by mid-February. Following further discussion,</p> <p>Motion to approve CART FY 2015 Budget Stephen Campbell, seconded by Arthur Rugg. Motion passed unanimously.</p>		
<p>5. FTA Triennial Review – Summary/Next Steps</p>	<p>Scott Bogle reviewed the timeline for the development of broker-manager contract procurement documents by the end of September, noting that FTA has approved a six month extension. An interagency agreement with MTA for the Salem Shuttle must also be completed. FTA will be sent draft documents and then a meeting will be set up. In response to a question from Rick Hartung, Scott noted that the Derry-Londonderry and Hampstead shuttles are included in the FTA 5310 POS program. In response to a question from Tim White, Scott noted that additional FTA reporting will be due by the end of October.</p>		

<p>6. Municipal Funding Updates</p>	<p>It was noted by Stephen Campbell that funding for CART was approved by the Selectmen and the next step in the process will be the Budget Committee. There will be a deliberative session and during March elections, if the budget fails, there is a default budget.</p>		
<p>7. Section 5307 Urbanized Area Formula Funding Negotiation/Grant NH-90-X195 - Update</p>	<p>Scott Bogle gave a short explanation of how FTA 5307 funding is allocated in NH. For urbanized areas under 200,000 population, funding is allocated by the State. For urbanized areas over 200,000 including the Nashua Urbanized Area, funding must be negotiated between the transit systems, in this case consisting of LRTA, NTS and CART. He added that no party receives any funding until an agreement has been reached. Scott then distributed suggested funding shares for NTS, CART and LRTA. Funding split information has been published in the Federal Register and an initial negotiating session is planned with NTS and LRTA. In response to a question from Stephen Campbell, Scott noted that the \$392,843 allocation for CART reflects the FY 2015 CART budget.</p>		
<p>8. Broker/Manager Procurement - Discussion</p>	<p>Scott Bogle referenced the previous discussion, noting the 2009 documentation. Feedback on the documentation will be received from FTA before the procurement process is initiated.</p>		
<p>9. Executive Director Search – Non Public Session as per Section 91-A:3(b)</p>	<p>George Sioras reminded the group of the Board’s intention to conduct a full and open search for a full-time Executive Director. Following further discussion, Motion to enter into Executive Non-Public Session according to State RSA 91-A:3(b) by Scott Bogle, seconded by Arthur Rugg. The roll call was recorded at 4:35PM and the motion passed unanimously. The Board went into Executive non-public Session to discuss the recruitment process for a full-time Executive Director. Motion to seal minutes of the Executive Non-Public Session by Stephen Campbell, seconded by Leon Goodwin.</p>		

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	<p>The roll call was recorded at 4:45PM and the motion passed unanimously. Motion to leave Executive Session Non-Public Session according to State RSA 91-A:3(b) by Bob Barrett, seconded by Arthur Rugg. The roll call was recorded at 4:46PM and the motion passed unanimously.</p>		
<p>10. Other Business</p>	<p>Scott Bogle reminded the group of the need for an ESNH-Green Cab contract extension, noting that that the current broker-manager contract expires on September 30, 2014. He added that tentative approval has been received from FTA for one additional six-month extension. A short discussion on the current terms with ESNH and Green Cab then ensued. Following this discussion, Motion to 1) authorize a six-month extension to the Broker-Manager contract under current terms or 2) authorize the Executive Director to negotiate a contract extension if negotiation is necessary by Rick Hartung, seconded by Leon Goodwin. Motion passed unanimously.</p>		
<p>11. Motion to Adjourn</p>	<p>Motion to adjourn by Scott Bogle, seconded by Arthur Rugg. Motion passed unanimously. The meeting was adjourned at 4:51pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes - Draft
August 19, 2014

The meeting convened at 3:35 pm on August 19, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Stephen Campbell (Salem), Leon Goodwin (Salem), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:35pm. Those present introduced themselves.		
2. Minutes from 07/15/14 Board of Directors meeting	Two revisions to the minutes were reported. Motion to approve minutes of July 15, 2014 Board of Directors meeting as revised by Scott Bogle, seconded by Nancy Michels. Motion passed unanimously.		
3. Financial Reports	Annette Stoller reported the following bank balances: \$57,783.96 (liquid), \$7,862.11 (pass-through), \$4,429.99 (savings). She added that a drawdown had recently been completed and will provide back-up. Tim White gave the grant balances and Scott Bogle added that Grant NH-90-X175-00 and the Capital and Planning funds for Grant NH-90-X187 have been fully spent. He added that Grant X195, now under FTA review, will take us through July 2015. In response to a question from Leon Goodwin, Annette reported that progress is being made on outstanding debts with a payout of \$32,573 expected in 1-2 days. A drawdown to cover operating expenses for the period April – July 2014 is expected to be completed. Tim White added that, during the recent FTA Triennial Review, CART was commended for catching up on outstanding debts.		
4. FY 2013 Audit – Leone, McDonnell & Roberts	Annette Stoller reported that the Executive Committee had met with the auditors on 08/06/14 and proceeded to give a short summary of the audit. Scott Bogle added that the audit is also required for NTD reporting and for filing the IRS 990 report. He noted a net cash loss on Page 5 as well as purchase of a fourth vehicle in 2012 and loss of local match funding from Windham and Derry. Following further discussion, Motion to approve Greater Derry-Salem Cooperative Alliance for Regional Transportation Independent		

	Auditors' Report for the years ended September 30, 2013 and 2012 subject to noted revisions by Scott Bogle, seconded by Leon Goodwin. Motion passed unanimously.		
5. Triennial Review - Update	Annette Stoller gave a brief summary of the FTA Triennial Review completed on 07/23. Information on the findings and follow-up required was provided by Scott Bogle.		
6. Municipal Funding Update - Salem	Annette Stoller gave an update on the Salem Selectmen's meeting from Monday night and Scott Bogle mentioned the upcoming 08/25/14 meeting on the budget. The town has requested additional information and Stephen Campbell noted that the town's tax rate is down and with that fact and other competing interests, some Selectmen are not fully convinced of the value they are getting from CART. He added that it will be up to the Board to convince them of the need for the service. He also noted that the \$47,000 in local money is less than ten percent of the total budget. Scott Bogle added that one of his takeaways from last night was that there needs to be a better flow of information between CART and the Town. In other municipal updates, it was noted that funding from Londonderry has been received and funding from Chester is expected.		
7. NHDOT 5310 Funding - Update	Tim White reported that the 5310 contract was approved at the 08/06/14 G & C meeting. It was noted that SNHPC will be the Lead Agency for the grant and in response to a question from Annette Stoller, Tim added that CART will continue to be one of the service providers. These grants have been developed through the Region 9 RCC utilizing FTA funding distributed through NHDOT.		
8. Section 5307 Urbanized Area Formula Funding Negotiation/Grant NH-90-X195 - Update	Scott Bogle reported that he had recently spoken to NRPC about scheduling the first negotiation session for 5307 funding. He gave a short summary of how 5307 funding is allocated in NH and added that funding must be negotiated between LRTA, NTS and CART. Scott then distributed FTA FFY 2014 apportionment data. It is anticipated that this year's		

	<p>negotiation will be more straightforward than the previous one due to changes in personnel. Annette Stoller remarked on the status of Grant NH-90-X-195 and Scott mentioned that the funding will be transferred from the FTA 5317 program to 5307. In response to a question from Stephen Campbell, Scott noted that funding last year was about \$200,000.</p>		
<p>9. Executive Director Search – Non Public Session as per Section 91-A:3(b)</p>	<p>George Sioras reminded the group of the Board’s intention to conduct a full and open search for a full-time Executive Director. Recapping a related meeting held before the regular Board meeting, George added that the plan was to have a job description/ad for the first week in September. Following further discussion, Motion to enter into Executive Non-Public Session according to State RSA 91-A:3(b) by Nancy Michels, seconded by Rick Hartung. Motion passed unanimously. The Board went into Executive non-public Session to discuss the recruitment process for a full-time Executive Director. Motion to leave Executive Session Non-Public Session according to State RSA 91-A:3(b) by Rick Hartung, seconded by Stephen Campbell. Motion passed unanimously.</p>		
<p>10. Broker/Manager Procurement - Discussion</p>	<p>Scott Bogle noted that a finding from the recent FTA Triennial Review focused on the need to develop a procurement process for the CART Broker/Manager contract. The process will also have to deal with how CART manages taxi companies. In response to a question from Leon Goodwin, Scott noted that the Executive Committee will likely take a first cut at an advertisement for a Broker/Manager. Tim White stressed the importance of this document in that it must spell out the perceived future operating model for CART.</p>		
<p>11. Other Business</p>	<p>Annette Stoller noted, based partially on feedback received from the Salem selectmen, the need for marketing and advertising the CART brand. A discussion then ensued</p>		

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	<p>regarding where marketing should be focused and Rick Hartung suggested Cathy Walton from Salem and Leon Goodwin agreed to set up a meeting. The benefits of cable access TV for these purposes of also stressed. George Sioras noted the schedule change for future Board meetings to the fourth Tuesday of the month which would put the next meeting on 09/23/14 at 3:30PM.</p>		
<p>12. Motion to Adjourn</p>	<p>Motion to adjourn by Stephen Campbell, seconded by Rick Hartung. Motion passed unanimously. The meeting was adjourned at 5:38pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 July 15, 2014

The meeting convened at 3:36 pm on July 15, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Arthur Rugg (Londonderry), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:36pm.		
2. FY 2013 Audit – Leone, McDonnell & Roberts	Annette Stoller reported that the auditors would not be attending the meeting tonight but she would be meeting with them in two days.		
3. Minutes from 05/20/14 Board of Directors meeting	Those present noted two revisions to the minutes. Motion to approve minutes of June 20, 2014 Board of Directors meeting as revised by Scott Bogle, seconded by Nancy Michels. Motion passed with one abstention.		
4. Bank Balances	Annette Stoller reported the following bank balances - \$42,028.77 (liquid account), \$165.11 (pass-through savings), \$4,429.00 (regular savings).		
5. FTA Grant Balances/5317 Grant Application	Tim White reported the balances for the four open FTA grants. He added that grant NH-90-X195-00 was submitted to FTA about two weeks ago. It has not yet been obligated and therefore is not yet available for drawdown.		
6. Triennial Review - Update	Annette Stoller reported that the FTA Triennial Review is scheduled for 07/22 and 07/23 at the CART offices. Scott Bogle noted some of the items that are still being worked on, including: 1) the ADA Paratransit Plan for the Salem Shuttle; 2) 3-5 year financial plan and 3) FTA reporting. Scott added that the last financial plan was developed for the period through 2016. He also noted that a summary listing including direction for Triennial review preparation has been received from FTA.		
7. ADA Complimentary Paratransit for Salem Shuttle	Scott Bogle distributed materials for the paratransit plan, noting that we originally had thought that such a plan was not required for the Salem Shuttle, but we learned during the Triennial Review workshop that, because the service had to be designated as fixed route in order for CART to continue to qualify for certain FTA funding, the Plan was required. The		

	<p>service need only be available during the times when the shuttle is operating or about 15 hours per week. An analysis utilizing data from ESNH was completed to determine the service area. Normally the trip origin and destination points for the service would be 0.75 miles, but because the service already deviates up to 0.25 miles, we anticipated that FTA will require ADA service within one mile of the shuttle route. Eligibility is based not just on disability but also on a doctor's assessment of an individual's functional ability to ride a fixed route bus. Different from CART demand response service, riders can request next day service and must be accommodated although there is flexibility to negotiate ride times. As the fare for the service can only be up to 2 times the fixed route base fare, there will be no charge, although 80/20 funding can be used to run the service. There are also differences in how no-shows and late cancellations are calculated. Scott added that meetings with ESNH and MTA on the service have been held. For coordination purposes, eligibility determinations and rider requests will come through the CART call center at ESNH even when MTA is operating the service. This is an element that will have to be added to the new CART operations contract. Scott distributed eligibility materials that were designed using MTA's materials as a template. Following further discussion,</p> <p>Motion to authorize the Executive Director, with input from the Executive Committee, to establish an ADA Paratransit program for the Salem Shuttle route deviation service with policies and outreach materials to be developed for review at the FTA Triennial Review site visit on July 22-23, with service to begin in August by Tim White, seconded by Arthur Rugg. Motion passed unanimously.</p>		
<p>8. NHDOT 5310 Funding - Update</p>	<p>Tim White reported that the Region 9 SFY 2015 5310 grants</p>		

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	<p>have been delayed at NHDOT. It is now hoped that the second year contracts will be executed such that the new projects will begin in August. In response to a question from Annette Stoller, Tim and Scott Bogle explained that these grants have been developed through the Region 9 RCC utilizing FTA funding distributed through NHDOT.</p>		
<p>9. Municipal Funding Update - Salem</p>	<p>Annette Stoller and Arthur Rugg noted that funding from Londonderry is anticipated to be received soon and additional funding is also expected from Chester. A discussion then ensued regarding the current situation with Salem. A meeting with Salem officials was recently held where funding for CART was discussed. Richard Hartung emphasized the importance of keeping in touch with these officials and Scott Bogle added that getting concise information on CART into the hands of these officials is also important. Riders will have to be recruited to attend an upcoming Salem Selectmen’s meeting on 08/04/14.</p>		
<p>10. Section 5307 Urbanized Area Formula Funding Negotiation - Update</p>	<p>Scott Bogle noted that he spoke with Tim Roache from NRPC about scheduling a first negotiating meeting. It is anticipated that the process will be smoother this time around as many of the players from NTS/Nashua have changed.</p>		
<p>11. Other Business</p>	<p>Annette Stoller emphasized the importance of the 08/04/14 meeting in Salem and she also mentioned mechanical issues with two CART vehicles. It is anticipated that the local match for the repairs could be \$2-3 thousand per vehicle. Scott Bogle also added that he felt that one more extension of the call center/operations contract will likely be required from FTA. We will develop a process to put out for a new contract based on feedback during the Triennial Review for service starting 10/01/14.+</p>		
<p>12. Motion to Adjourn</p>	<p>Motion to adjourn by Rick Hartung, seconded by Nancy Michels. Motion passed unanimously. The meeting was adjourned at 4:41pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
June 24, 2014

The meeting convened at 3:35pm on June 24, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Leon Goodwin (Salem), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:35pm.		
2. Minutes from 05/20/14 Board of Directors meeting	Motion to approve minutes of May 24, 2014 Board of Directors meeting by Scott Bogle, seconded by Rick Hartung. Motion passed unanimously.		
3. Bank Balances	Annette Stoller reported the following bank balances - \$45,528.00 (liquid account), \$9866.00 (pass-through savings), \$4,429.00 (regular savings). She reported that payment in the amount of \$7,500 was due to MTA and \$26,000 would be received from Londonderry in mid-July and additional payment for the quarter would be forthcoming from Derry. George Sioras added that the check was cut 2 weeks ago and Derry is up to date on payments. In response to a question from Scott Bogle, Annette reported that Chester has been billed and she added that another drawdown should be done next week. Scott requested that the Executive Director prepare a financial statement to be included with the meeting materials beginning for the next Board meeting.		
4. FTA Grant Balances/5317 Grant Application	Tim White reported the balances for the four open FTA grants. In response to a question from Leon Goodman on timing of payments, Scott Bogle reported that about \$53,000 would be needed to pay the capital component of the April/May/June billings. Additionally, Scott reminded the group that CART is now eligible for and must apply for the FTA 5317 grant funds.		
5. Triennial Review - Update	Scott Bogle reported on the status of the elements needed for the July Triennial Review, including: 1) Drug & Alcohol Program 2) FY 2013 NTS reporting which is now in place 3) CART Procurement Manual 4) ADA Paratransit Plan for Salem Shuttle (Scott distributed similar materials from the MTA plan) 5) 3-5 year financial plan 6) monthly balance sheet/financial statements 7) ECHO drawdown documentation		

	8) ECHO spreadsheets		
6. CART Drug & Alcohol Policy - Update	<p>Scott Bogle reported that an update has been completed to the CART Drug & Alcohol Policy which first went into effect in 2010. He distributed copies of the plan, noting the language on Page 14 which has been added to the pre-employment testing section. Following further discussion,</p> <p>Motion to approve June 24, 2014 CART substance Abuse Policy by Rick Hartung, seconded by Leon Goodman. Motion passed unanimously.</p>		
7. ADA Compliant Paratransit - Salem	<p>Scott Bogle reported on the ADA plan for the Salem Shuttle, noting that originally CART was under the impression that a plan was not needed, but it now understood that the current service does not meet ADA requirements. He continued to present the details of the analysis required to determine the scope of the service, noting that there is a need to ensure that the resources are available to offer the service. The service need only be available during the times when the shuttle is operating. Coordination with MTA and ESNH will be required to direct the incoming calls and ensure capacity. There is no restriction on trip purpose for the service, which is billed at 80/20. It is hoped that materials outlining the service will be presented at the July Board meeting.</p>		
8. NHDOT 5310 Funding - Update	<p>Tim White reported that the Region 9 SFY 2015 5310 grants have been delayed at NHDOT. It is now hoped that the second year contracts will be executed such that the new projects will begin in August.</p>		
9. Municipal Funding Update - Salem	<p>Annette Stoller and Leon Goodman discussed the current deliberations of the Salem Selectmen regarding the future of CART in the Town. Leon noted that they consider \$47,000 to be a lot for funding one agency and they have a goal of a one percent tax increase. Annette noted that there is a meeting being scheduled with a rep from the Selectmen and Town Manager for next week. Scott Bogle and Leon discussed the data presented at the last meeting with Leon adding that the</p>		

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	Selectmen realize that are three different CART services in the Town. Complaints about the service were also discussed. Scott noted the importance of using local resources such as cable TV to educate people about CART and find out what type of services they do want. It was noted that the budget goes to the Board in late August.		
10. Section 5307 Urbanized Area Formula Funding Negotiation - Update	Scott Bogle briefly noted discussions regarding the start of negotiations with NRPC.		
11. FY 2013 Audit - Update	Annette Stoller reported that the audit is nearly completed and to date there have been no issues.		
12. CART Staffing – Full-time Transition	<p>George Sioras noted that discussions on this item began at the May Executive Committee meeting and he noted that it is the intention of the Board to conduct a full and open search for a full time Executive Director. Annette Stoller noted that with the number of hours she is working now she is basically serving as full time staff. Following further discussion,</p> <p>Motion to enter into Executive Non-Public Session according to State RSA 91-A by Tim White, seconded by Nancy Michels. Motion passed unanimously.</p> <p>The Board went into Executive non-public Session to discuss the recruitment process for a full-time Executive Director.</p> <p>Motion to leave Executive Session Non-Public Session according to State RSA 91-A by Rick Hartung, seconded by Nancy Michels. Motion passed unanimously.</p> <p>Once entering back into public session, the Board reiterated its intention to conduct a full and open search for a full time Executive Director. It was noted that a Search Committee consisting primarily of the Executive Committee has been formed and it was their intention to advertise the position on 08/01/14. It was also noted that a performance review should be conducted for the current Executive Director, who should not be involved in the search process.</p>		
13. Other Business	In response to a question from Rick Hartung, Scott Bogle		

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	<p>noted that the issue of how to invoice the local match on the 5310 POS administrative charges has not been resolved with ESNH. Tim White noted that he was intending to discuss this issue with ESNH in order to get it resolved before the start of the SFY 2015 contract. The timing for the process of renewing the call center contract was also discussed.</p>		
<p>14. Motion to Adjourn</p>	<p>Motion to adjourn by Scott Bogle, seconded by Rick Hartung. Motion passed unanimously. The meeting was adjourned at 5:39pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes - Draft
 May 20, 2014

Scott / Rick

The meeting convened at 3:37pm on May 20, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Leon Goodwin (Salem), Art Rugg (Londonderry), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
1. Attendance	The meeting was called to order at 3:37pm.		
2. Minutes of 4/15/14	<p>Those in attendance reviewed the minutes and in response to a comment from Scott Bogle, a discussion took place regarding a sentence (<i>Natalie enquired as to whether this ruling would be subject to a vote of the Board and Scott replied no.</i>) from Agenda Item #4 on Page Two of the minutes. It was noted that there has been an effort for some time now to have member communities appoint members to the Board through completion of a letter designed for that purpose. Scott noted that the statement in the 04/15/14 minutes was based on an understanding that Natalie had not been appointed to the Board and he enquired as to if the other members felt that the minutes should be revised to reflect this. He then continued on to summarize the discussion that had taken place on the subject during the 04/15/14 Board meeting. Nancy Michels noted that it must also be remembered that many of the other sitting members of the Board had also not been appointed officially by towns in the fashion that was now being pursued. With regards to the minutes, it was noted by Tim White that there is a column in the document for follow-on notes that could be utilized in this case to 1) reflect Scott's comment and 2) leave that portion of the minutes unaltered. Following further discussion,</p> <p>Motion to approve minutes of April 15, 2014 Board of Directors meeting as revised to include comment on Agenda Item #4 by Scott Bogle in the Follow-On column by Art Rugg, seconded by Rick Hartung. Motion passed unanimously.</p>	Statement in italics from 04/15/14 minutes reflects an assumption that Natalie Avila was not a member of the Board of Directors.	

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<p>3. Update on Triennial Review</p>	<p>Scott reported that the second installment of the Grantee Information Request and Review Package for the July FY 2014 CART Triennial Review had been submitted to Sue Chapple. He distributed the document to those in attendance and explained that this was a follow-up to the first installment that had been submitted last month. Scott mentioned that the exercise has also been instrumental in identifying CART policies that will need to be updated in advance of the actual review in July. Tim White said that one of the most notable of these policies would be the ADA Complementary Paratransit program for the Salem Shuttle. Following further discussion, Annette Stoller requested that the minutes reflect the Board's thanks and appreciation to Scott for all his work in completing this assignment.</p>		
<p>4. Update on NTD Report</p>	<p>Scott Bogle reported that the required CART NTD reporting for FY 2013 has been completed and submitted to FTA. He added that the reporting is used by FTA as the basis for the development of funding apportionments by FTA. Now that the FY 2014 apportionments have been released by FTA, CART is now free to negotiate an agreement with NTS on distribution of Section 5307 Urbanized Area Formula funding, hopefully beginning in June.</p>		
<p>5. Update on NHDOT 5310 funding</p>	<p>Tim White reported that work on the SFY 2015 FTA 5310 POS and Formula Funding for Region 9 has almost been completed. He added that the Region 9 RCC has met twice over the past couple of weeks in order to finalize the information need for the grant application. Scott Bogle added that because the SFY 2015 program is an extension of the current contract no Region 9 funds will have to be returned and the current projects will be able to carry on. The SFY 2015 Region 9 program will include a continuation of using POS funding for the Derry-Londonderry and Hampstead shuttles and the Formula Funding will be used to continue the taxi voucher program and begin the Salem Caregivers</p>		

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	volunteer driver program. Formula Funding will also be utilized to enhance RNMOw service to the Vic Geary Center and provide additional call center support for the POS shuttle programs. Tim White also reported that SNHPC will be taking on the role of Lead Agency for the Region 9 projects.		
6. Update on 5% question	Annette Stoller reported that progress is being made on a solution to documenting responsibility for payment of the twenty percent local match portion of the five percent administrative fees included in the current Region 9 POS contract with NHDOT. Discussions have been held with ESNH, who do not feel that they are responsible for payment of the match, on how to resolve this issue. A discussion then ensued on alternatives for resolving the issue.		
7. Grant Balances	Tim White provided figures on funds remaining in the four open CART FTA grants and offered to provide this information in writing to those in attendance. Scott Bogle added that CART is also entitled to about \$220,000 in New Freedoms funding and he offered to provide grant information to Leon Goodwin.		
8. Bank Funds	Annette Stoller provided information to the Board on balances for current bank accounts including the regular and pass-through checking accounts and the savings account.		
9. Audit progress	Annette Stoller brought the group up to date on the FY 2013 audit, noting that she is working on obtaining one more required item.		
10. Report on Health Fairs	Annette Stoller reported on health fairs sponsored by the Londonderry/Derry and Salem chambers of commerce that she had recently attended. She added that she would be assessing the utility of CART continuing attendance at these events. A short discussion then ensued regarding an activity recently conducted on Derry public access television.		
11. Municipal Funding Update	Annette Stoller reported that \$7,500 had recently been received from Derry and they had been sent the data that they		

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	<p>requested. Payment has also been received from Chester and Leon Goodwin reported that a check for \$47,000 from Salem is being prepared for delivery. Payment from Londonderry in the amount of \$26,000 is also anticipated by July, 1st. George Sioras noted that the Derry budget will be voted on tonight and it was also reported by Art Rugg that the Londonderry budget has also been approved.</p>		
<p>12. Other Business</p>	<p>There was no other business.</p>		
<p>13. Motion to Adjourn</p>	<p>Motion to adjourn by Nancy Michels, seconded by Art Rugg. Motion passed unanimously. The meeting was adjourned at 4:30pm.</p>		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes - Draft
 April 15, 2014

The meeting convened at 3:35pm on April 15, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Natalie Avila (Green Cab), Art Rugg (Londonderry), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
Call to Order/Introductions	The meeting was called to order at 3:35pm.		
1. Minutes From 2/25/14 BOD Meetings	Motion to approve minutes of March 18, 2014 CART Board of Directors meeting by Rick Hartung, seconded by Nancy Michels. Motion passed with one abstention.		
2. Financial Report	Annette Stoller reported on a recent \$27,000 payment to MTA and added that payments are also planned to ESNH. In response to a comment from Annette that billing was up to date, Scott Bogle reported that actually, contractors have yet to be paid for invoices submitted since October 1, 2013. He added that FY 2013 payments to ESNH were recently closed out in order to complete an audit. He added that we are now working on FY 2014 payments and met last week with ESNH on this issue and agreed to pay them for October and November within the next one and one half weeks. Additional payments will be made when contributions are received from Hampstead, Salem and Chester. The recently completed cash flow projections indicate that we should not be going into debt. Annette Stoller reported in response to a question from Rick Hartung that Hampstead has been billed.		
3. CART Conflict of Interest Policy	Conflict of Interest forms were distributed to those in attendance and they were signed.		
4. Town Designations (From)	Annette reminded those in attendance that CART needs an official designation for each sitting town member of the Board. Natalie Avila asked for clarification regarding her status on the Board and Annette noted that she had received word from FTA that they would consider having a CART service provider on the Board to be a conflict of interest. Scott Bogle added that he had recently had a discussion with an attorney from Donahue, Tucker & Ciandella, currently serving		

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	<p>as CART's attorneys. They reviewed CART's Conflict of Interest policy and relevant RSAs. As a result of this review, they recommended strongly against having an Interested Party (such as a contractor to CART) seated on the board. Scott added that they noted that the procedures for dealing with conflict were intended for periodic one-time conflicts and not for standing contracts such as in this case. In addition to issues regarding the potential for interested parties to sway other board members, it was also noted that, in instances like this, if the amount is over \$5000, the Division of Charitable Trusts at the AG's office would have to be notified. As a result, non-profit organizations where this occurs would be in for additional scrutiny. Additionally, if a contract with an Interested Party is over \$5,000, we would need to post a legal ad disclosing the contract parties and amount and the board relationship. Donahue, Tucker & Ciandella's view was that notices like this tend to create a public perception of conflict and erode public trust. Natalie enquired as to whether this ruling would be subject to a vote of the Board and Scott replied no. Natalie noted that her name was on the CART website as being a Board member. Scott noted how CART had previously gone to great lengths to recruit members from Derry and commended Natalie for her willingness to serve, noting that her input was valuable to CART regardless of her standing on the Board. He added that the information on the website had been inaccurate and that it had already been corrected. Nancy Michels asked if the conflict of interest policy was consistent with the State RSA's for non-profits and Scott replied that it was. Natalie expressed her disappointment with the decision of the Board and left the meeting.</p>		
<p>5. NHDOT Section 5310 Funding Solicitation</p>	<p>Scott Bogle reported that NHDOT had recently announced the availability of SFY 2015 funding for the FTA 5310 Purchase of Service and Formula-Funded programs designed to provide</p>		

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	<p>transportation for seniors and the disabled. He added that funding for both programs is made available by NHDOT through the State Regional Coordination Councils. CART, acting as Lead Agency for the Region 9 RCC, is currently participating in a process designed to select projects for SFY 2015. Applications are due 05/15/14 and the Region 9 RCC met last week to begin this process and will meet again on 04/28/14. Currently, the program of projects consists of about \$94,000 in POS funding for two shuttle services and a taxi voucher program. The Region 9 RCC is currently considering shifting funding of the taxi voucher program to the Formula-Funding program as it is already being operated utilizing a 50% local match.</p>		
<p>6. Triennial Review Update</p>	<p>It was reported that the Executive Director and RPC staff are currently preparing the CART's FTA Triennial Review scheduled for 07/22/14 and 07/23/14. Scott Bogle described the process and purpose of the FTA Triennial Review and added that a new procedure for this time around is that agencies are now being required to submit materials to FTA on advance of the review and the deadline for submission of the first set of materials is this Friday. Scott added that FTA will be aware of the fact that CART existed for some time without staff. Scott noted this and the fact that FTA is also aware that CART has been trying to establish fixed route service and is now just recently receiving funding from the Nashua Urbanized Areas. These recent developments will undoubtedly mean that changes in CART's procedures will be required as a result of the review.</p>		
<p>7. Municipal Funding Update</p>	<p>The Chair noted that this agenda item had been discussed earlier in the meeting.</p>		
<p>8. FTA 5311 Letter of Interest</p>	<p>Tim White reminded the Board that last Fall he had updated them on an SPR project being conducted by SNHPC. The project involved developing a service link between the CART and MTA systems. He noted that a work session had been</p>		

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	<p>held in December with representatives of Derry, Londonderry, MTA, CART and the RPCs and as a result of this meeting and a follow-up work session with MTA, a conceptual alternative for a Mall Express Bus between the Mall of NH and the Mall at Rockingham Park had been developed including schedule, operating and capital costs. He added that a letter of interest for obtaining FTA Section 5311 (f) funding for the service had been submitted to NHDOT. Following additional discussions between NHDOT and MTA, a combination of FTA 5307 and 5339 funding for the service is now being pursued.</p>		
<p>9. FTA Appropriations</p>	<p>The Chair noted that this agenda item had been discussed earlier in the meeting.</p>		
<p>10. JARC Grant</p>	<p>Annette Stoller noted that she was awaiting word from FTA on materials submitted regarding this grant.</p>		
<p>11. New Business</p>	<p>Annette Stoller distributed a letter to the Board requesting that additional hours be added to her contract to enable her to deal with the current demands of the position. Following further discussion, Motion to enter into Executive Session according to State RSA 91-A by Scott Bogle, seconded by Art Rugg. Motion passed unanimously. The Board went into Executive Session to discuss the request from the Executive Director. Motion to leave Executive Session according to State RSA 91-A by Art Rugg, seconded by Nancy Michels. Motion passed unanimously. Once entering back into public session, the Board discussed the issue of the contract terms with the Executive Director. Following further discussion, Motion to amend Executive Director's contract to 29 hours per week for a period not to exceed 120 days by Scott Bogle, seconded by Art Rugg. Motion passed unanimously. Following the motion, a discussion on the evening's meeting</p>		

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	with the Londonderry Elder Affairs Committee took place.		
12. Meeting Adjourn	Motion to adjourn by Rick Hartung, seconded by Art Rugg. Motion passed unanimously. The meeting was adjourned at 5:27pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes - Draft
 March 18, 2014

The meeting convened at 3:40pm on March 18, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Scott Bogle, Vice Chair (RPC), Nancy Michels (Londonderry), Leon Goodwin (Salem), Art Rugg (Londonderry)

Item	Discussion	Follow On	Timing
1. Call to Order/Introductions	The meeting was called to order at 3:40pm. Annette Stoller noted that there was no agenda for the meeting.		
2. Minutes From 2/25/14 BOD Meetings	Motion to approve minutes of February 25, 2014 CART Board of Directors meeting by Nancy Michels, seconded by Rick Hartung. Motion passed unanimously.		
3. Financial Report	Annette Stoller reported that there is approximately \$43,946 in the checking account, \$53,889 in the pass-through checking account and \$5,430 in the savings account. She noted a drawdown was just done to close out FY13 reimbursements from FTA, including billings to Easter Seals and MTA, as well as reimbursing CART for administrative expenses paid with local funding for January-September 2013. The next drawdown will be for October and November 2013 expense reimbursement.		
4. Hampstead Shuttle	Annette provided a summary of the successful press event to launch the Hampstead Shuttle, held on Monday March 10 th at Hampstead Town Hall. An article ran in the Union Leader, and a very good video piece was produced for Hampstead Community Television. The event was attended by two of the three Town Selectmen, as well as members of the press and Town staff. Annette complimented Laurie Ota for her work to put together and promote the event.		
5. Londonderry Complaints	Annette described the contents of a brief article that ran in the Londonderry Times following the last meeting of the Londonderry Elder Affairs Committee in which a staff person at the Londonderry Senior Center asserted that attendees at the senior center had had difficulty scheduling CART rides, and that she had been unable to reach Annette. Annette noted that she had returned a call from Bonnie Ritvo, the staff person, left a message and had heard nothing further. Annette had		

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	asked ESNH to conduct a survey of Londonderry riders to get their feedback. As of 3/14, seventeen Londonderry riders had been interviewed thus far, and reported a high degree of satisfaction with CART service. Annette noted the next meeting of the Elder Affairs Committee is immediately after this CART board meeting, and she and Scott Bogle would go and report on the survey findings and respond to questions.		
6. Easter Seals NH Operations Oversight Review & Call Center Review	Annette reported that she had conducted an oversight review of ESNH call center and vehicle operations. She met with Fred Roberge and members of his staff on 3/13/14. She was pleased with the results.		
7. Municipal Funding Report	Annette reported that CART funding had been approved at Town Meeting in Salem and Hampstead, and she was submitting invoices for the approved amounts. Both towns typically pay their annual total in one lump sum following budget approval in March. She has submitted for the next quarterly payment from Derry, and is in contact with Town staff in Chester to collect the Town's annual contribution.		
8. FTA Site Visit & Site Review Meeting	Annette reported that she, Scott and Tim had met with Sean Sullivan from FTA Region 1 on 3/5/14 to go over questions around periodic reporting on grants as well as rebudgeting the JARC grant originally awarded for Preventive Maintenance (PM) on the proposed Derry-Salem fixed route. That service has never launched for lack of local match, and there is an opportunity to rebudget the funds to use for PM/Mobility Management expenses elsewhere in the CART system. Also, Sean is setting up a site visit for 3/24/14 with several members of FTA Region 1 and NHDOT staff, to discuss CART's current staffing and financial situations. There is concern at FTA about CART's current financial outlook and technical capacity. Scott, Tim and George will also attend on behalf of the Board, as will Fred Roberge for ESNH and Mike Whitten for MTA. This should provide useful guidance in preparation for CART's second Triennial Review this summer. Annette		

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	clearing a population threshold of 1000 people in the CART service area, CART is developing a Language Implementation Plan to identify key documents that should be provided in Spanish translation. The Title VI Notice to the Public will be posted in all CART vehicles, on the website, and at the Call Center and CART offices. Discussion ensued on the implications of this. Scott noted that the Board must adopt the Title VI Program Plan, and made a motion to that affect. Seconded by Rick Hartung. Motion passed unanimously.		
12. Green Cab Short Term Extension	Annette reported that she had executed an extension of Green Cab's contract at current rates through June 30, 2014, as authorized by the Board at the previous meeting.		
13. New Business	There was no new business.		
14. Meeting Adjourn	Motion to adjourn by Scott Bogle, seconded by Rick Hartung. Motion passed unanimously. The meeting was adjourned at 5:25pm.		

Minutes Respectfully Submitted by Scott Bogle

CART Board Meeting Minutes - Draft
January 21, 2014

The meeting convened at 3:50pm on January 21, 2014.

Present: Annette Stoller, Executive Director, George Sioras, Chair (Derry), Rick Hartung (Hampstead), Scott Bogle (RPC), Nancy Michels (Londonderry), Natalie Avilla (Green Cab), Tim White, Secretary (SNHPC), David Verno (Leone, McDonnell & Roberts)

Item	Discussion	Follow On	Timing
1. Call to Order/Introductions	The meeting was called to order at 3:50pm. Annette Stoller noted that there was no agenda for the meeting.		
2. FY 2013 Audit – Leone, McDonnell & Roberts	David Verno of Leone, McDonnell & Roberts was present to discuss the upcoming FY 2013 audit with the Board. He noted that this would be the third audit done by the firm for CART and he discussed the Federal audit requirements. Scott Bogle noted that CART will not be receiving grants over \$500,000 and CART would continue to file its own Form 990. David added that this year's audit will likely be done in about a month or a month and a half and asked when they should begin. Scott noted that the process should begin in about two weeks. David noted that an engagement letter will be sent and asked if there would be any particular issues with regards to the audit. Annette Stoller noted that in the past there has been difficulty in locating some documentation and Scott gave some history behind administrative changes to CART during the past two years. In response to a question from Nancy Michels, David noted that they usually bill for services according to a fixed fee that will be explained in the engagement letter. David added that it is favorable that the audit can be done outside of regular tax season. A discussion then ensued regarding the need for an extension for filing the form 990. Scott also noted the need to complete FTA NTD reporting for the end of January.		
2. Minutes From 11/19/13 BOD Meetings	Motion to approve minutes of November 19, 2013 CART Board of Directors meeting as amended by Nancy Michels, seconded by Rick Hartung. Motion passed unanimously.		
3. Financial Report	It was noted by Annette Stoller that she has obtained a new computer for the office. She added that there is approximately \$45,000 in the checking account, about \$3,200 in the pass-		

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	<p>through checking account and about \$5,000 in the savings account. A discussion then ensued on the need to complete another FTA draw-down. This Thursday afternoon was suggested as a possible meeting date for Annette, Scott and Tim White to complete this. In response to a question from Scott, Annette confirmed that there is about \$45,000 in match eligible funding available. Annette noted that one of the vehicles had sustained damage and would be off the road for about two weeks. Scott suggested it would not be necessary to contact the advertising company concerning a period of this length.</p>		
<p>4. Derry Human Services Committee</p>	<p>George Sioras noted the upcoming meeting with the Derry Human Services Committee next Tuesday January 28th at 2:15PM at the Derry Municipal Center to go over the CART budget request with them. It was suggested that Fred Roberge be invited to the meeting.</p>		
<p>5. Hampstead Shuttle</p>	<p>In response to a question from George, Rick Hartung noted that he was under the impression that the roll-out for the Hampstead Shuttle would be initiated during the second or third week of February. George suggested that a ribbon-cutting ceremony on February 18th would coincide with the date of the next BOD meeting and Scott noted that the service would be Monday, Wednesday and Friday. It was agreed to plan for the date of 02/24/14 pending coordination with ESNH and Laurie Ota.</p>		
<p>6. Other Business</p>	<p>Tim White noted the notice of availability of the final FTA Urbanized Area Formula Program Circular in the Federal Register last week. He also mentioned three upcoming webinars on the next version of the FTA TEAM Grant System (TrAMS). He agreed to send out the information on both items to the Board.</p> <p>Scott noted that NTS and LRTA have still not come to an agreement on the FTA 5307 apportionment and he added that he was under the impression that FTA Region 1 was to contact</p>		

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	<p>the parties involved to resolve this. It was agreed that Sean Sullivan should be contacted concerning this and Scott added that it should not appear that CART is attempting to force a resolution to the issue. He also added the importance of getting the issue resolved with the pending FY 2014 appropriations due for release. Scott also mentioned the availability of New Freedoms funding and the need to update CART's Title VI documentation. It was further noted that, in the absence of Peggy Griffin at Region I, Rebecca Rand of FTA Region VII was the contact for this.</p> <p>Scott raised the issue of contract extensions for ESNH and Green Cab and Natalie Avila noted that Green Cab, as they have not received an increase since 2014, was looking for an increase to \$33/hr. from \$31/hr. In response to a follow-up question from Scott, Natalie noted that as of 12/31/13, Green Cab is out of contract. A discussion on a course of action then ensued and the possibility of a two-month extension with both ESNH and Green Cab was discussed. It was noted that the issue should be discussed at a meeting of the Executive Committee as soon as possible and potential dates were noted. Following further discussion,</p> <p>Motion to extend current contracts and terms with ESNH and Green Cab for sixty days effective 01/01/14 by Rick Hartung, seconded by Nancy Michels. Motion passed unanimously.</p>		
<p>7. Meeting Adjourn</p>	<p>Motion to adjourn by Scott Bogle, seconded by Rick Hartung. Motion passed unanimously. The meeting was adjourned at 5:31pm.</p>		

Minutes Respectfully Submitted by Tim White