

CART Board Meeting Minutes  
December 1, 2015

The meeting convened at 3:30 pm on December 1, 2015.

Present: George Sioras, Chair (Derry), Stephen Campbell (Salem), Mark Nelson, (Executive Director), Nancy Michels (Londonderry), Rick Hartung (Hampstead), Jennifer Lague (Derry), Richard Tripp (Derry), Scott Bogle (RPC), Shelli Scott (Chester), Art Rugg (Londonderry), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 3:34pm.		
<b>2. Minutes from 10/27/15 Board of Directors meeting</b>	<b>There was one revision to the minutes. Motion to approve minutes of 10/27/15 Board of Directors meeting as revised by Art Rugg, seconded by Stephen Campbell with Jennifer Lague and Richard Tripp abstaining.</b>		
<b>3. Financial Reports</b>	Mark Nelson distributed copies of the October 2015 Financial Statements noting that revenues and expenses are on track. Municipal contributions are also on track as Salem and Hampstead, who are on a financial calendar year (January-December), will be billed early in the New Year, likely in March. Mark added that he is working on the information that Derry requires along with their invoice. He also reviewed the bank account balances and the open FTA grants. The checking account balance will be substantially reduced when ESNH cashes a check that has been against on it.		
<b>4. Region 9 FTA 5310 Contract</b>	Mark Nelson reported that the FTA 5310 projects are progressing. He added that Green Cab has moved to a new location in Londonderry.		
<b>5. CART Auditor Solicitation - Update</b>	Mark Nelson reported that the new auditor, F.G. Briggs of Manchester, is now on board. They are a DBE contractor. They will shortly be looking for documentation to conduct the audit.		
<b>6. CART Board of Directors – Welcome to the new Derry Members</b>	Mark Nelson welcomed Jennifer Lague and Richard Tripp who are the new Board members for Derry. They both reported that they are happy to be on the Board and Richard complimented Mark on the presentation that he recently gave to the Rotary Club of Derry.		
<b>7. CART Employee Agreement - Update</b>	Mark Nelson reviewed the work he has been doing on proposed changes to the clauses of his employee agreement		

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	<p>with CART, reminding those in attendance that, as he is currently the only CART employee, check and balances are required. He added that a first draft has been sent to the Executive Committee and he outlined those items that need to be addressed in the agreement. The next steps in the process should be Executive Committee review and a subsequent meeting to discuss the changes, likely concurrent with the Executive Director’s performance review in January. In response to a question from Richard Tripp, Mark noted that a methodology for tracking sick days should be included in the document. Richard expressed interest in participating in this process and George Sioras identified the current members of the Executive Committee that includes himself, Scott Bogle, Rick Hartung and Tim White.</p>		
<p><b>8. Parkland Medical Center – Bus Wrap</b></p>	<p>Mark Nelson reminded the group about his agreement to be signed in January with Parkland Hospital to wrap the fourth CART vehicle. The agreement came about from a meeting with the Parkland CEO at a recent health fair. The other three CART vehicles are wrapped and we receive a portion of the advertising revenue from these through our agreement with ATA.</p>		
<p><b>9. Municipal Funding Updates</b></p>	<p>A discussion ensued on the Londonderry Senior Affairs Committee meeting that Mark Nelson recently attended with Fred Roberge and Maureen Gage from ESNH. The purpose of their attendance was to address concerns raised by Councilor Green and Bonnie Ritvo, who is a member of the Committee. Mark reported that she and Councilor Green did not attend the meeting. Mark noted that the meeting was attended by the Town Manager and CART appears to have the full support of the Town. Art Rugg, who also attended the meeting, distributed the 11/26/15 Londonderry Times article on the meeting. Mark noted that he will get together with the Committee on an annual basis to stay in touch and avoid further problems. Scott Bogle noted that a similar process is</p>		

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	<p>underway with the Salem Senior Center and Leon Goodwin added that he will be working to advertise the meeting. Shelli Scott also reminded the group about the work that Mark is currently doing with the Chester Council on Aging.</p>		
<p><b>10. Other Business</b></p>	<p>Mark Nelson reported that he, Scott Bogle and Fred Roberge will soon be meeting with vehicle dealers in anticipation of CART vehicle purchases. In response to a question from Art Rugg, Scott noted that the State bidding process is very slow, often taking between a year and a year and a half and he suggested to Mark that he check with Rad Nichols from COAST on their vehicle procurement experiences.</p> <p>Mark distributed an article on the use of municipal vehicle registration fees for transit that he recently received at an NHTA meeting. It includes information on how towns are utilizing additional motor vehicle registration fees authorized under RSA 261:153 VI. Scott Bogle added that Exeter uses their additional revenue for senior transportation and that there has been a generally positive response to this legislation which was passed in the late 1990s. He added that research conducted by RPC determined that this form of revenue is much more acceptable in the State compared with a gas tax because it is readily identifiable funding that stays with the town.</p>		
<p><b>11. Motion to Adjourn</b></p>	<p>George Sioras reminded the group about the recent change to having Board meetings on the first Tuesday of the month. The next regularly scheduled meeting will be on Tuesday January 5<sup>th</sup>, 2016. In response to a question from Richard Tripp, Mark Nelson reported that CART vehicles are currently operated under contract by Manager/Operator ESNH STS.</p> <p><b>Motion to adjourn by Jennifer Lague, seconded by Stephen Campbell. Motion passed unanimously.</b></p> <p>The meeting was adjourned at 4:05pm.</p>		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 October 27, 2015

The meeting convened at 3:34 pm on October 27, 2015.

Present: George Sioras, Chair (Derry), Stephen Campbell (Salem), Mark Nelson, (Executive Director), Nancy Michels (Londonderry), Rick Hartung (Hampstead), Scott Bogle (RPC), Shelli Scott (Chester), Art Rugg (Londonderry), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 3:34pm.		
<b>2. Minutes from 09/22/15 Board of Directors meeting</b>	<b>Motion to approve minutes of 09/22/15 Board of Directors meeting by Nancy Michels, seconded by Stephen Campbell.</b>		
<b>3. Financial Reports</b>	Mark Nelson distributed copies of the August and September 2015 Financial Statements noting that revenues are at about 88 percent of budget for September and we will be receiving revenue from a fourth bus wrap from Parkland Hospital as well as \$28,000 from NHDOT. He noted his recent meeting with the Parkland Hospital rep that has resulted in the bus wrap. In response to a question from George Sioras, he added that all towns are up to date on payments. Expenses are at about 94 percent of budget as of September and Mark noted the reduced occupancy costs. An FTA drawdown is pending for Grant 90-X202-00 and drawdowns will begin on a new grant 90-X045-00. No change in the bank account balances for August and September. George Sioras noted that no motion is required for the financial reports.		
<b>4. Region 9 FTA 5310 Contract</b>	Mark Nelson noted that CART is the Lead Agency for the grant that began 07/01/15. He noted that he has been having trouble contacting Green Cab and Tim White agreed to send Mark contact info for Rich Avila.		
<b>5. CART Auditor Solicitation - Update</b>	Mark Nelson gave an update on the search for a new auditor and added that six responses have been received. References were checked on one of the responses which was considerably lower than the others and they were not favorable. Mark added that one of the responses was from a Manchester DBE F.G. Briggs of Manchester who also does work for COAST. In response to a question from George Sioras, Scott Bogle noted that COAST's experience with them has been good.		

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	<p>Mark added that he has sent a letter to our current auditor who has been used for five years now to let them know that we will not be renewing with them.</p>		
<p><b>6. Proposed Additional Days of Service to Manchester for Derry Riders</b></p>	<p>Mark Nelson reported that Donna Tighe from CHS had contacted him recently concerning an issue with a Derry rider who wanted to go to Manchester. He explained that because service to Manchester is available Tuesday and Thursday and service to Derry is not provided on those days, out of region service is not available to Derry residents. A discussion then ensued regarding the circumstances under which Derry service was reduced to three days per week. George Sioras noted that he has not received any reports of issues regarding service from Jill Jamro at the Town.</p>		
<p><b>7. Proposed Change of CART Board of Directors Meeting Date</b></p>	<p>Rick Hartung informed the group that because of new commitments, he would like to propose that the Board meeting be switched to the first Tuesday of the month. A discussion then ensued regarding this proposal and Mark Nelson noted that he felt that he would still be able to provide the Board with timely monthly financial statements under this schedule. A consensus was reached to hold Board meetings on the first Tuesday of the month on a trial basis with George Sioras noting that a November meeting would not be held and the next regularly scheduled meeting of the Board would be on Tuesday December 1<sup>st</sup>.</p>		
<p><b>8. CART Bylaws – Review membership – Prospective Derry Members</b></p>	<p>Mark Nelson reported that Richard Tripp and Jennifer Lague who both attended the September Board meeting are interested in becoming Board members. He added that he has been trying to get the Town’s approval for these positions through a letter to the Town Council. After receiving no initial response from the Town he subsequently learned that the matter will be taken up by the Council in November. Stephen Campbell asked if there was a Board vote necessary to accept Richard and Jennifer as Board members contingent on Town Council approval and Mark responded that, according to the By-Laws</p>		

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	there was not. In response to a question from Shelli Scott regarding CART’s tenth anniversary, Mark agreed to add this to the press release he was planning regarding Richard and Jennifer.		
<b>9. CART Employee Agreement - Update</b>	Mark Nelson distributed information on and reminded the group about the work he has been doing on the potential need for an employee manual. Although he has concluded that an official employee manual is not really a requirement, he did note a number of issues that should be addressed with regards to his employment agreement including bereavement leave, jury duty and expense reporting. These issues could come up and Mark added that the auditor has commented on the importance of addressing these issues. Mark emphasized the issue of short and long term disability coverage and reported that he has contacted Health Trust regarding them. George Sioras provided a recommendation for Health Trust and Mark added that perhaps this issue should be taken up by the Executive Committee.		
<b>10. Parkland Medical Center – Bus Wrap</b>	It was noted that this item was reported on earlier in the meeting.		
<b>11. Municipal Funding Updates</b>	Mark Nelson reiterated that, as reported earlier, all town payments are on track, including Derry’s quarterly payment. Londonderry has requested information concurrent with their payment and Art Rugg added that the Town is initiating their budget process. The Salem budget process is underway as well. George Sioras reported on the Ten Year Plan hearings, noting that support for continued FTA 5310 funding was given as public comment. Mark Nelson noted that he attended the TYP meeting in Kingston and added that Transport NH’s Rebecca Harris has been attending the meetings to provide testimony on support for transit funding.		
<b>12. Other Business</b>	Mark Nelson reported on CART providing transportation for a local Columbus Day event in Chester and Shelli Scott added that the event went well. Mark reported that that he has been		

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	<p>nominated for NH representative for NEPTA.          Mark then reported on communications he has been receiving from a Londonderry Town Councilor representing the Senior Affairs Committee. Mark added that he did a presentation for the Senior Affairs Committee in May responding to questions about CART service. Mark reported that the Town Councilor has service complaints which we are unaware of and which the Town Councilor appears to be unwilling to talk about. Mark has requested assistance from Bonnie Roberts. A discussion on the issue ensued and Art Rugg agreed to talk to the Town Council Chair, noting that the Councilor in question is only a liaison to the Senior Affairs Committee. Subsequent discussion focused on potential sources of negative comments regarding CART service and potential avenues for riders to provide feedback on CART services.</p>		
<p><b>13. Motion to Adjourn</b></p>	<p><b>Motion to adjourn by Art Rugg, seconded by Nancy Michels. Motion passed unanimously.</b>          The meeting was adjourned at 4:32pm.</p>		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
September 22, 2015

The meeting convened at 3:34 pm on September 22, 2015.

Present: George Sioras, Chair (Derry), Stephen Campbell (Salem), Mark Nelson, (Executive Director), Nancy Michels (Londonderry), Rick Hartung (Hampstead), Scott Bogle (RPC), Shelli Scott (Chester), Richard Tripp (Derry Town Council), Jennifer Lague (Derry resident), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 3:34pm.		
<b>2. Minutes from 07/28/15 Board of Directors meeting</b>	<b>Motion to approve minutes of 07/28/15 Board of Directors meeting by Rick Hartung, seconded by Scott Bogle.</b>		
<b>3. Financial Reports</b>	Mark Nelson distributed copies of the July 2015 Financial Statement noting that we are almost at the end of the fiscal year. Invoicing for Derry is forthcoming and revenue from a fourth bus wrap is planned. Under operating expenses, the costs of the audit will appear on the August statement. The bank account balances were reviewed and Mark noted that Preventative Maintenance funds will appear in the checking account. Mark reviewed the open FTA grants including two relatively recent grants. In response to a question from Stephen Campbell, Mark and Scott Bogle described the history of Grant 90-X180-00 for the purchase of a wheelchair accessible taxi. Mark noted that he has discussed the possibility of RNMOV providing the match for the vehicle.		
<b>4. Region 9 FTA 5310 Contract</b>	Mark Nelson noted that invoicing for the new grant that began 07/01/15 has been started. CART is the Lead Agency for the grant and in response to a question from Richard Tripp, Scott Bogle and Mark described the FTA 5310 program and the Statewide Coordination Plan administered by the SCCs and the RCCs.		
<b>5. CART Auditor Solicitation - Update</b>	Mark Nelson reported that a search for a new auditor is underway as CART has used the same auditor for five years. He added that the position was advertised and three responses have been received. In response to a question from Tim White, Mark added that one of the responses was from a DBE firm in Manchester.		
<b>6. FFY 2015 Nashua Urbanized Area</b>	Mark Nelson reported that the agreement has been signed by		

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<b>Funding Agreement - Update</b>	all parties and in response to a question from Richard Tripp, Scott explained that CART receives a portion of its Federal funding through the Nashua Urbanized Area.		
<b>7. CART Bylaws – Review Membership</b>	George Sioras introduced Richard Trip and Jennifer Lague to the group. Richard told the group that he is a member of the Derry Town Council and Jennifer is a resident of Derry. Both have expressed an interest in finding out more about CART and potentially becoming members of the Board.		
<b>8. CART Employee Manual - Update</b>	Mark Nelson reminded the group that he has been working on the development of an employee manual and has reached out to COAST for guidance. He received materials back from COAST suggesting that an organization the size of CART may not need an employee manual however there should be safeguards due to the fact that there is a single employee. A discussion ensued prompted by questions from Nancy Michels and Shelli Scott on what would be the procedure in the case of an occurrence such as jury duty. Stephen Campbell raised the issue of paid time off and it was noted that the Executive Committee would be available to address such issues. Stephen suggested also checking with the auditor. George Sioras agreed and noted that long term plans for the organization had always included hiring part time office help.		
<b>9. Region 9 RCC Meeting – September 17, 2015</b>	Scott Bogle reported on the Region 9 RCC meeting, noting that it dealt primarily with the update to the Coordinated Plan. He described the Plan for the group, noting that it was a requirement for funding under certain FTA programs. Four surveys have been developed to gather data for the Plan update and these surveys have been uploaded to Survey Monkey. Scott agreed to send the links to the group. Mark Nelson also noted that the survey results will be utilized for the CART Strategic Plan.		
<b>10. Draft CART FY 2016 Budget</b>	Scott Bogle distributed copies of the draft CART FY 2016 Budget. The budget assumes an increase in daily service hours to 22 beginning 10/01/15, noting that an additional		

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	<p>ESNH driver will be required. He added that the budget also assumes FTA's Capital Cost of Contracting provision and CART's role as Region 9 Lead Agency. In reviewing the income assumptions, the increase to \$682,434 from \$515,905 for FY 2015 is reflected in the income from the FTA 5310 program, including ADA paratransit for the Salem Shuttle. This prompted a question on the service, which has yet to start, from Stephen Campbell and Scott Bogle described the history of the service dating back to discussions with FTA during CART's Triennial Review. The increase in expenses also reflects the additional cost of providing the Region 9 FTA 5310 services. Mark Nelson noted the cost savings of the office relocation. Following further discussion,</p> <p><b>Motion to approve FY 2016 CART Budget by Stephen Campbell, seconded by Nancy Michels. Motion approved unanimously.</b> Stephen Campbell noted the importance of having the budget approved for the start of the new fiscal year on 10/01/15 and Scott Bogle added that the figures can be revised should the fourth bus wrap be completed.</p>		
<p><b>11. Municipal Funding Updates</b></p>	<p>Mark Nelson noted that he anticipates a quarterly payment from Derry next month and Stephen Campbell added that a hearing on the Salem budget will be held on Thursday, adding that CART funding is included in the Selectmen's budget proposal.</p>		
<p><b>12. Other Business</b></p>	<p>Mark Nelson reported on his upcoming attendance at senior fairs in the area, notably at Pinkerton Academy in Derry and in Salem. In response to a question from Nancy Michels, Mark added that the Derry event is sponsored by the Chamber of Commerce and it was noted that the contact for the Salem event is Community Services Director Chris Dillon. Rick Hartung agreed to represent CART at a fair to be held in Hampstead this Saturday. In response to a comment from Shelli Scott, Mark reported on his appearance on Chester cable television and he agreed to send Shelli Scott some language</p>		

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	<p>for use on the Chester website. George Sioras reported on his outreach efforts to Parkland Hospital describing their past affiliation with CART. Their new Marketing Director is Lynne Robbins. In response to a description of similar marketing efforts with CLM, Jennifer Lague noted that her husband is the Board Chair.</p> <p>George Sioras noted that the next regularly scheduled meeting of the Board would be Tuesday October 27, 2015. Rick Hartung requested that the Board discuss the possibility of moving Board meetings to the first Tuesday of the month and George requested that this item be placed on the agenda for the 10/27/15 meeting.</p>		
<p><b>13. Motion to Adjourn</b></p>	<p><b>Motion to adjourn by Stephen Campbell, seconded by Nancy Michels. Motion passed unanimously.</b></p> <p>The meeting was adjourned at 4:33pm.</p>		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
July 28, 2015

The meeting convened at 3:40 pm on July 28, 2015.

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

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 3:50pm following a presentation by LMR on the FY 2014 audit.		
<b>2. Minutes from 06/23/15 Board of Directors meeting</b>	One revision was noted by Nancy Michels in the draft minutes. <b>Motion to approve minutes of 06/23/15 Board of Directors meeting as edited by Nancy Michels, seconded by Stephen Campbell. Motion passed with two abstentions.</b>		
<b>3. Financial Reports</b>	Mark Nelson distributed copies of the May 2015 Financial Statement. He noted that revenues are lagging but added that billings for Chester have been received and Derry and Londonderry are forthcoming. In response to a question from Stephen Campbell, Mark noted that cash sales are behind. He added that expenses will be reduced resulting from moving the office and costs for the move and the audit are anticipated. The bank account balances were noted and figures for two new FTA grants approved by FTA are included. Grant 90-X180-00 for the purchase of a wheelchair accessible taxi was noted in that RNMOW is interested in the vehicle and discussions are being held regarding the match. Mark noted that the financial statements for June and July will be available for the next Board meeting.		
<b>4. CART FTA 5307 and 5310 Grants - Update</b>	Mark Nelson reported further on the two new grants recently approved by FTA Region 1. Grant NH90-X202-00 is an FTA 5307 grant that will be utilized for preventative maintenance, operating assistance and planning and Grant NH90-X045-00 is an FTA 5310 grant that will be utilized for mobility management.		
<b>5. FFY 2015 Nashua Urbanized Area Funding Agreement - Update</b>	Mark Nelson and Tim White reported that an agreement between CART, NTS and LRTA has been reached on the distribution of FFY 2015 Nashua Urbanized Area FTA 5307,		

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	5310 and 5339 funds. The agreement will now be signed by all three parties.		
<b>6. CART FY 2014 Audit – Update</b>	A discussion ensued regarding a solicitation for a new auditor, as it had been noted that CART has been using LMR for a number of years now. Mark Nelson noted that FG Briggs, a DBE auditor, could be considered. Following additional discussion, <b>Motion to approve FY 2014 CART Audit by Nancy Michels, seconded by Stephen Campbell. Motion approved unanimously.</b>		
<b>7. CART Bylaws – Review Membership</b>	Mark Nelson reported on current Board membership, noting that two additional Derry reps are needed. He also reported that NRPC had in the past had a representative on the Board. George Sioras stresses the importance of reaching out to reps from human service transportation providers.		
<b>8. CART Employee Manual - Update</b>	Mark Nelson distributed copies of a draft CART Employee handbook, noting that it is for review only and a motion is not required at this time. In response to a suggestion from Tim White, he agreed to look into what COAST has for similar documentation.		
<b>9. CART Outreach to Pelham and Sandown</b>	Mark Nelson reported that he will meet with the Town at the Pelham Senior Center tomorrow to gauge interest in the Town becoming a member of CART. Mark also reported that Sandown has been approached by RPC about becoming a member of CART. They are currently using volunteers and fundraising to provide transportation. Leon Goodwin noted that Salem’s Senior Services Department has been incorporated into the Recreation Department and the department head is Chris Dillon.		
<b>10. FTA ADA Reasonable Modification Policy</b>	Mark Nelson reported he has received FTA guidance on this matter and can report that CART is now complying with the requirements.		
<b>11. Region 9 RCC meeting – June 25, 2015</b>	Mark Nelson and Tim White reported on the Region 9 RCC meeting held on 06/25/15. The principal purpose of the		

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	meeting was to begin development of an update to the Greater Derry/Salem Coordinated Plan. It was noted that the next meeting will be held on 08/20/15.		
<b>12. Municipal Funding Updates</b>	In response to a question from Leon Goodwin, Tim White noted that an MOU for transportation planning has been signed between CART, RPC and SNHPC. The MOU forms a sub-agreement to a Master Planning MOU between NHDOT and the State MPOs.		
<b>13. Other Business</b>	George Sioras noted that there will be no Board meeting in August and Tim White noted that the next regularly scheduled meeting will be on Tuesday September 22, 2015. Mark Nelson also reported on the interview on Chester public TV that he recently participated in and also noted that he has been in touch with CLM.		
<b>14. Motion to Adjourn</b>	<b>Motion to adjourn by Stephen Campbell, seconded by Nancy Michels. Motion passed unanimously.</b> The meeting was adjourned at 4:35pm.		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
June 23, 2015

The meeting convened at 3:40 pm on June 23, 2015.

Present: George Sioras, Chair (Derry), Stephen Campbell (Salem), Mark Nelson, (Executive Director), Nancy Michels (Londonderry), Scott Bogle (RPC), Leon Goodwin (Salem), Shelli Scott (Chester), Tim White, Secretary (SNHPC)

Item	Discussion	Follow On	Timing
<b>1. Call to Order</b>	The meeting was called to order at 3:40pm.		
<b>2. New Chester Board Member – Michelle Scott</b>	Those in attendance introduced themselves and the Chair introduced Michelle Scott as the new Board member from Chester.		
<b>3. Minutes from 05/26/14 Board of Directors meeting</b>	<b>Motion to approve minutes of 05/26/15 Board of Directors meeting by Scott Bogle, seconded by Stephen Campbell. Motion passed unanimously.</b>		
<b>4. Financial Reports</b>	Mark Nelson distributed copies of the April 2015 Financial Statement. He noted that expenses are as anticipated, rent will be going down and moving and audit costs are anticipated. Revenues from billings from Chester, Derry and Londonderry are anticipated next month and negotiations are continuing on a new bus wrap. He noted the bank account balances and two new FTA grants, one of which has been approved by FTA.		
<b>5. CART FTA 5307 and 5310 Grants - Update</b>	Mark Nelson reported on the two new grants recently completed along FTA Region 1. Grant NH90-X202-00 is an FTA 5307 grant that will be utilized for preventative maintenance, operating assistance and planning and Grant NH90-X045-00 is an FTA 5310 grant that will be utilized for mobility management. It was noted that the 5307 grant has been approved by FTA Region 1 and the 5310 grant is currently under FTA review.		
<b>6. ATA Contract</b>	Mark Nelson reported that we currently have three of four vehicles wrapped and ATA is negotiating with potential customers to get the final vehicle wrapped. In response to a question from Tim White, Scott Bogle noted that the revenue from these vehicle wraps is currently about \$1,200 per month per vehicle.		
<b>7. Relocation of CART Offices/Real Property Listing</b>	Mark Nelson noted that the office move to Salem has been completed and added that a desk and meeting table have been		

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	<p>purchased for the office. He added that, during the FTA “Super-Circular” training he attended last week, the importance of property reporting was emphasized and noted that, in terms of current property, he had been unable to locate an old laptop. It was agreed that its value now was likely minimal. FTA requires records of items valued in excess of \$5,000 and as a result, our property list is minimal.</p>		
<p><b>8. CART FY 2014 Audit – Update</b></p>	<p>Mark Nelson reported that the auditor has received everything they requested and they are currently working on the audit and expect to have a draft completed and sent to us in a couple of weeks. A discussion then ensued regarding the manner in which the draft audit was presented last year and it was noted that the auditor came and spoke to the Board before starting the audit and met with the Executive Committee to present the draft.</p>		
<p><b>9. CART Employee Manual</b></p>	<p>Mark Nelson noted the need for an employee manual and added that he has a template for a draft, adding that this is an item that may be required for the audit. Stephen Campbell noted that Molly at the Town of Salem is currently working on something similar and Leon Goodwin offered to obtain a working copy.</p>		
<p><b>10. Region 9 RCC meeting – Date/Time TBD</b></p>	<p>Scott Bogle reported that the next meeting of the Region 9 RCC will be held this Thursday June 25 at 2:30PM at the Derry Municipal Center. The new FTA 5310 contract will be among the items on the agenda and Scott proceeded to remind the group about the origins of the RCC funding and the projects included in the contract. A discussion then ensued regarding the issues involved in attempting to ensure that the remaining funds in the current FTA 5310 are utilized to the fullest extent possible.</p>		
<p><b>11. Other Business</b></p>	<p>Mark Nelson reported on a new FTA requirement regarding service-related reasonable modifications to ensure full access that goes into effect 07/13/15. Under the law, CART is required to designate a responsible individual and create a</p>		

	<p>process for reasonable modifications and he will be coordinating this with ESNH. Stephen Campbell emphasized the importance of good record-keeping in this regard.</p> <p>Mark added that he hopes to speak with Deb Perou of RNMOW following the Region 9 RCC meeting on Thursday regarding an issue related to the Vic Geary Center service. A discussion then ensued regarding service feedback for ESNH from Patti Drelick and the Salem Senior Center. It was noted by Scott Bogle that a meeting on the Shuttle had been held a year ago with a group representing the Salem Housing Authority. George Sioras and Leon Goodwin noted that Karen Bryant would be another good source of information.</p> <p>Mark Nelson reminded the group of the fact that he had not mentioned during the discussion of the financials that all of the previous debts had been addressed.</p> <p>In response to a question from Stephen, Mark noted that he had contacted and will again be in touch with the Center for Life Management regarding their former shuttle and if their clients are now in need of transportation. A discussion then ensued regarding information that had been recently received from Windham on the operations of their town vehicle. Tim White noted that they will be purchasing a wheelchair accessible vehicle. A general discussion of adding towns to the CART service area then ensued, with Scott reminding the group that about two years ago Plaistow had contacted CART to enquire about purchasing services from Lamprey and RNMOW and perhaps it was time to contact them. Previously they had left CART as they felt that the funding formula for local contributions did not meet their needs. Stephen noted that they should be contacted prior to initiating their budget process.</p> <p>In response to a comment from George, it was agreed by the group to have a July Board meeting and to not have a Board meeting in August.</p> <p>Mark added that he will soon be working with Chester on</p>		
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	information for their local access TV channel.		
<b>12. Motion to Adjourn</b>	<b>Motion to adjourn by Nancy Michels, seconded by Stephen Campbell. Motion passed unanimously.</b> The meeting was adjourned at 4:29pm.		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 May 26, 2015

The meeting convened at 3:31 pm on May 26, 2015.

Present: George Sioras (Chair – Derry), Stephen Campbell (Salem), Arthur Rugg (Londonderry), Mark Nelson, (Executive Director), Nancy Michels (Londonderry), Rick Hartung (Hampstead), 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 3:31pm.		
<b>2. Minutes from 04/28/14 Board of Directors meeting</b>	<b>Motion to approve minutes of 04/28/15 Board of Directors meeting by Arthur Rugg, seconded by Stephen Campbell. Motion passed unanimously.</b>		
<b>3. Financial Reports</b>	Mark Nelson distributed copies of the March 2015 Financial Statement. He noted that revenues are running slightly lower than anticipated but noted that additional revenue is anticipated from a final bus wrap. Expenses are slightly higher than anticipated although rent will be decreasing. Moving and audit costs will also be forthcoming. Bank balances reflect payment from the larger communities in the service area. A new FTA 5307 grant is under review by FTA that will be used for operating assistance, planning and preventative maintenance. Billings for Chester, Derry and Londonderry are anticipated in July.		
<b>4. CART NH DBA Designation</b>	Mark Nelson reported that he recently spent some time at the State in Concord trying to reach a resolution on this issue so check-writing will be easier. As a result, we will be known as “CART-Rides” which is acceptable to the bank and the State.		
<b>5. CART FTA 5307 Grant</b>	Mark Nelson reported that he has drafted a grant in TEAM which is currently under review by Sean Sullivan at FTA Region 1. It is for about \$300,000 in FY 2012 5307 funding and \$12,000 in Boston UZA FY 2013/2014 funding. We have also been notified by NHDOT that there is FTA 5310 funding available to CART. In response to a question from Nancy Michels, Mark noted that the grant will be used for operating assistance, planning and preventative maintenance. Scott Bogle added that this funding should last through the end of FY 2016. CART previously had no preventative maintenance funding and had been using local money for this purpose. The		

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	new grant will increase our pool of match eligible funding.		
<b>6. BOD representation from Chester</b>	Mark Nelson reported that Michelle Scott has been identified as a potential Board member from Chester. She is a resident who is aware of CART and interested in serving on the Board. A letter of recommendation will be sent to the Town. Nancy Michels noted that she knows Michelle and spoke positively of her.		
<b>7. Report of Meeting with Manchester VA Medical Center</b>	Mark Nelson reported that he and ESNH had met with the head of the Manchester VA Medical Center transportation department. They currently utilize three vans and drivers for veterans' transportation. During the meeting, it was suggested that they consider using CART for some of their needs. Rick Hartung recommended investigating further the capabilities of the two providers.		
<b>8. ATA Contract</b>	Mark Nelson reported that ATA in Greenland will be wrapping our last vehicle next month.		
<b>9. Customer Feedback</b>	Mark Nelson reported that he had received feedback on CART from Kevin Smith the Londonderry Town Manager and he also met with the Londonderry Seniors last Friday. The meeting was well attended and issues regarding dispatching of rides were discussed. Subsequent discussion centered on the potential use of the resources of RNMO to fulfill some of this demand.		
<b>10. Supplemental Vehicle Operations Contractor Services Contract</b>	Mark Nelson noted that he has had no subsequent contact with Green Cab and questioned whether a supplemental contract is required at this point in time. He noted that ESNH is currently experiencing issues with hiring drivers.		
<b>11. Relocation of CART Office</b>	Mark Nelson reported that he hopes to meet with Comcast at the new office in Salem tomorrow morning. There was discussion regarding changes in the phone number and in response to a question from Scott Bogle, Mark noted that calls can be forwarded to a new number for a month.		
<b>12. CART FY 2014 Audit</b>	Mark Nelson reported that documents are currently being sent to the auditor and there are still a few that remain to be sent.		

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	<p>Scott Bogle noted that he will be sending invoice materials to Mark for this purpose. Subsequent discussion focused on the last audit and it was noted that last time, the auditor held a meeting with the Executive Committee to review the draft audit and subsequently did a conference call with the full Board. Mark suggested that a search for a new auditor should be done for next time and Stephen Campbell noted that this is standard practice after five years. Mark suggested that contracts should be developed for our work with vendors such as Laurie Ota and Scott added that FTA would not require bids for smaller vendor transactions such as these.</p>		
<p><b>13. Other Business</b></p>	<p>In response to a question from Stephen Campbell, George Sioras reported that the Derry budget process has resulted in CART being level funded.</p>		
<p><b>14. Motion to Adjourn</b></p>	<p><b>Motion to adjourn by Stephen Campbell, seconded by Nancy Michels. Motion passed unanimously.</b>          The meeting was adjourned at 3:54pm.</p>		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 April 28, 2015

The meeting convened at 3:36 pm on April 28, 2015.

Present: Stephen Campbell (Salem), Leon Goodwin (Salem), Arthur Rugg (Londonderry), Mark Nelson, (Executive Director), Nancy Michels (Londonderry), Rick Hartung (Hampstead), 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 3:36pm.		
<b>2. Minutes from 03/24/14 Board of Directors meeting</b>	Revisions to the 03/24/15 minutes were noted by Arthur Rugg. <b>Motion to approve minutes of 03/24/15 Board of Directors meeting as revised by Stephen Campbell, seconded by Arthur Rugg. Motion passed with Nancy Michels and Rick Hartung abstaining.</b>		
<b>3. Financial Reports</b>	Mark Nelson distributed copies of the February 2015 Financial Statement incorporating bank account and Federal grant balance information. He noted the potential impact of the upcoming office move on misc. items and added that payments from Hampstead, Salem and Derry (quarterly) have all been recently received. Mark also mentioned the possibility of utilizing funding from Grant 90-X180-00 with the financial assistance of RNMOW. In response to a question from Nancy Michels, Mark noted that payment on ESNH bills is up to date. <b>Motion to approve February 2015 Financial Statement for informational purposes by Arthur Rugg, seconded by Rick Hartung. Motion passed unanimously.</b> Scott Bogle reminded the group about the need to file grant applications for approximately \$32,000 in FY 2013 FTA 5310 funding and about \$392,000 in FY 2014 FTA 5307 available funding. Funding is currently required for preventative maintenance costs that have recently been paid for with local funds and additional Federal money will free up approximately \$12,000 in match eligible funds. Financial preparations for upcoming vehicle replacements should also continue.		
<b>4. CART Executive Director Spending Limits</b>	Scott Bogle noted that the Executive Director, for convenience, should have a maximum spending limits		

	<p>threshold without requiring Board approval. Mark Nelson added that there is nothing in the Bylaws on this. Scott added that COAST, a much larger agency, has a limit of \$5,000 or \$10,000 and suggested a limit of perhaps \$500 for CART. In response to a question from Stephen Campbell, Mark noted that he will be required to soon spend funds on items such as a desk, file cabinet and storage cabinet for the new office. Following further discussion,</p> <p><b>Motion to approve a limit of five hundred dollars for single purchases by CART Executive Director by Leon Goodwin, seconded by Stephen Campbell. Motion passed unanimously.</b></p>		
<p><b>5. Change of CART Insurance Carrier - Update</b></p>	<p>Mark Nelson reminded the group that he has been investigating new insurance carriers since recently learning that our current carrier (PLT) will cease to insure non-profits beginning 07/01/17. He added that he is currently shopping for a new carrier and a discussion then ensued prompted by a question from Nancy Michels on if CART currently has personal property and general liability coverage. Responding to a suggestion from Scott Bogle, Mark agreed to check with Rad Nichols at COAST and Leon Goodwin suggested checking with Primex to see if they cover non-profits.</p>		
<p><b>6. CART Conflict of Interest Policy</b></p>	<p>Mark Nelson passed around the CART Policy Statement for signatures and offered to re-send the document to anyone who had not received it.</p>		
<p><b>7. ESNH Call Center/Operations Manager Contract - Update</b></p>	<p>Mark Nelson reported that the contract has been signed and he is currently working with ESNH on an amendment to add a late payment clause covering payments over 90 days.</p>		
<p><b>8. Supplemental Vehicle Operations Contractor Services Contract - Update</b></p>	<p>Mark Nelson reminded the group of the results of the solicitation for this contract where Green Cab had been the only respondent. CART was subsequently unable to come to an agreement on an operating rate with Green Cab and as a result, there are currently no supplemental providers for demand response services. Mark added that ESNH is OK with</p>		

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	<p>the currently while he begins to investigate new providers. In response to questions from Tim White and Rick Hartung, Mark added that this situation does not impact the Green Cab taxi voucher service and he would like to identify other potential providers with 6 – 8 vehicles available and Scott Bogle suggested that potential providers should be capable of providing about 12 service/hours per day. Mark added that an additional advantage of utilizing Green Cab is that they are a DBE and Scott added that even without Green Cab CART will still be able to meet the required DBE goals through the use of other vendors.</p>		
<p><b>9. Relocation of CART Offices - Update</b></p>	<p>Mark Nelson reported that the move has been approved by Salem and he and Leon Goodwin discussed coordination of delivery of required documentation. Mark will also work with the Town to obtain a building pass and Leon agreed to obtain the assistance of the Police Department for this. In response to a question from Scott Bogle concerning the potential for access to a printer network for the office, Leon agreed to look into this.</p>		
<p><b>10. Municipal Funding Updates</b></p>	<p>Mark Nelson noted that he has recently received annual payments from Hampstead and Salem as well as a fourth quarter payment from Derry. The Londonderry invoicing process will begin after 07/01/15 and invoices have been sent to Derry and Chester. Following a question from Stephen Campbell, a discussion of the Derry budget process ensued. Mark noted that it looks promising at this point as the current version of the budget contains no cuts to charities including CART. Scott Bogle then suggested the development of a strategy to increase Derry’s contribution from the current \$30,000 to the original \$47,000. He reminded the group that, in response to the cuts, CART had eliminated Tuesday and Thursday service to Derry, but it was not certain that this action had had the desired results of prompting riders to complain to the Town. A discussion then ensued, prompted</p>		

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	<p>by a question from Leon Goodwin, on how amounts for local contributions are calculated. Scott provided some of the history of this, adding that CART had lost three communities during the first three years of service. Stephen Campbell suggested re-creating a new policy which is easy to understand in order to facilitate adding new communities in the future. A discussion then ensued regarding service to Windham and Leon added historically, there had always been destinations in Salem that were very popular with Windham residents. Mark agreed to verify to what extent service is now available in Windham and Mark and Tim White agreed to check on the Windham Town website and with Laura Scott to determine the extent to which CART may potentially be able to consider re-establishing service to the Town.</p>		
<p><b>11. CART FY 2014 Audit</b></p>	<p>Mark Nelson reported that preparations to begin the audit are underway.</p>		
<p><b>12. Other Business</b></p>	<p>Mark Nelson reminded the group of his efforts to register the name we do business under with the State as “CART”. He added that following sending \$50 to the State to register the company under the name of “CART”, he had found out in response that there are two other businesses currently utilizing names that are very similar. Following a suggestion from Nancy Michels, Mark agreed to contact the other two entities to see if they might be willing to change. Mark also noted that website updates are on-going. Mark, reporting on a recent meeting with the Salem Selectmen, provided a description of the Guaranteed Ride Home program. A discussion then ensued of procedures for administering the program. Methodologies for distributing information to riders were discussed and Scott Bogle suggested adding language about how the use of the service should normally be an infrequent occurrence.</p>		
<p><b>12. Motion to Adjourn</b></p>	<p><b>Motion to adjourn by Art Rugg, seconded by Stephen Campbell. Motion passed unanimously.</b></p>		

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	The meeting was adjourned at 4:52pm.		
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*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 March 24, 2015

The meeting convened at 3:33 pm on March 24, 2015.

Present: George Sioras, Chair (Derry), Stephen Campbell (Salem), Leon Goodwin (Salem), Arthur Rugg (Londonderry), Mark Nelson, (Executive Director), Bob Barrett, (Salem), 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 3:33pm.		
<b>2. Minutes from 02/24/14 Board of Directors meeting</b>	<b>Motion to approve minutes of 02/24/15 Board of Directors meeting by Arthur Rugg, seconded by Stephen Campbell. Motion passed unanimously.</b>		
<b>3. Financial Reports</b>	<p>Mark Nelson noted that, as a result of dealings with the bank, there are currently discrepancies in the name that CART is using to conduct business. He added that the organization has been known by various names by the State and the bank. He suggested spending \$50 to register the company under the name of “CART” with the State.</p> <p><b>Motion to authorize Executive Director to register Cooperative Alliance for Regional Transportation with the State under the name of “CART” for a sum of fifty dollars by Scott Bogle, seconded by Bob Barrett. Motion passed unanimously.</b></p> <p>A further discussion of the development of a monthly financial statement then ensued, with Mark Nelson distributing the draft statement. He noted that the statement is for January 2015 and February will be completed when it is completely closed out. Mark added that expenses will increase as the audit continues and revenues should catch up to expenses as Federal funding is obtained. In response to suggestions from Leon Goodwin and Tim White, it was agreed to begin to incorporate items such as bank account updates, ridership statistics and status of open FTA grants in future statements.</p>		
<b>4. ESNH Call Center/Operations Manager Contract - Update</b>	Mark Nelson presented the draft contract, noting that ESNH had suggested adding language to protect them from late payments. There was general agreement on this, with Scott Bogle reminding the group that there may already be prompt payment language in CART DBE documentation.		

	<p>Mark noted that, following revisions, he will get the contract signed by ESNH and he mentioned that there is also a separate agreement for maintenance. In response to a question from Tim White, Mark noted that the agreement begins April 1<sup>st</sup> for three years with opportunities for two one-year extensions. It was noted by that the Board had already authorized the Executive Director to enter into the agreement with ESNH.</p>		
<p><b>5. CART Fare Policy</b></p>	<p>Mark Nelson distributed a copy of an updated CART fare policy, noting that there have been no substantive changes but rather just a general update. A discussion then ensued regarding clarification of the description of out-of-region service and removal of a reference to Windham. Leon Goodwin initiated a discussion of past issues experienced by Salem riders attempting to get to Manchester and Scott Bogle explained some of the past history of out-of-region service to Manchester being utilized for non-essential travel. It was noted that ESNH should be contacted to determine the destination of the trips and in response to a question from Scott, Leon noted that it may have been NHDHHS. Following further discussion,  <b>Motion to approve CART Fare Policy by Art Rugg, seconded by Stephen Campbell. Motion passed unanimously.</b></p>		
<p><b>6. Green Cab Supplemental Vehicle Operations Contractor Services Contract</b></p>	<p>Mark Nelson reminded the group that only one response had been received from the solicitation for Supplemental Vehicle Operations back at the beginning of the year. He continued that FTA Region 1 was satisfied with this response if it was accompanied by additional details of the process. Mark noted that the one response had been received by Green Cab, who he noted have been paid \$31/hr. for about 4 years now and were requesting an increase to \$38/hr. Scott Bogle and Mark both agreed that, based on analyses completed, this figure was likely too high and Mark suggested a counter offer of \$35/hr. Scott reminded the group of the importance of Green Cab to</p>		

	<p>keeping the taxi voucher program operational and initiating a Guaranteed Ride Home Program. Scott noted that the demand response service could be done by ESNH although adding new providers would add flexibility. It was noted that there were other potential cab companies in the area but many had found the process of complying with FTA regulations too onerous. Leon Goodwin noted that Green Cab shouldn't be paid more than ESNH and Scott Bogle added that, when the solicitation was done, individual companies weren't contacted; rather the ad was put in the Union Leader and with NHTA and the local chambers of commerce. Following further discussion,</p> <p><b>Motion to authorize Executive Director to counter offer Green Cab \$35 per hour for Supplemental Vehicle Operations Services by Leon Goodwin, seconded by Stephen Campbell. Motion passed unanimously.</b></p>		
<p><b>7. Relocation of CART Offices</b></p>	<p>Mark Nelson, after reporting that he had inspected the space in the Salem Municipal Center being considered for the new CART offices, distributed a memo summarizing his findings. He has found the space to be acceptable and noted that it would result in a rent savings of about \$3300 annually. Stephen Campbell noted that this may be an opportune time to discuss the wisdom of moving forward with a move to Salem because of the possibility of funding issues in Derry. George Sioras noted that the budget process in the Town was beginning with possible outcomes including CART being level funded. He added that there is a Town Council meeting tonight to begin the discussions and a further discussion of a Guaranteed Ride Home program then ensued, initiated by Stephen Campbell and Bob Barrett. Following further discussion,</p> <p><b>Motion to authorize relocation of CART offices to the Salem Municipal Center, subject to approval from the Town, by Art Rugg, seconded by Stephen Campbell. Motion passed unanimously.</b></p>		

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<b>8. CART Title VI Plan</b>	Mark Nelson reported that, based on discussions he has been having with FTA Region 1, there is currently a need for CART to begin providing some services in Spanish. As a result, he is currently working with Laurie Ota on developing the website to accommodate these capabilities.		
<b>9. Municipal Funding Updates</b>	Mark Nelson reported that the third quarter payment from Derry has been received and following receipt of Salem's PO, it was returned to the Town. An invoice has been sent to Hampstead and Art Rugg noted that the invoicing process with Londonderry will be initiated on 07/01/15.		
<b>10. CART FY 2014 Audit</b>	Mark Nelson reported that he has sent requested data to the auditors and Pam Rugg is assisting with this process. He expects the audit to begin in a couple of weeks.		
<b>11. Other Business</b>	There was no other business.		
<b>12. Motion to Adjourn</b>	<b>Motion to adjourn by Art Rugg, seconded by Stephen Campbell. Motion passed unanimously.</b> The meeting was adjourned at 4:24pm.		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
February 24, 2015

The meeting convened at 3:32 pm on February 24, 2015.

Present: George Sioras, Chair (Derry), Rick Hartung (Hampstead), Stephen Campbell (Salem), Leon Goodwin (Salem), Nancy Michels (Londonderry), Arthur Rugg (Londonderry), Mark Nelson, (Executive Director), Bob Barrett, (Salem), 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 3:32pm.		
<b>3. Minutes from 10/28/14 Board of Directors meeting</b>	<b>Revisions to the 11/25/14 minutes were noted by Arthur Rugg. Motion to approve minutes of 11/25/14 Board of Directors meeting as revised by Arthur Rugg, seconded by Stephen Campbell. Motion passed unanimously. Motion to approve minutes of 01/08/15 Board of Directors meeting by Arthur Rugg, seconded by Stephen Campbell. Motion passed with Bob Barrett abstaining.</b>		
<b>2. CART Executive Director - Update</b>	George Sioras introduced Mark Nelson as the new CART Executive Director and Mark told the Board about his background and since starting, he had been working on the FY 2014 audit, gathering data for the FY 2014 NTD database and finalizing ESNH's contract.		
<b>4. Financial Reports</b>	A discussion ensued regarding the design of future financial reports for subsequent Board meetings. Mark Nelson noted that he is anticipating receipt of payment from Derry of about \$18,000.		
<b>5. Call Center/Operations Manager Contract Procurement - Update</b>	Mark Nelson reported that the interviews had taken place and that ESNH and MTA had been interviewed. He added that it was the recommendation of the Executive Committee that the contract should be awarded to ESNH. He noted the next steps in the process and reported that the contract would be finalized before the end of the week. The new contract would begin 04/01/15. Scott Bogle described the cost estimates from both proposals, noting that the call center savings from the MTA proposal were offset by the vehicle operations savings from the ESNH proposal, particularly when you consider that the match rate for operations is more favorable. Following further discussion,		

	<p><b>Motion to authorize CART Executive Director to enter into an agreement with ESNH for Call Center/Operations Manager services to begin April 1, 2015 by Rick Hartung, seconded by Bob Barrett. Motion passed unanimously.</b></p>		
<p><b>6. Municipal Funding Updates – Derry/Salem Funding Requests</b></p>	<p>Mark Nelson reported that Derry has received all of the information they require to submit their payment and payment from Chester should also be forthcoming. In response to a question from Stephen Campbell, George Sioras noted that he had not yet heard back from the Town on CART’s funding request and we will hopefully hear something by March 1<sup>st</sup>. Responding to Scott Bogle, George also noted that he had not heard anything internally. Prompted by a question from Scott, a discussion then ensued regarding Hampstead and Salem funding requests. Mark noted that Chester’s contribution is anticipated 07/01/15. Stephen Campbell gave an update on Salem’s funding request, noting that the default funding request is reduced by \$1M. Scott noted that, in the past, Salem has paid the entire contribution in a lump sum.</p>		
<p><b>7. FFY 2015 Nashua Urbanized Area Apportionment</b></p>	<p>Scott Bogle reminded the group of the negotiation session held with Nashua Transit System back in November and reported that the final agreement letter for FFY 2014 had been executed with CART receiving about \$392,000. Now the FFY 2015 apportionments are out and Scott distributed information to the group. He added that the figures are for the 8 months remaining in MAP-21 through 05/31/15. Funding for New Hampshire is down slightly, but the FFY 2015 apportionment for CART has increased, likely due to more reported revenue miles of service. The FFY 2015 apportionment is based on FFY 2013 reported mileage. In response to a question from Stephen Campbell on future funding, Scott noted that CART should be in good financial shape in order to complete vehicle replacement and new grants can be applied for later this Spring.</p>		
<p><b>8. FTA Section 5310 POS/Formula</b></p>	<p>Scott Bogle explained the FTA 5310 POS and Formula Funds</p>		

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<p><b>Funds – Update</b></p>	<p>program for the elderly and disabled. In the past, the funding has been used to pay for Derry/Londonderry and Hampstead shuttles. In prior years, CART has acted as Lead Agency while for the current contract, SNHPC acted as Lead Agency because of the part-time status of the CART Executive Director. With the current full-time Executive Director, CART has been proposed as Lead Agency. FTA 5310 POS and Formula Funds applications in the amounts of \$84,000 and \$30,000 were submitted to fund the Green Cab taxi voucher program, transportation services for RNMOV and marketing and volunteer recruitment activities for Salem Care Givers. The projects to fund are determined by the Region 9 RCC. Scott added that the mileage from these services will be easier to claim for FTD if CART is Lead Agency.</p>		
<p><b>9. CART FY 2014 Audit</b></p>	<p>Mark Nelson reported that he is currently working on the FY 2014 audit with Leone, McDonnell &amp; Roberts and getting information to them. A discussion then ensued regarding prior audits and how their staff had been changed during last year. In response to a question from Tim White on authorizing use of the auditor, Nancy Michels noted that a vote had been taken in November. Scott Bogle suggested using Leone, McDonnell &amp; Roberts this time and getting quotes next year. Leon Goodwin noted that putting the process out to bid every five years is standard practice and Arthur Rugg agreed.</p>		
<p><b>10. Other Business</b></p>	<p>Scott Bogle mentioned the current situation with CLM, with Mark Nelson adding that they are going to discontinue the practice of providing transportation. He added that a meeting with them has been set up for 03/06/15. A subsequent discussion then ensued regarding the closing of Beaver Lake Lodge. Bob Barrett asked about their clientele and Mark noted that he will get a list from them. Coordination with the Derry Town Manager was also recommended. Rick Hartung noted CART's history with CLM. Stephen Campbell</p>		

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	<p>requested that Mark attend a meeting of the Salem Board of Selectmen and he gave some background information on the Chair's prior dealings with CART and a discussion then ensued regarding the Emergency Ride Home program that had been discussed with Salem earlier. Arthur Rugg reminded the group that the Londonderry Elderly Affairs Committee had requested a member be appointed to the Board and based on the fact that the Town's seats are currently occupied, it was suggested that they be invited to observe Board meetings. Leon Goodwin enquired about the earlier discussion the Board had on potential office space in Salem and he described the space. Mark Nelson noted that the monthly rent was \$275/mo cheaper than the current space and he agreed to go and look at it. George Sioras suggested that this issue be added as an agency item for the next Board meeting. Scott Bogle described the current situation with TEAM registration noted that Mark is in the process of getting signed up to use the program. The discussion centered on the need for a resolution from the Board on this. Following further discussion,</p> <p><b>Motion to authorize CART Executive Director Mark Nelson to act on CART's behalf to apply for and manage FTA grant funding by Bob Barrett, seconded by Nancy Michels. Motion passed unanimously.</b> Scott Bogle noted that CART's legal council would need a copy of this resolution. Mark noted that CART had received a donation from the United Way of NJ/Philadelphia.</p>		
<p><b>11. Motion to Adjourn</b></p>	<p><b>Motion to adjourn by Steve Campbell, seconded by Arthur Rugg. Motion passed unanimously.</b>          The meeting was adjourned at 4:26pm.</p>		

*Minutes Respectfully Submitted by Tim White*

CART Board Meeting Minutes  
 January 8, 2015

The meeting convened at 3:10 pm on January 8, 2015.

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

Item	Discussion	Follow On	Timing
1. Call to Order	The meeting was called to order at 3:10pm.		
2. Executive Director Search – Non Public Session as per Section 91-A:3	<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><b>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 3:14PM and the motion passed unanimously.</b></p> <p>The Board went into Executive non-public Session to discuss the search for a full-time Executive Director.</p> <p><b>Motion to seal minutes of the Executive Non-Public Session and come out of non-public session by Steve Campbell, seconded by Nancy Michels. The roll call was recorded at 3:52PM and the motion passed unanimously.</b></p> <p>Following the motion to enter back into public session,</p> <p><b>Motion to 1) endorse the recommendation of the Search Committee and hire Mark C. Nelson as CART Executive Director at a salary of \$65,000 per year with a thirty-day transition period to be served concurrently with the Part-Time Executive Director and, 2) hire the second place candidate if Mark C. Nelson is not available, by Steve Campbell, seconded by Rick Hartung. Motion passed unanimously.</b></p> <p>Following the motion, discussion turned to the upcoming meeting with the Derry Human Services committee to present CART’s funding request for FY 2015. Scott Bogle provided background on Derry’s funding history with CART, noting</p>		

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	<p>that, as documented in the application submitted last week, CART will be encouraging full participation from Derry. It was noted that it would be helpful for representatives from other CART communities to assist in making this case to Derry, and Steve Campbell and Leon Goodwin both offered the assistance of the Town of Salem in this regard. Additionally, Steve Campbell agreed to attend the meeting with the Derry Human Services Committee to assist in making this case.</p>		
<p><b>3. Motion to Adjourn</b></p>	<p><b>Motion to adjourn by Art Rugg, seconded by Nancy Michels. Motion passed unanimously.</b>          The meeting was adjourned at 3:59pm.</p>		

*Minutes Respectfully Submitted by Tim White*