

CART Board Meeting Minutes
 March 22, 2011

The meeting convened at 3:45 pm on March 22, 2011.

Present: Lee Maloney, George Sioras, Bill Scott, Richard Hartung, Tom Case, Matt Waitkins, Scott Bogle, Tim White.

Item	Discussion	Follow On	Timing
1. Minutes From Prior BOD Meetings– (01/25/11)	Motion to approve minutes of January 25, 2011 CART Board of Directors meetings by G. Sioras, seconded by T. Case. Motion passed unanimously .		
2. Financial Report (Quarter 1 – FY 11) Quarter 2 – to date)	Motion to accept Quarter 1 CART financial report by G. Sioras, seconded by T. Case. Motion passed unanimously. Lee Maloney informed the Board that the Quarter 2 CART financial information was not available but a complete quarterly report would be available at the April 2011 meeting.		
3. Operations Policy - Children	Motion to approve by Operations Policy for Children with the added wording suggested by M. Waitkins “The child’s safety is the responsibility of the accompanying adult”. by G. Sioras, seconded by T. Case. Motion passed unanimously .		
4. Fare Policy - Children	Motion to approve by Fare Policy for Children with clarification of fare structure being based on a one-way trip by George Sioras, seconded by Tom Case. Motion passed unanimously .		
5. Out of Region Service Policy	Lee Maloney outlined the services changes involving the initiation of service to Exeter Hospital on Wednesdays and the elimination of service to Massachusetts. She noted that a public hearing will be required for these changes and suggested Salem as a possible location in response to a question from George Sioras. Bill Scott suggested she contact the Town to set up the meeting. Lee also reported that she would be meeting with Fred Roberge on the Safeway contract and would be holding follow-up meetings with Salem and Derry to coordinate solutions to issues with rides resulting from the changes. It was noted a motion concerning these changes were taken at the January Board meeting.		

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6. Marketing – Brochure Revision and Chester Campaign	<p><u>Brochure</u> - Lee Maloney presented a copy of the update brochure. Tom Case suggested a revision to the language outlining the canceling procedure suggesting the addition of the words “whenever possible” to the instructions. A discussion then ensued regarding the possibility of instituting a penalty for those who habitually cancel rides less than 24 hours in advance. Bill Scott and Scott Bogle suggested changes to the language on the back of the brochure regarding the details of the regular and out-of-region service schedules. Lee agreed to distribute a copy of the updated brochure to the members.</p> <p><u>Chester</u> – Lee Maloney reported that Chester has indicated their desire to stay in CART and their wish to see ridership increase. Lee explained the Town’s July to June fiscal year and May town meeting schedule and noted that she will be reaching out to seniors in the town and arranging to have information on CART put on their local TV.</p>		
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<p>7. Fixed Route – Salem Connector</p>	<p>Lee Maloney a working copy of the route for the service, noting many of the local areas to be served including commercial areas near I-93, a Comcast facility, a Park and Ride and Hesser College. Bill Scott noted that an extension to Keewaydin Drive is planned. Discussion regarding the long-term plans for the NHDHHS facility in the area took place. Lee added that the route is designed to begin near the intersection of Birch and E. Broadway in Derry. Further discussion regarding the route included the need to service the residential areas in the vicinity of Cluff Crossing Road and service to the Mall. Lee said that she would revise the route based on the comments received and pass the information along to NTS to determine running times. A discussion of the funding arrangements for the project then ensued. Scott Bogle noted that there is currently inadequate funding for 2 busses on the route. He then explained the procedure for enabling CART to use toll credits for the local match. He distributed a draft letter to Commissioner Campbell explaining the procedure and noted that Kit Morgan at NHDOT has agreed in principal to the practice. When Scott noted that, when he discussed with Kit the fact that a meeting is planned with NHDOT and NHTA to discuss the toll credit issue along with others at a meeting, CART was instructed to pursue the use of toll credits on its own in the interest of time. Lee was instructed to draft a letter from CART to NHDOT requesting permission to utilize toll credits. It was also noted following subsequent discussion that it would be useful to also submit an additional letter to NHDOT transferring management of the Salem-Derry fixed route project from the Town of Salem to CART.</p>		
<p>8. Derry Shuttle</p>	<p>Lee Maloney reported that, as she had not yet completed planning for the route, there would be not discussion of this item.</p>		

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<p>9. Vehicles – Extended Warranty Request, New Wheel Chair Lifts, Electronic Destination Signs</p>	<p>Lee Maloney reported that we will be receiving three new wheelchair lifts for the ARBOC vehicles and she will be meeting tomorrow with Northern Bus to discuss an extended warranty similar to the one provided to NTS. Lee added that a policy might be needed at some point regarding electronic destination signs for the ARBOC vehicles. She will also be including the signage in the meeting with Northern Bus. In response to a question from Scott Bogle, Lee noted that there are approximately \$37,000 in ARRA funds remaining. Lee also noted two upcoming grant opportunities for potential local match funding and Scott agreed to assist with a grant application to the Alexander Eastman Foundation.</p>		
<p>10. CART Operations/ Performance Report</p>	<p>Lee Maloney passed out copies of the February 2011 monthly performance report, noting 21 service days, 17 percent of rides requiring the use of the wheelchair lift and the likely effects of fuel prices in vehicle-hour and average miles/trip figures. Lee described a table in the report presenting information on the net cost of contracted service and reported that ridership is again increasing. Social, medical and work trips were the most frequent trips by type and during February, 12 new riders were added to the system. Salem was the top trip destination for the month and the figures in the report indicated decreases in service denials and lost trips due to no-shows and cancellations. Derry and Hampstead trips decreased and Londonderry trips increased during the month. Lee noted that she will e-mail an electronic version of this document to the Board.</p>		
<p>11. Old Business</p>	<p>A general discussion of advertising revenue took place, focusing on advantages and disadvantages of the use of advertising contractors. As discussed last month, it was noted that for the purposes of FTA guidelines, sponsorship is considered match and advertising revenue is considered program revenue. Lee noted that she will be contacting MART for information on pricing these issues.</p>		
<p>12. Municipal Updates</p>	<p>There were no municipal updates.</p>		
<p>13. New Business</p>	<p>There was no new business.</p>		

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14. Meeting Adjourn	Motion to adjourn by George Sioras, seconded by Tom Case. Motion passed unanimously. The meeting was adjourned at 5:29pm.		
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Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
 May 17, 2011

George Sioras, CART Treasurer, acted as Chair and convened the meeting at 4:00pm on May 17, 2011.
 Present: Lee Maloney, CART Executive Director; George Sioras, Town of Derry; Scott Bogle, Rockingham Planning Commission; Tom Case, Town of Windham; Karen Bryant, Town of Salem; and Rick Hartung, Town of Hampstead.

Item	Discussion	Follow On	Timing
1. Minutes from Prior BOD Meeting (March 22, 2011)	Minutes for the March 22, 2011 meeting were not available.		
2. Financial Reports (Quarter Ending March 31, 2011)	<p>Lee Maloney reviewed income statements and balance Sheets for the months ending January 31st, February 28th, and March 31st. As of the end of March, CART has an operating deficit of \$9,126.50.</p> <p>Lee noted that these statements do not reflect two recently approved grants: \$68,770 in FTA Section 5310 Purchase of Service funding that CART has secured on behalf of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC); and \$4,780 from the Alexander Eastman Foundation earmarked as 20% match on one of the 5310 Purchase of Service projects – a medical shuttle service between Hampstead and Londonderry. Scott Bogle noted that service reductions that would otherwise be necessary to reduce the current operating deficit can be offset by the new services funded under the 5310 Purchase of Service grant. With its 80% federal/20% local match rate it will stretch limited local match dollars, while the match funding from AEF will also be helpful. Motion to accept financial reports by George Sioras, seconded by Karen Bryant. Motion passed unanimously.</p>	Identify service hour cutback for balance of year necessary to close operating deficit, recognizing upcoming start of 5310-funded services	

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<p>3. Federal Grant Status</p>	<p>Lee reviewed the status of all open Federal grants, including: 1) Section 5307 funding for Operations from the Nashua Urbanized Area (FY09 - \$123,940 balance); 2) Section 5307 funding for Preventive Maintenance from the Boston Urbanized Area (FY09 - \$4,742 balance); 3) ARRA funds for capital vehicle purchase (\$37,580 balance) and operations (fully expended); Section 5316 JARC funding for preventive maintenance (\$12,000 balance) and mobility management (\$25,340 balance) linked to the Derry-Salem fixed route project; and FY2010 Section 5307 carryover funds (\$380,050 total).</p>		
<p>4. State Grant Status</p>	<p>Lee reviewed the approval of \$68,770 in FTA Section 5310 Purchase of Service funding that CART has secured on behalf of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC).</p>	<p>Execute grant contract with NHDOT. Implement grant projects in early summer.</p>	
<p>5. Alexander Eastman Grant Status</p>	<p>Lee reviewed the approval of \$4,780 from the Alexander Eastman Foundation earmarked as half of the 20% match on one of the 5310 Purchase of Service projects – a medical shuttle service between Hampstead and Londonderry. She noted that while this was a one-year grant, AEF has a history of providing multiple years of funding for successful projects and she hopes to be able to show success with the Derry-Londonderry project and apply for similar funding next year.</p>		

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<p>6. Vehicle Purchase Additional (Motion Requested)</p>	<p>Lee reviewed that CART has \$37,580 in ARRA funding remaining for purchase of a mini-bus. She would like to couple this funding with additional 5307 capital funding and match from the State to purchase an additional vehicle to replace one of the aging vehicles currently in use. She presented specs for a Glaval Titan II cutaway bus recommended by Northern Bus Sales. She noted that she has discussed the vehicles with Larry Marcus, the maintenance manager at Easter Seals, and he felt it was a good vehicle. Scott Bogle asked whether a Sprinter van, with its better fuel economy, was still an option. Lee indicated that she has explored this, and while the wording of the ARRA grant prevents purchase of a basic Sprinter van, there is a new mini-bus built on a Sprinter chassis that she is researching. Scott noted that while the Sprinter is significantly more expensive up front, the significantly better fuel economy could offset that cost within a few years.</p> <p>Motion by Scott Bogle requesting the Executive Director to prepare for the next Board Meeting a cost comparison, including both purchase cost and lifecycle costs, of the Glaval Titan, Sprinter bus, and other vehicle(s) as appropriate. Seconded by George Sioras. Motion approved unanimously.</p>	<p>Prepare life-cycle cost comparison for next Board meeting, including Glaval Titan, Sprinter version, and other vehicle(s) as appropriate.</p>	
<p>7. Advertising/ Marketing Effort Update</p>	<p>Lee described her recent meeting with Jane Cutter of Advanced Transit Advertising (ATA). She presented a prospectus developed by ATA for marketing space on CART vehicles to potential advertisers. She has asked ATA to approach Service Credit Union, Elliot Hospital, and possibly Goodwill re: underwriting. There was further discussion on use of in-bus advertising (car cards or video monitors).</p>		
<p>8. Addition of Medical Facilities in Manchester</p>	<p>Lee indicated that CART had received requests to add new medical destinations in Manchester, including the VA hospital. She is working with Easter Seals to plan for how to schedule this and will bring a proposal to the next Board meeting</p>	<p>Proposal for new Manch service for next Board mtg.</p>	

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9. Existing Service Providers - Status	Lee noted that the Salem Senior Center has requested an hourly reimbursement rate of \$37.00 as part of contract renewal. She has met with the Senior Center Director and the Town Manager. Lee indicated that this is substantially above rates being paid to other providers, and that she recommends terminating the relationship with the Salem Senior Center for use of their vehicle. She indicated this would not adversely impact CART's ability to provide service in Salem. There was consensus among the Board members present to proceed with this.		
10. CART Operations/ Performance Report	Lee distributed the Monthly Management Report (MMR) for CART operations in March. CART provided 995 trips in March, with 715 Vehicle Hours/558 Revenue Hours.		
11. Municipal Updates	There were no Municipal Updates		
12. New Business	There was discussion of declining attendance at recent Board meetings. Scott and George noted that the shift away from regular monthly meetings meant that additional advance reminders would be helpful. Scott suggested that even if the full agenda and meeting packet were not available a week in advance of the meeting, a reminder of the meeting date and time would be good to send.	Send Board meeting reminders one week in advance, with agenda and packets to follow.	
13. Meeting Adjourn	Motion to adjourn by Tom Case, seconded by Karen Bryant. Motion passed unanimously. The meeting was adjourned at 5:10pm.		

Minutes Respectfully Submitted by Scott Bogle

CART Board Meeting Minutes
 July 26, 2011

Also, the SUN Shuttle is starting to pick up. We have a schedule. What I am thinking is a bifold info piece with an explanation of the service project and partners on front. Q&A on second page. Schedule on 3rd page and map on last page.
 Trying to keep this simple.

The meeting convened at 4:01 pm on July 26, 2011.

Present: Lee Maloney, George Sioras (Derry), Bill Scott (Salem), Rick Hartung (Hampstead), Scott Bogle (RPC), Karen Bryant (Salem), Tom Case (Windham), Matt Waitkins (NPC), Tim White (SNHPC).

Item	Discussion	Follow On	Timing
1. Minutes From Prior BOD Meetings– (01/25/11)	Motion to approve minutes of June 21, 2011 CART Board of Directors meetings by George. Sioras, seconded by Scott Bogle. Motion passed with two abstentions.		
2. Financial Report a. Period Ending June 30, 2011	<p>Lee Maloney reported on the balance sheet, outlining the current assets including \$71,828 in FTA funds and \$5,162 in prepaid insurance expenses. Assets currently total \$409,895. She then outlined the liabilities and capital including \$65,009 in moneys owed to ESNH, Green Cab and the Salem Senior Center. In response to a question from Bill Scott, Lee noted that the \$38,537 in deferred revenue represents assessments to member communities. Lee added in response to a question from Scott Bogle that the (\$14,219) in net income represents the year to date operating deficit.</p> <p>Motion to accept CART Financial Reports for the period ending June 30, 2011 by Tom Case, seconded by George Sioras. Motion passed unanimously.</p>		
3. Policy on Public Comment re: Major Service Reductions and Fare Increases	<p>Lee Maloney distributed the draft policy language and reported that it was based on a similar statement from another transit property and was necessitated by a comment received from the auditor. A discussion then took place regarding the advantages and disadvantages of utilizing the Union Leader for posting of legal notices and Bill Scott questioned the route mileage and service criteria and the need for additional language.</p> <p>Motion to accept Policy on Public Comment Regarding Major Service</p>		

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	Reductions and Fare Increases as revised by George Sioras, seconded by Tom Case. Motion passed unanimously.		
4. Grant Status	<p>a. <u>FTA</u> Lee Maloney reported the following balances for the current FTA grants: \$79,108 (Operations), \$1,437 (Planning), \$485 (Preventative Maintenance) and \$37,580 (ARRA). She then outlined the figures for the upcoming FTA grant that totals \$380,050, including those for Operations \$182,750, Mobility Management \$125,760, Vehicle Procurement \$37,940 and Preventative Maintenance \$28,800.</p> <p>b. <u>Purchase of Service</u> Lee then presented information on the FTA 5310 POS grant (FY 2011), which will be for \$68,770 this year. She noted that the contract has been executed and the same amount will be available next year. Karen Jennison of NHDOT is the contact for the grant.</p> <p>c. <u>Alexander Eastman</u> CART has received a check in the amount of \$4,780 for the Alexander Eastman grant that will be used for the local match for the Hampstead/Londonderry shuttle. The total award is for \$4,780.</p>		
5. Vehicle Purchase Additional update	<p>Scott Bogle distributed the results of a cost analysis for three vehicles being considered for purchase by CART. He noted that the results of the analysis seem to suggest that the use of the more expensive Sprinter Mini-bus vehicle would actually result in long-term cost savings because of savings on fuel. A discussion then took place regarding the fuel economy figures and following the discussion, Lee noted in response to a question from Scott that the vehicle would be utilized for fixed route service. Lee added that the Glaval vehicle could be obtained as soon as possible while it would take longer to get the Sprinter which comes from Europe. In response to a question from Bill Scott, Lee noted that because the price is less than \$100,000, there is no Buy America provision. After further discussion, it was decided that Lee would complete additional research on the gross vehicle weight and would confirm the fuel economy data.</p>	Additional vehicle research on vehicle weight and fuel economy	
6. Advertising Update	Lee Maloney reported that St. Joseph's Healthcare on Robinson Road in Hudson has signed a three-month contract to advertise on CART		

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	vehicles. It was noted that the facility is located close to the Hudson/Londonderry town line. Service will be provided to the facility and the contract will provide about \$600/month in match eligible revenue. It was noted that Parkland Medical is also considering advertising.		
7. Deviated Fixed Route Status	<p>a. <u>SUN BUS (Derry/Londonderry)</u> Lee reported that there would be a dry run for the route and coordination with Deb Perou of RNMOU would also take place. She added that she would like to gather focus group data on riders following the service start up.</p> <p>b. <u>Hampstead/Londonderry Shuttle</u>. Lee reported that she may put the service out to bid and will be determining the service specifications. Safeway Transportation, a DBE provider in the Kingston area, may be a potential provider for this service.</p>		
8. CART Operations/Performance Report	Lee Maloney reported that on-time performance and percentage of trips requiring a wheelchair lift have remained constant while the system is adding between ten and 26 new passengers per month. Revenue and vehicle hours are staying below the budgeted level. In response to a request from Matt Waitkins, Lee agreed to add cost per trip figures to the report.		
9. Customer Service Survey	Lee Maloney noted that the last survey was done about two years ago and it was time for it to be re-done. She also mentioned that the membership to Survey Monkey has been renewed.		
10. CART Website	Lee Maloney reported that Laurie Ota will be updating the website in an effort to make it more user-friendly. A discussion of hosting issues then took place with Scott Bogle mentioning that RTAP now has web hosting. Lee agreed to investigate.	Look into RTAP web hosting	
11. A133 audit	Lee Maloney reported that the audit has been paid for with \$9,000 in cash from the bank. The audit is complete and should be in hand by the end of the week.		
12. Need additional Board Members	It was noted by Lee Maloney that additional Board members are needed for each town. An ideal situation would be to recruit potential Board members with business contacts to increase fundraising		
13. Municipal Updates	Bill Scott requested that work begin on an effort to recruit "Friends of CART" groups that could be utilized on short notice to attend [public		

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	meetings in support of the service. He added that support of this nature will be increasingly important for the upcoming Salem budget season. Discussion then centered on sources of information to recruit these individuals. In response to a comment from Scott Bogle on use of ESNH for this purpose, Lee Maloney replied that they are obligated to provide this information in their contract.	Get information from ESNH	
14. New Business	There was no new business.		
15. Adjourn	Motion to adjourn by Bill Scott, seconded by George Sioras. Motion passed unanimously. The meeting was adjourned at 5:40pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
September 20, 2011

The meeting convened at 4:05pm on September 20, 2011.

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

Item	Discussion	Follow On	Timing
1. Minutes From Prior BOD Meetings– (07/19/11)	Motion to approve minutes of July 19, 2011 CART Board of Directors meetings by George. Sioras, seconded by tom Case. Motion passed unanimously.		
2. Financial Report a. Period Ending July 31, 2011	Lee Maloney reported on the balance sheet, outlining the current assets totaling \$462,196.95. Eighty percent of the accounts receivable total of \$122,390.64 consists of Federal funds. She then outlined the liabilities including \$83,923.93 in moneys owed to ESNH and \$69,859.67 in deferred revenue in income from member communities. She noted that additional information pertaining to the income statement is available from the monthly performance report. There is a net income of (\$12,153.78). Motion to accept CART Financial Reports for the period ending July 31, 2011 by George Sioras, seconded by Tom Case. Motion passed unanimously.		
3. Grants Status	a. FTA - Lee Maloney reported that there is currently \$267 in planning funds and \$32,000 in operating funding remaining from the Nashua urbanized area funds. The total upcoming grant of \$380,000 is now being processed and in response to a question from Scott Bogle, she confirmed that CART has pre-award authority for these funds. b. Purchase of Service – These funds totaling \$64,000, have not yet been drawn on. In response to a question from Scott Bogle, Lee Maloney reported that the project has not yet been launched.		
4. A-133 Single audit results	Lee Maloney reported that there were no complications with the audit and the principle area of concern was future participation of member communities of which there is no guarantee. This was also an issue in the FTA Triennial review.		

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<p>5. Triennial Review results</p>	<p>Lee Maloney reported that the review went very well and 7 deficiencies were reported, two of which were corrected immediately. Two outstanding issues include the need for financial and maintenance plans for vehicles which will be submitted to FTA. An additional outstanding issues regarding drug and alcohol testing has been resolved. An outstanding issue regarding ESNH and vehicle maintenance is currently being addressed.</p>		
<p>6. Vehicle Purchase Additional update</p>	<p>Lee Maloney distributed additional information pertaining to the vehicles under consideration, noting that she had received a recommendation from MTA to purchase gas vehicles. In response to a question from Scott Bogle, Lee Maloney noted the minimal difference in mileage between the gas and diesel vehicles. In response to a question from Bill Scott, Lee reported that seven years is being assumed for life of vehicles. Additional discussion centered on the fact that the revenue derived from additional advertising space on larger vehicles outweighs fuel savings. In response to questions from Scott Bogle, Lee agreed to find out if local properties were using Glaval gas vehicles and noted that they are preferred by ESNH. After further discussion, Motion to authorize purchase of Glaval Cutaway gas vehicle by George Sioras, seconded by Tom Case. Motion passed unanimously.</p>		
<p>7. Vehicle Advertising Update</p>	<p>Lee Maloney reported on the second full bus wrap purchased by Parkland Hospital that will earn about \$6,300 in net revenue for six months. She noted that this will be eligible as match. Two full advertising wraps have now been completed for Parkland and St. Josephs and press releases will be completed. Scott Bogle stressed the importance of keeping the CART brand on the vehicles as well.</p>		
<p>8. Route Deviation Service</p>	<p>a) SUN BUS (Derry/Londonderry) Lee Maloney reported that HBSS, RNMO and ESNH are currently working to resolve an issue regarding scheduling and software. It is important that this service being in the Fall and the routing will require some adjustment. In response to a question from Scott Bogle on flex routing and fixed routing, Lee Maloney reported that the distinction is made in the route</p>		

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	<p>definition and it was agreed that it was a priority to develop the route so as to avoid the need for complimentary paratransit service.</p> <p>b. Hampstead/Londonderry Shuttle – Lee Maloney reported that she has contacted Fred Roberge in an effort to develop the stops for this route and Scott Bogle noted that ESNH considers this service at this point next in line for implementation after SUN BUS. It was further noted by Scott Bogle that home trip destinations would also be required and it was agreed that this service would reduce dead-head mileage and call center use. Lee Maloney reported that ESNH’s contract ends in September 2012 and it’s necessary to inform the member communities of this. Scott Bogle noted that the next steps in the planning for this service will be mapping the routes in Hampstead and Londonderry and Lee Maloney noted that she would prefer to contract the service out to Safeway.</p> <p>c) Windham-Salem-Windham loop/shuttle - Lee Maloney also showed the group preliminary mapping for this service that will be operate in the vicinity of I-93 Exit 2. Current plans are for operating Monday, Wednesday and Fridays in Salem and Tuesday and Thursday in Windham. The route planning materials will be finalized for the next Executive Committee meeting</p>		
<p>9. CART Organizational Growth and Direction</p>	<p>a) Proposed route deviation services/Salem loop/shuttle/Windham/Salem/Windham loop/shuttle - Lee Maloney also showed the group preliminary mapping for this service that will be operate in the vicinity of I-93 Exit 2. Current plans are for operating Monday, Wednesday and Fridays in Salem and Tuesday and Thursday in Windham. The route planning materials will be finalized for the next Executive Committee meeting. Scott Bogle then distributed copies of a trip analysis based on CART ridership data for the period October 1, 2010 to July 31, 2011.</p>		
<p>10. FY12 Budget Preparation</p>	<p>From earlier in the meeting, it was noted that ESNH’s contract with CART ends in September 2012.</p>		
<p>12. CART Operations/Performance</p>	<p>Lee Maloney stated that anyone with questions on the report should contact her.</p>		

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Report			
13. Customer Service Survey	It was reported by Lee Maloney that the survey is underway.		
14. CART Website	Lee Maloney reported that the website is being updated with the assistance of Laurie OTA.		
15. Municipal Updates	There were no municipal updates.		
16. New Business	Lee Maloney distributed a memo sent to Shelley Winters at NHDOT in response to a request for projects to be funded under the American Jobs Act. Three projects pertaining to the CART Connector Service totaling \$2,221,095 were submitted.		
17. Adjourn	Motion to adjourn by George Sioras, seconded by Tom Case. Motion passed unanimously. The meeting was adjourned at 5:11pm.		

Minutes Respectfully Submitted by Tim White

CART Board Meeting Minutes
November 29, 2011

The meeting convened at 4:02pm on November 29, 2011.

Present: Lee Maloney, George Sioras (Derry), Bill Scott, Chair (Salem), Rick Hartung (Hampstead), Kathleen Proulx (Windham), Tom Case (Windham), Tim White (SNHPC).

Item	Discussion	Follow On	Timing
1. Minutes From Prior BOD Meetings– (09/20/11)	Rick Hartung noted a typo on the bottom of Page 2 under agenda item 8. Motion to approve minutes of July 19, 2011 CART Board of Directors meetings by Rick Hartung, seconded by Tom Case. Motion passed with Kathleen Proulx abstaining.		
2. Financial Report (October 2011)	Lee Maloney reported on the balance sheet, noting that Pam Rugg is assuming about \$5,700/year depreciation on vehicles and added that the financial situation now looks very favorable. Total revenues and total expenses for the period ending October 31, 2011 were \$39,750.20 and \$44,633.59, respectively. Motion to accept CART Financial Reports for the period ending July 31, 2011 by George Sioras, seconded by Tom Case. Motion passed unanimously.		
3. FY 12 Budget	Lee Maloney presented the FY 2012 budget and added that the numbers assume about \$68,000 in State assistance originating from the POS funds that will be utilized on some of the fixed route/shuttle services. The budget assumes a capital reserve account of \$2500/year for vehicle replacement that would extend from FY 2012 to FY 2016. The budget also assumes about \$8,000 in advertising revenues from 2 six-month vehicle contracts. In response to a question from Tom Case, Lee reiterated that the POS funds originate from the FTA funding programs and additional funding is also assumed from RNMOW. In response to a comment from Bill Scott, a discussion took place regarding local funding being used to pay for services in other communities and Lee Maloney stated that the call center is now being funded partially from contributions from all member communities. Following further discussion, Motion to accept FY 2012 CART budget by George Sioras, seconded by Tom Case. Motion passed unanimously.		

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4. FY 12 Meeting Calendar	Lee Maloney presented the meeting calendar for FY 2012 showing the details of the meetings for the Board and Executive Committee. She requested revisions and noted that if anyone wishes to host a meeting in their community, revisions can still be made. In response to questions from Bill Scott and Tim White, Lee noted that the milestone built into the schedule still appear to be viable. She added that the schedule will be posted on the CART website.		
5. Multi Year Financial Plan	Lee Maloney reported that the plan will be completed tomorrow and will be distributed to FTA by Friday.		
6. Federal Grant Status	Lee Maloney reported that there is about \$489,568 in FTA funds available for the remainder of the year. The funds include about \$151,100 in mobility management money, \$216,128 in operations funding, \$6,020 in planning money, \$40,800 in preventative maintenance funds and \$75,520 in vehicle procurement money, a portion of which is ARRA funds. Despite the amount of FTA money available, the challenge will be to raise the local funds to be able to access the money. In response to a question from Bill Scott, Lee confirmed that these are authorized funds rather than money in the bank.		
7. CART Operations/ Performance Report	Lee Maloney reported on the monthly performance report for October 2011, noting that there were 19 service days in the month and 958 trips provided. There continues to be a consistent one percent increase in new passengers to the system. Following a comment from Rick Hartung, a discussion ensued regarding the importance of maintaining a database accurately showing active riders of the system. In response to a comment from Kathleen Proulx on service denials, Lee noted that the figures may reflect individuals no longer using the system.		

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8. Website – update, features, postings	Lee Maloney reported that she will be receiving assistance from Laurie Ota to update the website and make it more robust and professional in appearance. She distributed copies of screen shots from the SUNTRAN system from Arizona as a template for the look she'd like to create. The updated website will feature the ability to accept donations, Title VI/ passenger policies, service and fare information and travel alerts. She continued that the hope is to have the new website up and running by January and Laurie will be charging \$60/hr. in 15-minute increments for her services. In response to a question from Bill Scott, Lee said that it would be possible to provide testimonial information from riders on the website as well as a sponsors' page. Lee also confirmed that the update would be paid for with marketing funds.		
9. SUN Shuttle route and start date	Lee reported that routing and scheduling for the service is complete and is scheduled to begin on 12/15/11 and she distributed information on the route stops. In response to questions from Bill Scott, Lee added that the plan would be to approach businesses on the route for donations at a later date and she had already spoken to a potential donor. In response to a question from Tom Case, it was noted that the language at the bottom of the first page of the information sheet concerning route deviations would have to be edited.		
10. Salem Loop Shuttle – Survey results and route progress	Lee Maloney reported on progress with the surveys being administered to plan this route, noting the results in terms of popular grocery, shopping and medical destinations. She added that additional information on the Stiles road area is still needed.		
11. Windham Loop Shuttle	Lee Maloney noted that the surveys for this service are continuing.		
12. Hampstead Shuttle	Lee Maloney noted that the surveys for this service are also continuing.		

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13. Atkinson Service	Lee Maloney reported that a presentation to the Atkinson Budget Committee will be made on 12/07/11. The purpose of the meeting is to discuss service for the town. A short discussion then ensued on the status of the CART Connector project, with Lee noting that there are issues with the match for the project related to the issue of use of toll credits. Lee also mentioned that MTA had approached NHDOT about the possibility of contracting various transportation opportunities with CART.		
14. Old Business	There was no old business.		
15. New Business	There was no new business.		
16. Adjourn	Motion to adjourn by George Sioras, seconded by Tom Case. Motion passed unanimously. The meeting was adjourned at 4:50pm.		

Minutes Respectfully Submitted by Tim White