

# Alliance for Community Transportation (ACT)

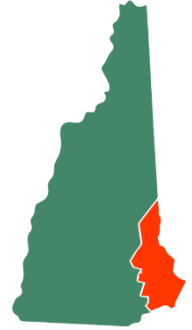
Working to expand affordable and efficient community transportation in southeastern New Hampshire

## MEETING OF THE GENERAL MEMBERSHIP WEDNESDAY, SEPTEMBER 1, 2021

9 – 10:30AM

McCONNELL CENTER ROOM 305  
DOVER, NH

### Minutes



#### 1. Introductions

**Members In-Person:** Rad Nichols (COAST), Betty Smith (Ready Rides), Margie Longus (Ready Rides), Sharon Reynolds (citizen member), Scott Bogle (Rockingham Planning Commission), Cheryl Robicheau (Community Action Partnership of Strafford Co.), Debbie Perou (Rockingham Nutrition Meals on Wheels), Fred Roberge (Easterseals Homemakers)

**Members Virtual:** Colin Lentz (Strafford Planning Commission),

**Staff Present:** Jeff Donald (COAST)

**Others Present:** Cathryn Conway-Dorr (Dover Housing Authority), Ryan Crosby (Dover Housing Authority)

#### 2. Approval of July 7, 2021 Meeting Minutes {VOTE}

B. Smith made a motion to approve the minutes as written.  
Seconded by S. Reynolds  
Vote: unanimous in favor

#### 3. Updates

##### a. Triplink Dashboard

J. Donald presented ridership dashboard through July. Community Rides had a slight drop in ridership, not due to lack of demand, but to decreased funding because of the transition to the state fiscal year. Members discussed observed changes in ridership.

##### b. Monthly Financials

J. Donald reviewed the monthly income statement. He noted that funds were moved from FTA5307 to 5310 admin and replaced with \$65,000 from Surface Transportation Block Grant (STBG) funds. Those funds are matched with turnpike toll credits from the state but can only be used to support mobility management.

J. Donald said there was a potential for an additional \$120,000 from the state but it was still in the approval process.

J. Donald noted that the volunteer driver programs like Ready Rides were a good source of non-cash match that the drivers generate through their participation. Covid-19's impact on ridership has severely reduced the amount of non-cash match generated by volunteer driver programs. R. Crosby asked about Dover Housing Authority services participating with volunteer driving funding and contributing more non-cash match to the ACT pool.

BARRINGTON  
BRENTWOOD  
BROOKFIELD  
DOVER  
DURHAM  
EAST KINGSTON  
EPPING  
EXETER  
FARMINGTON  
FREMONT  
GREENLAND  
HAMPTON  
HAMPTON FALLS  
KENSINGTON  
KINGSTON  
LEE  
MADBURY  
MIDDLETON  
MILTON  
NEW CASTLE  
NEW DURHAM  
NEWFIELDS  
NEWINGTON  
NEWMARKET  
NEWTON  
NORTH HAMPTON  
NORTHWOOD  
NOTTINGHAM  
PORTSMOUTH  
ROCHESTER  
ROLLINSFORD  
RYE  
SEABROOK  
SOMERSWORTH  
SOUTH HAMPTON  
STRAFFORD  
STRATHAM  
WAKEFIELD

J. Donald said it would if housing authority services were funded through the same sources as existing ACT volunteer driver programs, but a separately funded organization would not. He said if the housing authority were to join TripLink for its call taking, it might be possible to argue that they contribute to non-cash match, but there are no additional federal dollars that could be apportioned with more match.

R. Nichols noted that the draft federal infrastructure bill includes more funding for fixed route and the benefits would filter to ACT providers.

#### EXPENSES

J. Donald explained that the ACT budget is on a dual federal and state fiscal year. This makes budgeting difficult because the state fiscal year starts on July 1<sup>st</sup> and the federal funding in the budget doesn't carry over. At the end of SFY 2021, \$20,000 were left unspent in the budget due primarily to drastic changes in ridership from covid-19.

#### **4. FY2022 Draft Budget {VOTE}**

J. Donald presented three options for the SFY22 budget.

##### Option A

This is a default option that leaves a flat budget and leaves a lot of potential federal funds unspent. What to do with additional (maybe) 120K from state.

##### Option B

Under Option B, additional funds would be budgeted to providers to expand service and would help Strafford CAP. Strafford CAP call taking would be shifted to TripLink. J. Donald noted that the point of the proposed \$120,000 is to improve coordination; this gives ACT some leverage to encourage agencies to join TripLink. Members discussed how coordination would be improved with the additional funding.

##### Option C

Option C assumes ACT would only receive \$65,000 rather than the full possible \$120,000. COAST would still flex \$35,000 of FTA5307 funds to help fill any gap in local match. Some additional partner support would be needed.

J. Donald proposed that the board approve option B and retain option C as a fall-back.

S. Reynolds made a motion to approve option B for the FY2022 budget as presented.

Seconded by D. Perou

Vote: unanimous in favor.

#### **5. FY22 Meeting Schedule {VOTE}**

J. Donald presented a draft meeting schedule for FY22. He suggested that the July meeting be moved to the second Wednesday (the 13<sup>th</sup>) to avoid the July 4<sup>th</sup> holiday.

D. Perou made a motion to approve the FY22 meeting schedule with the July meeting on the 13<sup>th</sup>.

Seconded by C. Robicheau

#### **6. Hybrid Meetings Discussion**

J. Donald explained that as a public body, ACT is required to have an in-person quorum for meetings since the Governor's emergency order related to covid-19 expired. He said ACT will continue holding hybrid meetings but will need a quorum in-person. He requested that members "reply-all" to email invites to meetings moving forward to help ensure a quorum of RSVPs. Members discussed various logistics for hybrid meetings. J. Donald noted that the quorum had to be high enough that an unscheduled "meeting" would not happen by accident but low enough that enough people could attend.

#### **7. FY22 Workplan**

J. Donald said the FY22 workplan was close to final, but D. Perou had suggested that it include an objective for ACT to a strong part of the effort to develop and statewide mobility manager position. He said he had added

that and said he had included an objective to research creating a driver training program and a shared driver pool.

#### **8. Bylaws Amendment Discussion**

J. Donald explained that the ACT Executive Committee also needed a quorum to hold meetings, but the exact number was not specified in the ACT bylaws. It currently is set at three by default, because that is a majority of the Executive Committee membership (5).

#### **9. SFY21 Regional Trip Data**

J. Donald presented trip count data organized by town from SFY2019 to 2021. He noted the major change in CTS trips: in SFY21 they were the sole Medicaid transportation broker in the state and scheduled around 96,000 trips, but now in SFY22 they are one of three brokers and only schedule around 12,000 trips.

#### **10. Statewide Updates**

J. Donald said his work with the NH Alliance for Healthy Aging was continuing and was moderating a peer-to-peer driver workgroup that was focused on improving ridership.

J. Donald mentioned that Van Chestnut had recently stepped down from Chair of the NH Transit Association and had been replaced by Ryan Renauld-Smith from Manchester Transit.

J. Donald said the SCC continues to work with NHDOT to launch a statewide mobility manager network and NHDOT is going to hire a statewide mobility manager.

S. Bogle reminded members that there was a meeting of the Governor's Advisory Commission on Intermodal Transportation this afternoon at 2:00 to discuss the development of the Ten Year Plan.

#### **11. Public Comment**

No public comments were brought forward to the board.

#### **12. Adjournment**

B. Smith made a motion to adjourn

Seconded by S. Reynolds

Vote: Unanimous in favor. The meeting was adjourned at 10:30am