



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, November 18, 2009**

Members Present: Jon Frederick – Chairman, Scott Bogle – Vice Chairman, Kenn Ortmann – Secretary/ Treasurer, Barbara Broderick, Leif Gerjuoy, Richard Hayes, Myranda McGowan, Tom Morgan, Sylvia von Aulock, Jim Wiggin, Ed Wojnowski

COAST Staff Present: Rad Nichols, Jenn Knox, Jeremy LaRose, Dianne Smith

I. Call to Order

Mr. Frederick called the meeting to order at 8:30 AM. Mr. Nichols stated that there was no public comment. He introduced two new members recently appointed to the Board of Directors, Leif Gerjuoy and Barbara Broderick.

Mr. Nichols noted that Mr. Gerjuoy had served on the Board before, representing the organization that evolved into One Sky Community Services. He was recently appointed to once again be on the Board, this time representing the City of Dover.

Ms. Broderick was recently appointed to represent the Town of Stratham.

II. Public Comment

Mr. Nichols stated that there was no public comment.

III. Introduction of Dianne M. Smith

Mr. Nichols introduced Ms. Smith, who has been in her position as the Manager of Coordination Planning and Operations for a week and a half. She has a strong background in public transit in Massachusetts, most recently as an administrator at the BRTA (Berkshire Regional Transit Authority). Ms. Smith stated that she has been getting up to speed on COAST and recent coordination efforts so she can move forward without re-inventing the wheel.

IV. Approval of Minutes

Mr. Hayes made the motion to approve the minutes of October 21, 2009 and Mr. Bogle seconded. Mr. Ortmann suggested that the word “prescribed” be replaced by “subscribed” on page 2. The motion to approve the minutes with this change passed unanimously with three abstentions: Mr. Gerjuoy, Ms. Broderick, and Mr. Wiggin. Mr. Morgan asked that the pages be numbered in the future.

V. Financial Report

Mr. Nichols presented the financial report for September 2009. He explained that

there have been no changes in the trends from what the organization had previously been experiencing. The organization ended the year well under budget and with higher revenues than expenses..

VI. Action Items

- **Facility Improvements [ARRA]: Rain Gutter Upgrade**
Mr. Nichols explained that COAST had collected quotes to replace the rain gutters on the facility using ARRA funds. The quotes would involve removing the gutters on the brick side of the building and replacing them with commercial-grade gutters and downspouts, and installing gutters and downspouts on sections of the metal part of the building. The goal is to re-direct rain and ice melt to reduce interior flooding on the brick side of the building and the pooling of water in the parking lot. When these puddles freeze, they create a dangerous situation for employees and visitors. Mr. Ortmann made the motion to authorize Mr. Nichols to proceed with the procurement for a price not to exceed \$3,300, with the recommendation that he follow up on the company's references. Mr. Bogle seconded the motion. Ms. von Aulock asked whether the quotes truly compared apples with apples, given the price variation. Mr. Nichols stated that the gutters were all the same strength material, but some contractors had gone above and beyond. Mr. Gerjuoy and Mr. Wiggin commented that sometimes contractors do quote a wide spectrum of prices. The motion passed unanimously.
- **Facility Improvements [ARRA]: Bus Line Power**
Mr. Nichols stated that staff had solicited quotes from electrical contracting firms for this ARRA-funded project. One quote had been received and one more is expected. Two other contractors had said they would look at the job, but did not follow up. Mr. Nichols said that if the second quote does not arrive by the middle of next week, he would like to proceed with the procurement to make sure the problems with the power feed to the bus lines were corrected before winter set in for real. Mr. Gerjuoy asked whether the increase in the size of the fleet required this upgrade. Mr. Nichols stated that the original solution had always been inadequate. Mr. Wiggin made the motion to authorize the Executive Director to enter into a contract for the upgrade of the power supply to the bus line (as specified) for the most advantageous price, not to exceed \$2,900 pending receipt of additional quotes by November 25, 2009, and Mr. Morgan seconded. The motion passed unanimously.
- **Executive Director Evaluation (non-public session)**
Mr. Frederick asked for a motion to postpone the Executive Director's performance review until the end of the meeting. Mr. Wiggin made the motion to suspend the rules for this purpose, and Mr. Ortmann seconded.

The motion passed unanimously.

VII. Discussion Items

- **Housing of the Regional Coordination Council (RCC)**

Mr. Nichols presented a slideshow explaining the overall structure of regional transportation coordination in New Hampshire. He recommended that COAST consider housing ACT once it became our region's Regional Coordination Council. This would provide ACT with a legal umbrella to protect it from liability issues. Ms. McGowan and Mr. Bogle voiced their support on behalf of their respective planning commissions. Mr. Bogle added that it makes sense for ACT to be housed under one group rather than under both planning commissions, since the planning commissions have different degrees of liability coverage. (CART falls under two planning commissions as well, but they both have the same liability coverage.)

Mr. Ortmann expressed concern that COAST would be left holding the bag if other groups don't hold up their end of the bargain. He asked whether taking this step would commit COAST to any actions that may be beyond our funding or resources. Mr. Nichols stated that housing ACT at COAST would simply offer ACT legal protection – it would not make COAST the public face of regional coordination or result in any more requirements being placed on COAST.

Mr. Ortmann asked whether Ms. Smith was an employee of COAST or of ACT. Mr. Nichols stated that she is a COAST employee working at ACT's direction. COAST and Strafford Network have a Memorandum of Understanding (MOU) related to her position, and that COAST and ACT are working on one that would spell out each group's roles and responsibilities. Ms. Smith's position is funded through the United Way, the Endowment for Health, and New Freedom funding from the FTA. It is not funded through local communities' contributions or COAST's 5307 program.

Mr. Nichols stated that he would be attending a meeting at the State Coordinating Council in Concord on Friday. He said it did not appear as though DHHS is ready to move forward with Medicaid non-emergency transportation. He said there were several reasons for this, including new federal regulations and a lack of adequate funding.

Mr. Gerjoux asked if there was anyone at DHHS addressing coordination. Mr. Nichols said that coordination has been one DHHS employee's primary project for the past two plus years. Mr. Herlihy (of the DHHS) has been looking at how the state can encourage active participation in coordination through the contracts they let. Ms. von Aulock asked if there

was a potential conflict of interest issue, if COAST was interested in those contracts. Mr. Nichols stated that the broker would contract directly with DHHS, and that COAST has already said it does not want to be the broker under the state's model.

Ms. Broderick asked whether COAST housing ACT would change in any way the service that COAST delivers. Mr. Nichols stated that through coordination, COAST may be able to sell available seat space on its vehicles, or buy trips from other providers at a lower rate. Mr. Hayes stated that he felt that this would be an appropriate role for COAST. Mr. Frederick asked Mr. Nichols to present a summary of the issues and questions before the Board votes on whether to house ACT at an upcoming meeting.

VIII. Information Items

- **Staff Updates**

Mr. Ortmann commented that it was very important that COAST abides by the IRS regulations in designating these people independent contractors rather than employees. Mr. Nichols stated that he would ensure that COAST is meeting the requirements.

- **FMLA**

Ms. McGowan said that Cynthia Copeland recommended that an employment law attorney review any new FMLA policies before they go into effect.

Mr. Frederick mentioned the Vintage Christmas Trolley. Mr. LaRose said that the brochures have been ordered. Mr. Frederick said that Music Hall employees should be on the first and last runs to put up and take down the A-frame signs.

Mr. Morgan said that COAST funding would be listed as a warrant article for Newington's town meeting in March. Mr. Nichols said that Mr. Bogle had been working with residents of Newington and encouraging them to voice their support of COAST.

IX. Old Business

No old business was discussed.

Mr. Ortmann made the motion to enter into a non-public session to address a personnel matter per RSA 91-A:3.II(a). Mr. Gerjuoy seconded. A roll call vote was taken, and the motion passed unanimously. All COAST staff left the room.

COAST staff re-entered the room. Mr. Ortmann made the motion to allow the COAST executive members to work with Mr. Nichols to implement the performance review, and Mr. Gerjuoy seconded. The motion passed unanimously.

X. New Business

- Mr. Nichols stated that Manchester Transit Authority has a 1998 Gillig Phantom high floor bus that COAST could accept as an asset transfer. COAST's Manager of Fleet Maintenance, Phil Smith, had inspected the vehicle and concluded that it could serve COAST for three to five years. It would replace a 1988 Phantom that COAST would retire and cannibalize for parts to keep the other 1988-series buses in service.
- Mr. Nichols stated that COAST's ADA program has grown significantly over the past year. The Board approved funds to purchase a new ADA vehicle last February using COAST's small purchase procedures. Mr. Nichols informed the Board of Directors the staff would like to move to bid on one cutaway with an option for one more. Since these vehicles carry fewer than 15 passengers, they do not require a commercial license to operate.
- Mr. LaRose presented an idea for full weekday service on Saturday, December 19, the last Saturday before Christmas. Ms. von Aulock and several other Board members supported eliminating the fare for that day. Mr. Hayes made the motion to provide full weekday service on that day (except for the community routes), and Mr. Gerjuoy seconded. Mr. Wiggin encouraged staff to promote the event on the radio and through press releases and local town councils. The motion passed unanimously.

XI. Adjournment

Mr. Ortmann made the motion to adjourn the meeting. Mr. Wiggin seconded, and the meeting was adjourned at 10:15 AM.