

Alliance for Community Transportation (ACT)

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

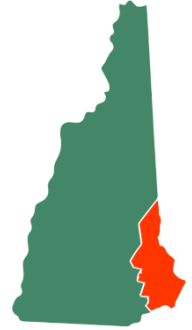
MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, MAY 4, 2022

9 – 10:30AM

IN-PERSON LOCATION: MCCONNELL CENTER ROOM 305, DOVER, NH

Minutes



1. Introductions

Members Present:

Fred Roberge (Easterseals - Homemakers), Rad Nichols (COAST), Betty Smith (Ready Rides), Scott Bogle (Rockingham Planning Commission), Debbie Perou (Rockingham Nutrition Meals on Wheels), Cheryl Robicheau (Community Action Partnership of Strafford County), Tahja Fulwider (Ready Rides), Sharon Reynolds (Citizen member), Colin Lentz (Strafford RPC), Donna Fanny (Future In Sight)

Members attending virtually:

Colin Lentz (Strafford Planning Commission)

Staff Present: Jeff Donald (COAST)

2. Approval of March 2nd 2022 Meeting Minutes {VOTE}

S. Reynolds made a motion to approve the minutes as written.

Seconded by D. Perou

Vote: unanimous in favor

3. Updates and Statistics

J. Donald reported that ridership has risen in March and was increasing overall. Most providers have returned to pre-pandemic levels. Strafford CAP was building ridership steadily.

J. Donald noted that he had been receiving data from submissions through the Common Application through TripLink. On average, individuals applied for an average of 1.79 services. The Common Application is making it easier for people to apply for all services they're eligible for. There are still logistical challenges with applicants being able to provide required documents and identification. J. Donald said staff are going to meet people where they live to take pictures of driver's licenses for services that require ID if applicants can't them scan at home.

J. Donald reported that the budget was 3% over-budget but that was expected due to PTO buyback by COAST and other budget issues this time of year. STBG funds were being used first when possible so they could be spent down in the budget because they did not require local match.

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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

4. State Fiscal Year 2023 budget

J. Donald presented a draft of the SFY2023 budget for committee's review and said they could vote on it at the June meeting if they were not comfortable doing so at the meeting that morning. This budget is year 2 of the 5310 funding and we submitted a SFY2023 budget to NHDOT along with the application. This is essentially an update to the budget that was already submitted.

J. Donald walked through various points in the draft budget:

For local funding, \$8,000 from the Endowment for Health is still available for one more year to be used to supplement (not match) Community Rides.

D. Perou asked if Strafford CAP or RNMOV are over on ridership, can they use the \$8,000 from the Endowment for Health? J. Donald said no, that the funds were designated for Community Rides exclusively.

J. Donald said several regional hospitals have provided local match to support transportation services.

The budget included \$10,000 from the National Center for Mobility Management that came from conducting the ACT self-assessment workshops.

Members discussed use of non-cash match. Economic changes (e.g. inflation) are affecting providers.

J. Donald said Community Rides had received a \$100 donation from a relative of a client.

For anticipated expenses, J. Donald said he incorporated higher expenses for wages in the budget as inflation and cost of living continue to affect the economy.

R. Nichols reiterated that ACT has a budget through September and it is not critical to vote today if there are questions. ACT is still waiting on match from Dover CDBG and Rockingham County but that can be incorporated at a later date.

B. Smith made a motion to approve the draft budget for State Fiscal year 2023; Seconded by S. Reynolds.

Vote: Unanimous in favor

5. ACT Bylaws

J. Donald provided suggested edits to update the ACT bylaws, so they align better with fiscal year budgeting. The bylaws currently say ACT operates on the federal fiscal year, but it has become a mix of state and federal since the last bylaws update.

J. Donald highlighted proposed new language to remove members who are not actively participating at board meetings. The language included a written "warning" sent to inactive members followed by a letter of termination signed by the chair. Members discussed the process for terminating inactive members, including whether the whole board or Executive committee should vote on terminations. J. Donald said he was open to suggestions for how to best clarify the procedures.

The bylaws still had a reference to annual dues which are no longer relevant

D. Perou asked about provisions to remove voting members who present a wildly divergent or belligerent views on budgeting and service provision. Members discussed the challenges of navigating such a situation. S. Bogle suggested limiting the number of citizen members to a flat number (1-3).

J. Donald suggested increasing the quorum requirement back up to 6 since reaching a quorum hadn't been a problem at meetings.

6. Coordinated Plan Updates

S. Bogle explained that RPC and SRPC would be distributing separate outreach surveys to local welfare offices, transportation providers, and the general public soon – they are just about ready to send. He said they would be very similar to the surveys sent for the 2017 update to the coordinated plan and asked if board members wanted to review them. Members said they were okay with sending out surveys before the next board meeting if S. Bogle didn't think there were any major issues. D. Fanny recommended that they make sure surveys are accessible (e.g. large print options, tech compatibility check, etc.)

7. ACT Workplan Check-in

No Updates

8. SCC Updates

F. Roberge noted that the new SCC lead is Terry Palmer. The next meeting of the SCC will be on June 9th.

9. Information Exchange

J. Donald noted that this month was the 20th anniversary of people meeting to coordinate transportation services in the seacoast.

T. Fulwider announced that Ready Rides had been approved by the Epping Selectboard.

10. Public Comment

No public comments were brought before the board.

11. Adjournment

B. Smith made a motion to adjourn

Seconded by S. Bogle

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