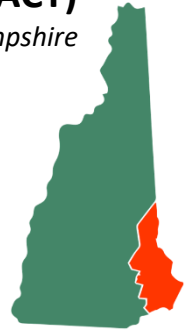


Alliance for Community Transportation (ACT)

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



MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, JULY 13, 2022

9 – 10:30AM

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY
55 CENTRAL AVE, DOVER, NH**

Minutes

1. Introductions

Members Present:

Fred Roberge (Easterseals - Homemakers), Betty Smith (Ready Rides) Scott Bogle (Rockingham Planning Commission), Debbie Perou (Rockingham Nutrition Meals on Wheels), Cheryl Robicheau (Community Action Partnership of Strafford County), Colin Lentz (Strafford RPC), Tahja Fulwider (Ready Rides),

Members attending virtually: Rad Nichols (COAST), Maria Reyes (Seacoast Public Health Network)

Others Present: Jeff Donald (COAST), Teri Palmer (Statewide Mobility Manager),

2. Approval of May 4th 2022 Meeting Minutes {VOTE}

B. Smith made a motion to approve the minutes as written.

Seconded by F. Roberge

Vote: unanimous in favor (via roll call vote)

3. Updates & Statistics

J. Donald said the June data were not ready in time for the meeting. Services are still trending up across the board except for COAST PST and Route 7. He reviewed data from the common application and compared them to pre-TripLink numbers. On average, people are signing up for 1.79 services at once. J. Donald will be analyzing how many services people sign up for vs. what they actually use.

J. Donald provided a budget update but June numbers were not ready. The budget is 1% over on 5310, which is good but Rockingham Meals on Wheels and Strafford CAP have spent down all their money already and provided a few unfunded rides recently. In the expenses line, the website was late so it didn't show up till now. J. Donald said some numbers are missing from the income statement but the funds balanced well and he will add later.

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 he had been contacting municipalities about getting ACT information on their websites. ACT is listed on 7 town websites and advertised in multiple newsletters.

4. ACT Bylaws Update {VOTE}

J. Donald walked through proposed changes to the bylaws that had been approved by the Executive Committee and reviewed at the previous ACT meeting. A new section was added following Executive Committee review regarding a policy and procedure for the removal of officers. There is also updated language related to meetings under emergency situations in accordance with RSA 91-A. The new quorum minimum was set at 5.

S. Bogle made a motion to approve the proposed changes to the Bylaws

Seconded by B. Smith

Members discussed development of a bylaws template for rural RCCs. R. Nichols asked for more detail on how the simple majority determination for a quorum works. Scott suggested that J. Donald should represent ACT as the regional mobility manager (rather than an employee of COAST) and count towards the quorum. J. Donald said that felt awkward since he is in the roll of overseeing the operation and it creates a conflict. Members discussed ways to increase participation to reach a quorum at meetings. Vote: Unanimous in favor (via roll call vote)

Members agreed that additional items discussed during the meeting could be incorporated into the bylaws at a future date.

5. Coordinated Plan

S. Bogle and C. Lentz explained that surveys for non-transportation agencies and municipal welfare offices were live and being sent across the region. The specific transportation provider survey would be sent soon. S. Bogle said once the transportation provider survey was drafted he would like input from ACT members on it.

S. Bogle added that he's compiling updated Census data for analysis and working to get the number of vehicle registrations in the ACT region from the NHDMV.

6. Workplan Check-In

J. Donald said he was going to be calling regional agencies to learn about projects and initiatives

7. SCC Updates

J. Donald said the SCC annual meeting happened recently in collaboration with NH Transit Association. Terri Palmer introduced herself. She was recent hired as the statewide mobility manager and was previously working for a community transportation agency in Claremont. She's developing a workplan for statewide mobility management with the SCC. T. Palmer said she's focusing on sustainability of mobility management in the state.

F. Roberge said the SCC has a new Chair Jesse Lore, Deborah Ritcey is the new Vice Chair, Steve Workman is the treasurer, and the secretary position is open but there are nominations.

8. Information Exchange

J. Donald presented draft meeting schedule based on federal fiscal year. Every other first Wednesday of the month; alternating to second Wednesdays for holidays and other conflicts.

J. Donald said wanted to do a group photo, but will be tricky to schedule. Going to develop 20th anniversary banner for agencies to take pictures with.

The head of NHHHS will be stepping down soon.

S. Bogle said RPC is still working on their Age-Friendly Communities project. Information access is still an issue in communities where programs and services exist. He said to the survey question: “what concerns you most about aging in your community”, the most common response from people was a concern for accessing essential services once they stop driving.

9. Public Comment

No public comments were brought before the board.

10. Adjournment

B. Smith made a motion to adjourn

Seconded by S. Bogle

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