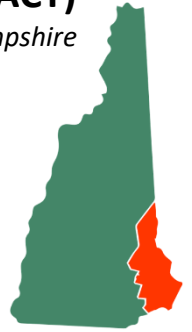


# Alliance for Community Transportation (ACT)

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 4<sup>th</sup> 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 20<sup>th</sup> 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

# Alliance for Community Transportation (ACT)

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

## MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, SEPTEMBER 7, 2022

9 – 10:30AM

McCONNELL CENTER, 61 LOCUST ST, ROOM 305 DOVER, NH

ZOOM



## Minutes

### 1. Introductions

Members Present:

Betty Smith (Ready Rides), Rad Nichols (COAST), 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: Kate Sullivan (Community Partners), Maria Reyes (Lamprey Health Care/Seacoast Public Health Network).

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

### 2. ACT membership

J. Donald said he had reached out to multiple members who had not participated for some time. Several of them designated new representatives to ACT.

### 3. Approval of Meeting Minutes

B. Smith made a motion to approve the minutes; seconded by S. Bogle

R. Nichols noted that the meeting date needed to be changed to Wednesday July 13<sup>th</sup>, not September 7<sup>th</sup>

Vote: unanimous in favor

### 4. Updates and Statistics

J. Donald presented recent trip data. He said not all August data were ready in time for the meeting. There were some lower trip numbers because of fewer service days in the previous month. ADA is taking a smaller proportion of trips; Strafford CAP is taking more.

TripLink application data: in July 44 people applied for 104 services. Most people are primarily using one service but signing up for more.

J. Donald reviewed June trip purpose data by frequency, age cohort, and service. Members said it would be helpful to see ADA trip purposes separately. Members discussed how to present trip purpose data to inform service planning.

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 was still working on getting towns to include a link to TripLink on their websites. Recently seven towns had added a direct link; two included info in a local newsletter.

#### **5. SFY22 Year End Budget**

J. Donald reviewed the budget and said it was in good shape. Everyone except Ready Rides is over budget. This is expected for CAP.

In July – September 2021 ride requests for Community Rides spiked; ACT received additional funding from the Endowment for Health to help meet the increased demand, but demand subsided, nonetheless. This may have been due to the denials that riders received during the summer. Community Rides is over budget for July and August again this year, but Donald is allowing that happen for the time being, and will see if the demand naturally subsides again this year. If not, the monthly allowance will need to be reduced, or ACT will need to use some of its held funds to cover any overages. J. Donald reiterated that the non-transportation portion budget is primarily made up of FTA 5310 funds for mobility management and an STBG grant. The budget has been spending down the STBG first because it requires no match, then using the 5310MM. NHDOT has clarified that the noncash match generated by Ready Rides can also be used to match the Mobility Manager portion of the 5310 funds in the ACT budget.

Members discussed the possibility of getting additional toll credits from the state to use as match.

The Year-end budget for SFY22 was 1% underbudget overall (\$8,082) – and has been carried over to SFY23. Any unspent FTA funds from SFY23 will not get carried over into SFY24.

#### **6. Nominations for Vice Chair**

Cheryl nominated Scott Bogle as vice chair. Betty Smith seconded  
Members will vote at the November meeting

#### **7. Coordinated Plan**

S. Bogle explained that he and C. Lentz are working on developing some focus groups for additional input. RPC and SRPC are working on pulling census data for needs analysis. They are planning on having some draft chapters for review by the board in November.

#### **8. Outreach Activities**

C. Robicheau said she was working on getting an ACT 20<sup>th</sup> anniversary group photo.  
S. Bogle said he had done initial outreach to encourage towns to use local option fee revenues to support community transportation.

#### **9. Workplan Check-in**

J. Donald has been calling various stakeholders and learned that Somersworth housing authority has a small transportation program.

#### **10. SCC Updates**

Jeff said he had been working with SCC members on potential statewide performance measures  
T. Palmer reviewed her recent work as the new statewide mobility manager and gave an update on statewide projects under development.

#### **11. Info Exchange**

T. Fulwider said Ready Rides had participated at a Newmarket community event called the “Newmarket Bash” that had games to promote local/regional services. Through that she got 2-3 new volunteer driver applications that came in after then event. She also made connections with local assisted living facilities. Ready Rides recently started operating in Epping but is having trouble getting volunteer drivers.  
C. Robicheau encouraged people to promote utility and rental assistance programs to their riders.

**12. Public Comment**

No comments were brought before the board

**13. Adjournment**

D. Perou made a motion to adjourn; seconded by C. Robicheau

Vote: unanimous in favor

# Alliance for Community Transportation (ACT)

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

## MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, NOVEMBER 2, 2022

9 – 10:30AM

McCONNELL CENTER, 61 LOCUST ST, ROOM 305 DOVER, NH

ZOOM

## AGENDA

### 1) Welcome & Introductions

Members Present:

Betty Smith (Ready Rides), Rad Nichols (COAST), Scott Bogle (Rockingham Planning Commission), Debbie Perou (Rockingham Nutrition Meals on Wheels), Cheryl Robicheau (Community Action Partnership of Strafford County), Kate Sullivan (Community Partners), Fred Roberge (Easterseals)

Members attending virtually: Derek Lavoy (GSIL), Pam Lowy (Great Bay Services), Maria Reyes (Lamprey Health Care/Seacoast Public Health Network).

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

### 2) Approval of Meeting Minutes **{VOTE}**

Moved by Betty Smith, seconded by Cheryl Robicheau. Unanimous, Pam Lowy and Fred Roberge abstaining.

### 3) Election of Vice Chair **{VOTE}**

Scott Bogle was nominated at the September meeting. No new nominations from the floor. Move by Betty Smith, seconded by Kate Sullivan. Unanimous.

### 4) Updates & Statistics

Most ridership is trending up except for Ready Rides. Donald spoke with Ready Rides and encouraged them to contact some former riders to ask why they are no longer using the service. Bogle asked for SFY19 to be included in the bar charts.

Common Applications for September matched July and August.

Donald received Medicaid trip counts from NHDHHS and included them in the annual trip counts report. Sullivan noted that Medicaid transportation is an enormous barrier for Community Partners' clients. Roberge noted that the Medicaid brokers still have a no shared-rides policy in place that was implemented as part of the Covid protocols.

There is interest in getting the enrollee counts by town and the friends & family trip counts by town.



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

The non-transportation items are on budget. Community Rides, CAP, and RNMOV are all over budget.

Donald submitted a sponsorship request to Exeter Hospital requesting a sponsorship for the TripLink Common Application. He also submitted a grant request to the Foundation for Seacoast Health.

#### 5) Annual Impact Statement

Members reviewed the Annual Impact Statement. Perou suggested sitting down with municipal and hospital leaders to review it with them.

#### 6) Coordinated Plan

The planning commissions are continuing their work on the Coordinated Plan and the Provider survey should be distributed in a week. Bogle reviewed the draft section on Changes in the Transportation Landscape and asked for input.

Lowy asked if they should be submitting their trip data and if there should be a statewide effort to collect data from similar agencies to Great Bay Services. Everyone agreed this was a good idea.

#### 7) Outreach Activities

Donald showed members the new TripLink poster that he is distributing to the hospitals this afternoon.

#### 8) Workplan Check-In

No Updates

#### 9) SCC Updates

Work is underway to improve metrics and other work establishing the RCC network continues.

#### 10) Information Exchange

Debbie Perou announced that she is retiring in January and will be replaced by Tim Diaz, who she is currently training.

#### 11) Public Comment

None

#### 12) Adjournment

Moved by Betty Smith and seconded by Cheryl Robicheau. Accepted.

**The next Executive Committee meeting is  
November 15, 2022, 10:30 AM – 12 PM**

**The next ACT Meeting is January 4, 2023, 9 – 10:30 AM**

*Reasonable accommodations for individuals with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as possible. Please make your*



*request as soon as possible, but allow at least 5 days advance notice to ACT; later requests will be honored, if possible, but cannot be guaranteed. Please contact ACT as noted below:*

**Comments regarding this notice may be directed to:**

Jeff Donald  
Regional Mobility Manager  
42 Sumner Drive, Dover, NH 03820  
603-516-0796  
Info@CommunityRides.org

*Distributed 10/26/22*

# Alliance for Community Transportation (ACT)

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

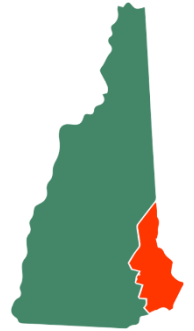
## MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, January 4, 2023

9 – 10:30 AM

In-Person Location: McConnell Center Room 305, Dover, NH

## Meeting Minutes



### 1. Welcome and Introductions

Members Present In-Person:

Betty Smith (Ready Rides), Rad Nichols (COAST), Scott Bogle (Rockingham Planning Commission), Debbie Perou (Rockingham Nutrition Meals on Wheels), Cheryl Robicheau (Community Action Partnership of Strafford County), Colin Lentz (Strafford RPC)

Members attending virtually: Kate Sullivan (Community Partners), Pam Lowy (Great Bay Services), Sharon Reynolds (Citizen Member).

Staff Present: Jeff Donald

Others: Yusi Turell (Fellow at UNH institute on Disability)

Members acknowledged Debbie Perou's retirement after forty-four years at RNMOV and her incredible service to the region. R. Nichols read the following commendation:

Whereas: Debbie Perou retires after forty-four years of service to the people of Rockingham County and the State of New Hampshire;

And Whereas: She was hired in 1978 by a group of County Commissioners and state representatives to launch Rockingham Nutrition Meals On Wheels, she built Rockingham Nutrition Meals on Wheels from a small agency with a single vehicle, to become a cornerstone of the community that serves meals at eleven locations and operates four senior shuttles throughout the County;

And Whereas: She has spent countless hours in service to Rockingham County seniors, providing them meals, wellness checks, rides, and companionship;

And Whereas: she has served on many regional and state councils and committees, including the Alliance for community Transportation, Alliance for healthy Aging, and many others, she has served as a part of ACT for 10 years, and has been a member of ACT's Executive Committee for eight years;

And Whereas: she is a committed advocate for improving the region's transportation network, her willingness to move the scheduling of Rockingham Nutrition Meals on wheels senior shuttles to TripLink has improved older adults' access to transportation services and solidified TripLink's role as central to coordination in the ACT region;

And Whereas: she has spent her entire career striving to provide for the well-being of the region's older adults on behalf of Rockingham County Citizens;

Now Therefore: The Alliance for Community Transportation does hereby Recognize Debbie Perou for her forty-four years of service to the region and the State

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

# **Alliance for Community Transportation (ACT)**

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

## **2. Approval of Meeting Minutes from November 2<sup>nd</sup>**

B. Smith made a motion to accept the minutes as-written;  
Seconded by C. Robicheau [unanimous in favor]

## **3. Updates and Stats**

J. Donald provided statistics and updates – there was no discussion.

## **4. ACT Executive Committee Meeting Schedule**

J. Donald presented options for rescheduling the regular ACT Executive Committee meeting. Members identified the third Tuesday from 3:30 – 5 PM as the ideal option.

## **5. FTA Section 5310 Application**

J. Donald explained that originally the grant notice was supposed to be available in December but it is still not out so he hadn't been able to see what funding levels were going to be available for the next fiscal year. He and Rad had attended a training for the next grant cycle. J. Donald noted that the board would have to hold an off-cycle meeting to finalize the coordinated plan and 5310 application.

## **6. Miscellaneous**

J. Donald explained that NHDOT had been in contact with ACT and COAST about more detailed monthly/annual reporting on transit services provided. He anticipated that additional reporting would be required over the next grant cycle.

## **7. Coordinated Plan Review**

J. Donald explained that the Coordinated Plan was the core document establishing priorities for ACT and enabled ACT to access federal funds for transportation services. It needs to be updated at least every 5 years.

S. Bogle and C. Lentz reviewed chapters in the draft Coordinated Plan: Introduction, Demographics, Existing Services, Funding Sources, and Findings & Recommendations.

C. Lentz reviewed the regional demographics that inform analysis of service need. S. Bogle reviewed sections on existing services, funding sources, results from outreach, and findings.

Members discussed the data included in the plan and provided comments and input.

P. Lowry noted that Community Partners was no longer providing transportation services and that Great Bay services had purchased their vehicles. She said she would send an updated blurb for Chapter 5. C. Lentz noted that he was still working on updating the Medicaid enrollment data. S. Bogle reviewed the Findings and Recommendations section in detail. Findings: (need expanded service in some specific areas, limited service for those with low income that are not seniors or have a disability, information on services is not known to many residents. Recommendations: continue to support the RCC and TripLink, integrate volunteer software with scheduling software, review performance measures, advocate for consolidation of reporting requirements, expand outreach, advocate for expanded state funding for transit services.

S. Bogle noted that there would be a workshop specifically for reviewing the draft Coordinated Plan in the near future.

## **8. Adjourn**

B. Smith made a motion to adjourn; seconded by C. Robicheau [unanimous in favor]

# Alliance for Community Transportation (ACT)

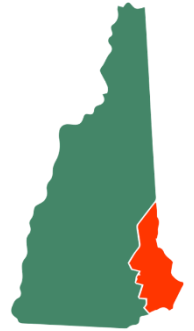
Working to expand affordable and efficient community transportation in southeastern New Hampshire

## MEETING OF THE GENERAL MEMBERSHIP

Friday, January 20, 2023

9 – 10:30AM

This meeting was held in an all-virtual format due to inclement weather  
Meeting Minutes



### 1. Welcome and Introductions

Members Present:

Betty Smith (Ready Rides), Rad Nichols (COAST), Scott Bogle (Rockingham Planning Commission), Cheryl Robicheau (Community Action Partnership of Strafford County), Colin Lentz (Strafford RPC), Pam Lowy (Great Bay Services), Tahja Fulwider (Ready Rides)

Staff Present: Jeff Donald

R. Nichols declared that the meeting was being held virtually due to inclement weather and the time-sensitive nature of approving the Coordinated Plan.

### 2. Approval of Draft Coordinated Plan

S. Bogle and C. Lentz reviewed edits to the draft Coordinated Plan that had been incorporated since the ACT meeting on January 4, 2023.

C. Lentz reviewed several updates to the demographics and service need chapter. He had updated the executive summary at the beginning of the chapter and had made several changes to the maps of demographic data. The maps were in a “heatmap” format, text was made to be more readable, and the data were presented more consistently between each map. C. Lentz highlighted final updates to the data on Medicaid enrolment, saying that the state had just posted monthly enrollment data by town for all of 2022. The Medicaid data were a monthly sample so J. Donald suggested using the data to calculate a ratio rather than showing the whole numbers or percentages by town. C. Lentz said he would be updating the map on vehicle availability to include households that have no vehicle access AND households with limited vehicle access (according to American Community Survey data).

C. Lentz reiterated that the chapter relied on data from the decennial census (which is an exact count), and 5-year samples from the American Community Survey (which had much higher margins of error because it is a statewide sample).

S. Bogle reviewed revisions to the service profile chapter. Main changes were to the Community Partners description and to the information for Great Bay Services. Pam Lowy said she had an updated description to send. C. Robicheau said she would be sending an updated description for Strafford CAP.

S. Bogle reviewed a new matrix of all RCC agencies, the type of services they provide, and their eligible clients. R. Nichols noted a change to the information for Portsmouth Senior Transportation. S. Bogle explained results from a service need model (from the Community Transportation Association of America - CTAA) he had run for the region.

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

S. Bogle reviewed Chapter 6 (on regional coordination history and background) which was new since the most recent board meeting on January 4, 2023. Members discussed the unique context of each region when it comes to improving coordination.

S. Bogle said he had added new content to Chapter 7 (Funding Sources) based on a discussion with Tim Diaz from Rockingham Nutrition MOW about state matching dollars for federal funds. DHHS Bureau of Elderly and Adult Services matches up to 40% of Title 53B federal funds with state match.

S. Bogle reviewed Chapter 8 (Findings and Recommendations), which included multiple recent edits following discussion at the recent ACT Board and Executive Committee meetings. It included updated figures on the amount of state matching funds for federal dollars. Aspirational performance measure language had been dropped after recommendations from the Executive Committee. Instead, S. Bogle had expanded discussion about the value of TripLink and increased coordination for reliable and consistent data compilation from participating agencies. He added that Rockingham and Strafford RPCs had submitted an application for an FTA planning grant to study accessibility of fixed route transit stops, and develop updated local ordinance related to improving transit stop access during new developments. The draft included a new objective to develop a late-night shuttle to serve employers that operate later than COAST's last fixed route service.

S. Bogle reviewed several other recommendations in the draft chapter. He also reviewed a draft table of funding sources, matching requirements, and service impacts.

C. Robicheau made a motion to adopt the draft Coordinated Plan on behalf of ACT, with the understanding that changes suggested at the meeting would be incorporated. The draft plan will also be adopted separately by each Regional Planning Commission at their next available meeting. P Lowy seconded the motion.

Members voted unanimously in-favor [via roll call vote]

### **3. Adjourn**

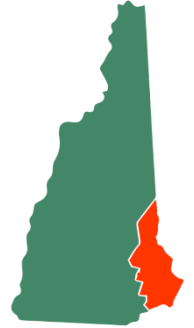
S. Bogle made a motion to adjourn; seconded by C. Robicheau [unanimous in favor]

MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, March 1, 2023  
9 – 10:30 AM

In-Person Location: McConnel Center, Room 305, Dover, NH  
With virtual option via Zoom

Meeting Minutes



**1. Welcome and Introductions**

Members Present in person: Betty Smith (Ready Rides), Tahja Fulwider (Ready Rides), Rad Nichols (COAST & board chair), Scott Bogle (Rockingham Planning Commission), Colin Lentz (Strafford RPC), Sharon Reynolds (citizen member), Kate Sullivan (NH Service Link and Community Partners)

Members attending virtually: Tim Diaz (Rockingham Nutrition Meals on Wheels), Derek Lavoy (Granite State Independent Living)

Staff Present: Jeff Donald

Guests present: Emelia Poehlman (UNH Institute on Disability)

**2. Approval of Meeting Minutes for January 4 and January 20 {VOTE}**

S. Reynolds made a motion to approve the minutes from January 4, 2023, as written; Seconded by S. Bogle. Vote: unanimous in favor (Tim Diaz abstained).

S. Reynolds made a motion to approve the minutes from January 20, 2023, but noted that the date was wrong [the draft minutes said Wednesday, January 19, 2022, but the meeting was actually on Friday, January 20, 2023]; Seconded by K. Sullivan with the identified changes.

Vote: unanimous in favor (Tim Diaz abstained).

**3. Updates & Statistics**

J. Donald reviewed recent financial and ridership data, and application rates for the common application. He also reviewed a 6-month report with more detailed analysis on ridership by age groups, frequency, and trip types.

S. Reynolds asked if the common application had reduced staff time on the application process.

J. Donald said it actually created more work for staff but made the application process much easier for clients.

During discussion about logistical challenges in application process, T. Fulwider asked if Ready Rides drivers could go to prospective clients to help process documents (e.g. take pictures of documents to upload through the common application when prospective clients don't have, or know how to use, a smartphone). J. Donald said he had investigated that but there are barriers, such as many clients being reluctant to have strangers come to their homes for that purpose. There are also HIPPA issues.

**4. Lead Agency Designation for SFY24 and SFY25 {VOTE}**

J. Donald explained ACT's lead agency is currently COAST. The lead agency must be formally confirmed by the board at the beginning of each grant round.

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

S. Reynolds made a motion to confirm COAST as the lead agency for ACT; seconded by S. Bogle. Vote: Unanimous in-favor with R. Nichols Abstaining

#### **5. FTA Section 5310 Application {VOTE}**

J. Donald reviewed the draft two-year budget for state fiscal years 2024 and 20205, which had been approved by the Executive Committee. He noted proposed changes to the loading fees and trip rates for various providers. There were two possible trip rates for Rockingham Nutrition Meals on Wheels: one fully-loaded at \$19.29, and one excluding indirect costs at \$15.34. T. Diaz said he was fine with the lower rate and suggested that be a specific part of the board motion.

J. Donald explained the various revenue and expense lines in the budget. He noted that the budget included held funds (unspent dollars from each fiscal year). The amount of held funds increased slightly in each fiscal year of the budget. J. Donald said the goal was to have enough to cover a whole years' worth of local match in case of reduced partner support or some other major change in matching funds. The motion to approve was moved by C. Lentz and seconded by S. Bogle. Vote: unanimous in favor.

#### **6. SFY24 Meeting Schedule**

Members approved of the proposed meeting schedule.

#### **7. Partner Update: Kate Sullivan from ServiceLink & Community Partners**

K. Sullivan explained the wide range of services provided by ServiceLink and Community Partners for people in Strafford County and parts of Rockingham County.

#### **8. Miscellaneous**

J. Donald explained that in SFY17 the Executive Committee had voted to shift transportation funding from one service to another and that was allowed by NHDOT. He asked for consensus from the group for the Executive Committee to work with Ready Rides to shift some of their funding to a different service, since they are not on track to spend all of their funding down.

C. Lentz announced that Rockingham and Strafford RPCs had received approval for their proposed study of accessibility to stops along the regional fixed route system (including COAST and Wildcat).

R. Nichols said a news article had recently been published about the work of the NH Transit Coalition to generate legislative support for an increase in state funding for public transit. He noted that he had met with multiple legislators and executive councilors recently and they had expressed support for the initiative and requested funding amounts.

#### **9. Adjourn**

B. Smith made a motion to adjourn; seconded by C. Lentz [unanimous in favor]

# Alliance for Community Transportation (ACT)

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

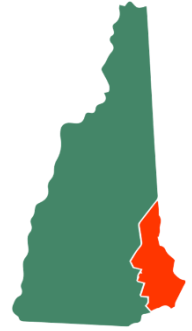
## MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, MAY 3, 2023

9 – 10:30AM

McCONNELL CENTER, 61 LOCUST ST, ROOM 305 DOVER, NH

<https://us02web.zoom.us/j/84085338872?pwd=RU1YQ3FqUVRYRUw3VlhuNndBT0Nodz09>



## Meeting Minutes

Members Present in person: Betty Smith (Ready Rides), Tahja Fulwider (Ready Rides), Rad Nichols (COAST & board chair), Cheryl Robicheau (Strafford CAP), Scott Bogle (Rockingham Planning Commission), Colin Lentz (Strafford RPC),

Members attending virtually: Sharon Reynolds (citizen member), Kate Sullivan (NH Service Link and Community Partners)

Staff Present: Jeff Donald

Guests present: Ashley Wright (Strafford County Public Health Network) Emelia Poehlman (UNH Institute on Disability), Teri Palmer (State Mobility Manager), Tory Jennison (Strafford County)

### 1. Welcome and Introductions

### 2. Approval of Meeting Minutes for March 1, 2023 {VOTE}

B. Smith made a motion to approve the draft minutes; Seconded by C. Robicheau. Vote: Unanimous in favor.

### 3. Updates & Statistics

J. Donald noted continued progress in overall ridership.

May was the highest month ever for the common application. Rad added that more people are signing up than ever. Triplink is the greatest achievement for ACT and coordination in the region.

J. Donald noted he's working on improving tracking of common applications: people are signed up for everything they qualify for, but don't follow up to complete applications on services they never intend to use. Members discussed logistics and software around rider applications, intake, data management, and how "new" riders are measured and tracked.

#### Financials (through March, April not ready)

J. Donald described current state of budget process. STBG and non-cash match are being spent first as much as possible. Overall YTD actual budget is 8% over budgeted levels, but that is not unexpected. J. Donald said he's not concerned about the state of the budget. ACT received another \$10,000 from Wentworth Douglas hospital and \$8,000 from Strafford CAP; other regional grant applications are still under review.

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 added that Strafford CAP and RNMOV had spent down their 5310 purchased transportation funds. This is not unexpected and he's working with them on measures to shift funding to continue service levels.

#### **4. Officer Nominations (formal vote will occur at next meeting)**

B. Smith made a motion to nominate Rad Nichols for chair. Seconded by C. Robicheau

C. Robicheau made a motion to nominate C. Lentz for Secretary. Seconded by B. Smith

#### **5. Miscellaneous**

J. Donald said he recently met with Exeter Hospital to discuss ways for them to support transportation and coordination. He's also continuing to work with the UNH Institute on Disability and it's great to have a member attending ACT meetings.

J. Donald is working to reach out to BIPOC communities and people whose first language isn't English. Also working to improve ability to report on trip provided to BIPOC communities and Title VI populations.

J. Donald is looking forward to working on statewide efforts to get community transportation services included on maps just like COAST fixed route stops and arrival times (GTFS).

#### **6. Partner Update: Ashley Wright: Strafford County Public Health Network**

A. Wright gave a brief presentation about the Strafford PHN and its work and collaboration opportunities. There are 13 public health networks in NH and multiple partner agencies and workgroups in the greater seacoast area.

The Strafford PHN hosts school-based vaccination clinics. They have seen over 50% drop in Covid vaccination rates since the start of the pandemic. A. Wright said she's most concerned about a recent drop in early childhood vaccinations for common (previously eradicated) pathogens such as polio.

#### **7. Adjourn**

B. Smith made a motion to adjourn; seconded by C. Lentz [unanimous in favor]