

**New Hampshire Transit Association (NHTA)**

**MINUTES**

**October 7, 2010**

**Present:** Van Chesnut, Lisa Paquette, Barbara Brill, Roberta Berner, Rebecca Harris, Pat Crocker, Fred Roberge, Ken Hazeltine, Mike Whitten, Beverly Cray

- I. **Minutes:** September 2, 2010 meeting minutes approved, there were three abstentions from members not present at the September meeting.
- II. **Legislative update:** Curtis continues to work on a transit caucus, has a small group started. He hopes to identify more after the November elections. Ken noted that Sonke's coalition is still being put together also. The principles are not yet in place. On the federal level, no bills have been passed. A future meeting with the DOT commissioner was discussed and lists of questions/ topics was suggested and are as follows:
  - \*Funding
  - \*Access to fuel
  - \*Direction of the DOT- relates to staffing changes within DOT
  - \*RTAP program status
  - \*State IT Coordination Plan – sole source procurementIt was felt that a meeting with the commissioner should happen prior to the SCC Summit on November 18<sup>th</sup>. There was concern that after the elections he may be difficult to connect with him.
- III. **DOT update:** No – one was present from the DOT, therefore no update.
- IV. **DHHS Update:** Patrick was unable to attend the meeting, therefore no update as well from DHHS.
- V. **Treasurers Report:** The association has a balance of \$9600.00 in the bank. We will be able to meet our obligation with the Dupont Group at this point.
- VI. **New Business:** There was discussion around the table as to what the status is on the RTAP-RFP. It has been quite some time since this was supposed to have been resolved; members have interest in seeing this come to being. It was requested to put this topic on the agenda for the discussion with the DOT commissioner. Also the quarterly RTAP committee meetings have not been occurring on schedule as well. The members would like to have some feedback on this at the next meeting if possible. It will be an agenda item for the November meeting.

In relation to RTAP, Rebecca reported that the Small Urban & Rural Transit Center (SURTC) has developed a course called "*Principles of Transit Management*". It is an intensive three day course that covers virtually all aspects of transit and par transit management for rural and small urban operators across America. This course is designed to cover all of the elements of transit management. This could potentially be something NHTA members might be interested in. (*could also be a future Tri-State Conference session*) Rebecca will forward the information to Harry to pass on to members for review. This will be added to the November meeting agenda.
- VII. **Old Business:** The SCC Summit will be coming up in November and the thought of NHTA having a presence there was brought up at the last meeting. The consensus around the room was that it might be a good idea, if we could pull it together in such a short time frame. Rebecca offered to take on the task of putting a complete brochure together and a display to set up. It was thought that members could share the time of being at the table during the summit. Members were asked to send any photos or other pertinent information to Rebecca. Harry will send out a request for the material, early next week.

The meeting regarding the 5310 Purchase of Service with the DOT and representatives from the FTA was held in Concord last month. It was felt by members that the FTA (based on their responses to questions) were not very well prepared. No standards have been put in place yet. The FTA is going to put together a "matrix" based on the information they had gathered at the session. They will get it out to the DOT in a couple of weeks. One of the biggest topics focused on what was considered "in-kind" match – it was not being clearly defined as to what would fit. Pat stated that one process put in place in VT was that 5310 money was changed

to 5311 money. There was a line item in the budget defining the 5310 money activity. 5311 could only be used for capital.

**VIII. Other business:** Rebecca and Pat are on the SCC's Alternative Solutions committee and gave an update on a meeting with HBSS regarding the statewide IT plan. HBSS has a business relation with "MART"- the company performing coordination services in Massachusetts and has been the topic of many discussions and presentations in the past. MART is involved in the United We Ride project and along with HBSS; they have presented a program to the committee that could implement the Statewide Coordination plan seemingly very well. The committee spent 2.5 hours with them on the presentation. The question came up as to why other IT vendors were not being looked at or why an RFP is not going out? Harry & Barbara stated that Routematch has presented a similar program and were asking as to why they had not been contacted. Pat and Rebecca said that DOT has determined the path for the IT system. Because HBSS and MART are tied into the United We Ride project they can go with a "sole source" for the project and an RFP was not required with this process. If there was no connection with United We Ride then an RFP would apply. Van noted that the contract going before governor and council as stated as a sole source path may be difficult and may be questioned, and pushed off the table. This needs to be looked at very closely. Ken stated that as part of the business plan, it must contain what the ongoing cost will be and where the money will come from to pay for this. Van brought up the question of "what has changed with the DOT – from past years on their thoughts for purchasing the IT system? "

**IX. Next meeting:** November 4, 2010 at CAP.

**X. Meeting adjourned.**

**Recorder:** Harry Costick, Secretary