

New Hampshire Transit Association (NHTA)

September 1, 2011

MINUTES

Present: Van Chesnut, Jim Sudak, Patrick Herlihy, Ken Hazeltine, Bev Raymond, Shelley Winters, Fred Roberge, Roberta Berner, Mike Whitten, Pat Crocker

- I. **Guest Speaker:** Jeff Barden from R & R Communications. Jeff spoke about the FCC Mandate regarding Narrow banding on VHF and UHF. Frequencies are becoming very congested. By January 1, 2013 all licenses must comply with the "12-1/2 kilohertz width" mandated by the FCC. It will be considered a "violation" if this is not met, and the FCC will deal with you on this. Equipment should be compliant; reprogramming will fix this unless you have very outdated equipment. A new channel or frequency is not necessary, just need to narrow bandwidth. Analog mode is okay. There may be some issues with narrow banding; you may lose about 5% of coverage with a radio system. By January 1, 2018, equipment must meet a 6.25 kilohertz band width. Any new equipment made after 2011 will be upgraded to meet this standard.
- II. **Minutes of August Meeting** - Ken made a motion to approve minutes, Bev 2nd the motion, Minutes approved.
- III. **Legislative update:** Van stated the only thing to report on the legislative side was that there seems to be some reluctance at DOT in accepting Chris Clements as commissioner. There were no further legislative updates at this time.
- IV. **DHHS update:** Patrick reported that the statewide RCC meeting regarding BEAS funding is scheduled for October 3rd, 1:30 to 4:00. The location has not yet been determined. This will most likely be Patrick's last NHTA meeting, pursuant to his report at the August meeting regarding project focus changes from the commissioner.
- V. **DOT update:** Shelley reported that 5311 / 5309 contract amendments will be going out soon and also 5310 procurement agreements, with a due date, then they will go on to G & C, etc. On the technology front, Kit met with Verizon on wireless vehicle tracking, a possible future training event. Shelley reminded everyone that the deadline for the Vets funding initiative is September 6th. It was stated that other Federal money cannot be used for match money for this grant. It must be local or state dollars for match. On 5311, there will be a webinar coming up on NTD reporting in October or November. There area few changes and members were encouraged to participate. Karen will sit in on the 1.5 hour presentation. Reporting measures, annually, for 5316, 5317, 5310 are still the same. Those involved will be contacted by Karen, rider ship numbers, etc. Notice was sent out by Harry on the GACIT hearings to be held throughout the state, transit providers are encouraged to attend. Shelley gave an update on some of the findings from the Triennial review and state management review conducted recently. There were 6 areas in deficiencies; a draft report on the findings will be put together. One deficiency sited (program management) was oversight of visits with recipients. This may develop into yearly visits to recipients, which DOT will figure out how they will do this. Shelley reported that the new census data coming forth will effect planning, primarily in the urban areas. The census report should be out in late 2012. New changes that have been incurred in Drug & Alcohol procedures, etc., should be put in place in participant's current plans or policies. Procurements and "Excluded Parties" was discussed during the review, Shelley will email links and information on this, and other info on findings, to providers. Documentation was a big issue throughout the review.

- VI. **Treasurers Report:** Ken distributed the financial report. Better than half the members have sent in their dues. Harry will issue another reminder to those that have not sent in payment.
- VII. **Other Business:** Harry announced the startup of the 5310 POS van to WRJ and DHMC, a flyer on the service was distributed.

- VIII. **Next Meeting:** September 30, 2011 @ the Tri-State Conference in Maine

Meeting adjourned

Recorder: Harry Costick, Secretary