

**Carroll County Transit Project (CTTP)
Transportation Advisory Council Meeting
July 14, 2009**

In Attendance:

Brenda Gagne, No. Country Transit	Joan Theve, Tuftonboro
Glenna Nelson, Wakefield Shepherds	Shirley A. Bentley, Wolfeboro Caregivers
Dave Senecal, Town of Wolfeboro	Dee McClave, Jackson
Benny Jesseman, Carroll County RSVP	David Jeffers, Lakes Region Planning Comm.
Carter Terenzini, Town of Moultonborough	Ed Butler, CC District 1
Cimbria Badenhausen, BSES	Jac Cuddy, Mt. Washington Valley Econ. Council
Michael Curreri, White Mountain Transit	Bev Raymond, TCCAP Transportation
Mary Deppe, North Country Council	Jeanne Rye, Endowment for Health
Michael Lancor, Moultonborough	Howard Cunningham, Town of Sandwich
George Cleveland, Gibson Center	Donna E. Sargent, Ossipee Concerned Citizens

The meeting was called to order by Bev Raymond at 1:30 p.m. in the Tri-County CAP Resource Center in Tamworth.

Acceptance of Motions from June 9, 2009: A copy of partial minutes from the June 9, 2009 meeting were distributed. The partial minutes included the following two motions:

- Motion made by Jac Cuddy, seconded by Jack Rose: To inform NH Bureau of Rail and Transit and North Country Transit that CTAC's preference is to go with gas engines. The motion passed.
- Motion made by Jack Rose, seconded by John Hogan: To inform NH Bureau of Rail and Transit and North Country Transit that CTAC's preference is to have the buses painted blue, as long as it is affordable to do so. The motion passed.

The partial minutes were approved as written.

Transportation Director's Report: Bev Raymond, Transportation Director, presented the following agenda items:

- *Funding Updates – Revised Budgets for FY 2011:*
 - NH Department of Transportation FY 2011 – total budget for fixed routes revised to \$345,415.70. This amount includes DOT funding (\$192,225.13), Cash Match (\$148,190.57), and In-Kind Revenue (\$5,000).
 - Bureau of Elderly and Adult Services (BEAS) FY 2011 - \$227,044.39 available to support flex routes. This includes revenues of \$114,800 for 20,000 trips at \$5.74/trip.
 - Endowment for Health – Awarded funding for the position of System Manager from October 2009 to October 2011 includes \$76,991 for FY 2010 and \$67,588 for FY 2011.
 - Total budget funding anticipated for FY 2011 is \$640,048.09.

Budget Revisions – System Revisions – Start Date:

- New project start date will be July 2010 (FY 2011).
- DOT funding will operate the flex route only (Route 16), not the demand response routes.
- Laconia route – 2 runs per day.
- Expansion of service to weekends will not begin in 2011.
- BEAS funding will fund the Demand Response (8:00 a.m. to 5:00 p.m.).

FY 2010 BEAS (Bureau of Elderly and Adult Services) Funding possibilities:

- For 60+ population
- Volunteer driver trips mileage reimbursement.
- Purchase trips for seniors from taxis, other agencies, (e.g. caregivers) etc.
- NEXT STEP – Transportation Summit for volunteer groups and other agencies to discuss possible coordination for provision of trips.
- Note: BEAS funds can be used to reimburse Caregivers groups for transportation needs for senior citizens.

Updates on Vehicles (specifications and lettering):

- Specifications – they are being worked on with representatives from NH DOT.
- Buses will be blue with lettering on the sides that says “Tri-Town Bus”, “Everyone Can Ride Carroll County Transit”, two phone #'s (752-1741 and 1-888-997-2020), and website (www.tccap.org). The lettering on the front of the bus will be “Tri-County C.A.P. Transit”.

TCCAP’s Radio System Upgrade:

- Ossipee Mountain Electronics to be contracted with for new equipment.
- Larger coverage area with less dead zones.
- One click microphones vs. dial pads.
- Installation to begin within a month.
- 2 new dispatch stations (installed at NCT’s offices in August).
- Software upgrades: SQL Server 2008, Carroll County GIS data from a six (6) user system.

Meeting on June 26, 2009 with Employment Securities re: Driver Training/Hiring:

- Driver training for CDL licenses required.
- Estimate a need for 16 or 17 drivers (full-time and part-time).
- Applied for training funds through NHDOT in the amount of \$16,290.00 (waiting for response).
- Timeline includes:
 - January 2010 - Contact NHES regarding our requirements.
 - April/May 2010 – Interview, pre-employment test and hire.
 - June 2010 – Orientation and training requirements met.

Review of Tasks Pending:

- Route and Schedules (Brenda)
- Bus stops (contracts ?)
- Fare Structure (Brenda)
- Marketing Campaign – educate
- Sales Campaign – advertising
- Develop a volunteer recruitment program
- Preparation of RFP for contracting services
- Meetings with hospitals and businesses for financial support
- Summit preparations for use of BEAS funding in 2010
- Vehicle parking arrangements
- Researching vehicle maintenance facilities
- KICK OFF EVENT ARRANGEMENTS

Note: “Meeting with Welfare Directors” was added to this list

Operations Manager's Report:

- Routes and Schedules – A subcommittee of the following volunteers will work with Brenda to develop a preliminary schedule before the August meeting: David Jeffers, Benny Jesseman, Carter Terenzini, Donna Sargent, Mike Curreri and Cimbria Badenhausen.
- Fare Structure – Originally the fixed route system was based on zone fares with a maximum of \$5.00 from Wolfeboro to North Conway. Brenda feels this will most likely be okay as a one-way fare. The minimum one-way fare will be \$2.00. The Demand Response fare is based on mileage and buses must remain within the given Demand Response Zone. A change in projected fares is being driven by a decrease in DOT funding. Month passes will also be available.

Note: It was suggested that the subcommittee volunteers working with Brenda on routes and schedules also develop recommended fares.

Update from NHDOT:

- Kit could not be present today.

Update from SCC (Site Coordinating Council):

- This council is responsible for coordinating transportation state-wide. Jeanne Rye provided an update on SCC efforts.

Other Business:

- Mary Deppe provided an update from North Country Council, Inc. and efforts to coordinate transportation in the North Country.

Next Meeting: The next meeting will be held in the Tri-County CAP Resource Center at 1:30 p.m. on Tuesday, August 11, 2009.

The meeting adjourned at 3:07 p.m.

Respectfully submitted,

Michael Lancor, Moultonborough