



COMMUTESMART NH COORDINATION MEETING MEETING NOTES

Thursday, January 17, 2019

1:30 PM

Central NH Regional Planning Commission Conference Room
28 Commercial Street
Concord, NH 03301

Attendees (In-person & Webex):

Anne Rugg, CommuteSmart Seacoast
Bethany Fleishman, Vital Communities
Danica Melone, NCC
Derek Stahl, NRPC
Erin Daley, LRPC
Jay Minkarah, NRPC
Katie Nelson, CNHRPC

Laurie Makarawicz, MTA
Maddie Dilonno, SNHPC
Matthew Mailloux, OSI
Meghan Butts, UVLSRPC
Michael Tardiff, CNHRPC
Shayna Sylvia, SRPC
Todd Horner, SWRPC

1. Welcome and introductions

Introductions were made around the room and over the phone.

2. Subcommittee updates and topic discussions

Statewide challenges/events: A summary of the subcommittee's 1/7/19 meeting was provided. This included the decision to hold a statewide challenge for the month of June. Logistics of the challenge were discussed, including prizes, swag, outreach, and potential software for logging trips.

Prizes and swag: Mike Tardiff noted that an estimated swag budgeted would need to be prepared for review from NHDOT. Similar to CommuteSmart Seacoast, it was agreed by those present that swag would be distributed to teams via team captains. Anne Rugg explained the benefit of utilizing team captains and the challenges of recruiting individuals. The group liked the idea of then giving plaques to companies as prizes and everyone was supportive of some type of social media prize. It was also noted that CommuteSmart Seacoast separates companies into three size categories (dependent on number of

employees) and rewards participation on a per capita basis. It was also noted that employers of each RPC's commissioners would be a good place to start for employer outreach.

Logo: The committee voted and chose a logo for the challenge. Thanks to Shayna Sylvia for her work to create the challenge logo.



Challenge logo selected

Safety: Discussion of safety was brought up, continuing a discussion that occurred at the previous meeting. Katie Nelson mentioned that a discussion did occur between CNHRPC, TripSpark, and NHDOT regarding the possibility of having a gender preference when searching for a ride match on NH Rideshare. The conclusion of this discussion was to not have a gender option available. It was again noted that safety is a concern when matching with a stranger, though Anne Rugg mentioned she encourages matches to first meet in a public setting. She also has a "tips for meeting your carpool buddy" informational page on her site.

Next subcommittee meeting: The next subcommittee meeting was scheduled for January 25th at 11:00 AM. **NOTE: The CNHRPC Conference room was already booked for this time, so the events/challenge subcommittee meeting was moved to 1:00 PM on 1/25/19.**

Performance Measures: It was noted that the subcommittee meet on 01/07/19. Currently, members of the subcommittee are reviewing the drafted performance measures and a second meeting will be scheduled in the following weeks.

3. Emergency Ride Home Discussion

Mike Tardiff described the Emergency Ride Home Program provided by CNHRPC. It was noted that the program is a reimbursement type program and there are rules and limitations that apply to those utilizing the program. Katie Nelson volunteered to send out the program information to the committee following the meeting.

4. Training

Sandy Thibault, Executive Director

Chittenden Area Transportation Management Association (CATMA)

CATMA Commuting Rewards & Benefit Programs/Employee Transportation Coordinator (ETC) Network Overview

Sandy Thibault provided a brief history of CATMA, which assist with planning transportation and parking, organize programs for sustainable travel and transportation demand management (TDM), and participate and organize various related committees. Since the Association was established in 1992, they have reduced the use of single occupancy vehicles by 20% in their operating area.

In 2015, CATMA received funding that provide the opportunity to expand their program and create a membership base organization. Within this program, an employee transportation coordinator (ETC) position was established that had knowledge of TDM including what it is, its value, and services available. Over the years the program has grown to over 60 businesses with two events/educational sessions per year. They also provided a quarterly newsletter.

Other initiatives include collecting data through surveys, marketing and outreach, and strategy and policy planning by intergrading TDM into development and land use planning.

5. TDM Services Kickoff

It was noted that an additional group would be formed focusing on the CTAP area. This includes CNHRPC, SNHPC, NRPC, and RPC for Regional Planning Commissions.

6. NH Rideshare training – January 24, 2019

The supplemental TripSpark training being held on January 24 was described. Committee members were urged to share specific features of the software they would like to learn more about as TripSpark will be able to tailor the training per our requests.

7. Next steps

Committee homework:

- All RPCs will create a list of 15 business/organizations as potential companies to reach out to for the challenge.
- All RPCs will review their region on the CSNH site and send Katie any updates and changes.

8. Next meeting date

The next meeting was scheduled for Friday, February 22, 2019 at 10:00 AM in the CNHRPC conference room. Webex will be available for those not able to attend the meeting in person.