

**Sandown Senior Affairs
Transportation Program
Meeting Minutes**

Meeting Date: 3/6/18

Meeting time: 7:04 pm

Meeting location: Sandown Town Hall

Meeting called by: Regina Wilson

Secretary of Minutes: Heidi Costanzo

Attendees: Regina Wilson, Heidi Costanzo, Ron Dunbar, Scott Bickford, and Colleen Donovan

Guest: Penny Williams from the Tri Town Time attended the meeting in order to write up an article regarding the SSATP services.

Review of previous minutes: Reviewed and approved February and January minutes as written.

Treasurer's Report: Ron reported the SSATP donations from February needed a quorum signature to be deposited. In addition to those donations, SSATP also received an another \$10 from Lon Kercinas and an additional \$56.25 from the Estate of Rita Suprenand. The total amount to be deposited is now \$126.25.

Trips and Miles: Trips for February = 24; Miles = 395.

Review Mile Adjustment:

As a result of a recent driver resignation, Regina decided to review and revise the mile reimbursements. In an effort to make the rides more equitable to the volunteer drivers, Regina proposed the following change in mileage calculation:

Plaistow:	25 miles
Hampstead:	20 miles
Derry:	30 miles
Salem:	40 miles
Haverhill:	40 miles
Andover:	50 miles
Manchester:	50 miles

The SSATP unanimously agreed to this change. It will take effect immediately.

Regina also suggested changing reimbursements from monthly to quarterly and increasing the reimbursement rate to \$40 for every 150 miles (or \$0.266 per mile) driven. After some discussion, the SSATP unanimously decided to bring this proposal to the drivers. If the drivers agree to this change, it will take effect immediately.

Regina and Scott offered to begin tracking miles on a spreadsheet to make it easier on both the dispatcher and the drivers.

Finally, the driver who recently resigned indicated he had never been reimbursed for any of the miles he drove, despite having been a part of the SSATP since its inception. Believing this to be a mistake on behalf of the SSATP, the committee members discussed various ways to make him whole and decided to offer him some reimbursement.

Purchase and Recording of Gas Cards:

Regina made a motion to begin purchasing gas cards from Irving Gas instead of Cumberland Farms, and to purchase them just before driver reimbursement. This will eliminate the need to hold on to and track a large number of gas cards each year. This motion was unanimously approved.

Bi-annual Driver Appreciation Meet and Greet:

Regina made a motion to schedule a bi-annual driver appreciation meet and greet. The SSATP unanimously agreed to this and decided to schedule the first one for late April.

Driver Approval Process:

Regina applied to be an SSATP volunteer driver to investigate the length of time it takes to get approved and then streamline the process. When Scott applied, it took three months for him to get approved.

Open Discussion:

Although there is still a need for volunteer drivers, the total number of miles has decreased since inception of the SSATP. We discussed various ways to get the word out regarding this free service. Regina is to ask the Town Moderator for permission to set up a table at town elections to promote the SSATP. The SSATP continues to explore other ways as well including holding an open house, a name change, and a central phone number.

We also discussed making sure volunteer drivers had a contact list with them. While we hope it is never needed, drivers should know who they can contact in the event of an emergency so that important people may get notified.

Next Meeting Date: 4/3/18 at 7 PM

Meeting Adjourned at: 7:53 PM

Respectfully Submitted,

Heidi Costanzo, Secretary