RESOLUTION

AUTHORIZING A SUB-AGREEMENT BETWEEN THE NASHUA REGIONAL PLANNING COMMISSION AND CITY OF NASHUA, NASHUA TRANSIT SYSTEM

CITY OF NASHUA

In the Year Two Thousand and Eighteen

RESOLVED by the Board of Aldermen of the City of Nashua that the City is authorized to enter into a sub-agreement, substantially in the form attached, between the Nashua Regional Planning Commission and City of Nashua, Nashua Transit System.
LEGISLATIVE YEAR 2018

RESOLUTION: R-18-048

PURPOSE: Authorizing a Sub-Agreement between the Nashua Regional Planning Commission and City of Nashua, Nashua Transit System

ENDORSENS: Mayor Jim Donchess

COMMITTEE ASSIGNMENT:

FISCAL NOTE: None

ANALYSIS

This resolution authorizes a sub-agreement between the Nashua Regional Planning Commission and City of Nashua, Nashua Transit System. The sub-agreement is included as an appendix to a Memorandum of Understanding (MOU) between the New Hampshire Department of Transportation and the Metropolitan Planning Organizations in the State of New Hampshire.

The following information was provided by Camille Pattison, Transportation Manager: The Nashua Regional Planning Commission (NRPC), functions as a federally designated Metropolitan Planning Organization (MPO) for the Nashua Urbanized Area. As such, NRPC has the role of developing comprehensive transportation plans for the region and coordinating with public transportation providers such as Nashua Transit System (NTS). This agreement between the NRPC and the NTS, is required in order for NTS to receive operating and capital funding from the Federal Transit Administration.

NTS and the NRPC work collaboratively to develop the transportation plans and programs for the region. The attached agreement clearly identifies responsibilities for both NTS and NRPC. This agreement has been in place for decades and there are no substantial changes to the responsibilities. The Community Development Division Director is a member of the NRPC Executive Committee as well as the Transportation Technical Advisory Committee. In addition, the Transportation Manager is also a member of the Transportation Technical Advisory Committee. These staff members work continuously with NRPC on the work responsibilities identified in the attached agreement.

Approved as to form: Office of Corporation Counsel

By: 6/6/2018
APPENDIX B.1. TRANSIT PROVIDER SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN NASHUA MPO AND NASHUA TRANSIT SYSTEM

WHEREAS, the Nashua Urbanized Area (UZA) has a population over 200,000 as defined by the Bureau of the Census and is designated as a Transportation Management Area (TMA) by the USDOT includes the communities of Amherst, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Wilton, Auburn, Derry, Londonderry, and Windham;

WHEREAS, the Nashua Regional Planning Commission (NRPC) Region includes the communities of Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham and Wilton;

WHEREAS, Nashua Transit System (NTS) provides public transportation services within the UZA and in other portions of the NRPC region; and

WHEREAS, NTS is a designated recipient in the Nashua UZA for Federal Transit Administration (FTA) capital and operating aid under Sections 5307, 5310, 5339 and 5340 of the Federal Transit Act, as amended; and

WHEREAS, the NRPC serves as the Metropolitan Planning Organization (MPO) is the responsible for the Federal Metropolitan Transportation Process in the Nashua TMA, including performance target setting and reporting pursuant to 49CFR 625;

therefore, be it resolved, that the following provisions of this Memorandum of Understanding are agreeable to all parties.

MPO Responsibilities:

1. Participate in negotiation process to split FTA 5307 Urbanized Area Formula Funds, 5340 Growing States and High Density States funds, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funds, and 5339 Bus and Bus Facilities Program funds apportioned to the Nashua NH-MA Urbanized Area.

2. Assist with data collection efforts for both the fixed-route and paratransit operations that are necessary for various types of route level, system and regional analysis. These include, but are not limited to, passenger counts, on-board passenger surveys, surveys of the general public, land use and demographic data, and system operating data.

3. Develop route level productivity indicators and otherwise evaluate the efficiency and viability of fixed-route and paratransit operations.

4. Assist in the development of a marketing program in order to promote the use of transit throughout Nashua.

5. Assist in the development of Congestion Mitigation and Air Quality funding applications for transit projects.

6. Provide technical assistance to the Nashua Transit System as requested by the Nashua Transit System or Division of Community Development.

7. Conduct studies relative to the expansion of transit service beyond Nashua’s boundaries. In developing recommendations for service expansions, NRPC will consider projected ridership, the capital and operating costs that would be incurred and the commitment of local communities to fund their share of transit operations.

8. Incorporate key data, analyses, findings and recommendations pertaining to the provision of regional transit services in the multi-modal NRPC Metropolitan Transportation Plan (Plan). The NRPC will seek
the input of the NTS in the development of short and long-range recommendations in the Plan. The Plan is updated on a biennial basis.

9. Coordinate with NTS in setting performance targets related to transit asset management.

10. Incorporate transit projects into the Transportation Improvement Program. NRPC will identify sources of funding, ensure that the projects are financially constrained, rank projects by regional priority, conduct air quality conformity analysis and undertake a public participation process that meets Federal requirements.

**NTS Responsibilities:**
NTS shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Coordinating with and assisting the MPOs in the development and update of the Transit component(s) of their Transportation Plans, which may include, but not be limited to, transit system policies and service demands, transit service modifications and extensions, transit fares, and transit system capital facilities needs;

2. Providing data to the MPO relative to the calculation of transit asset management performance measures for target setting.

3. Complete annual negotiation process with transit providers providing service in the Nashua UZA to split FTA 5307 Urbanized Area Formula Funds, 5339 Growing States and High Density States funds 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funds, and 5339 Bus and Bus Facilities Program funds.

4. Providing information to the MPOs relative to the proposed programming of federal, state and local funds for metropolitan transit system improvements and services which fall under NTS's jurisdiction;

5. Preparing and submitting applications for state and federal mass transportation capital and operating assistance grants and administering approved grants;

6. Conduct or facilitate studies relating to public transportation capital facilities, including but not limited to transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock and sharing this information with the MPOs, NHDOT, and FTA;

7. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures in accord with the proposals contained in transit component(s) of the MPO Transportation Plans, and sharing this information with the MPOs, NHDOT, and FTA;

8. Seeking MPO planning assistance as part of the MPOs' biennial UPWPs to complete various transit technical assistance, coordination, or planning activities;

9. Preparing and updating paratransit service plans in conformance with all FTA reporting requirements.

10. Endorsing or providing timely comment on the MPOs' transportation plans for use as a guide in local transit planning and programming activities;

11. Conducting planning for NTS's transit program, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;

12. Conducting transit management planning, including but not limited to activities related to personnel policies and training programs, maintenance policies, fare collection and handling procedures, and accounting practices; and

13. Collecting data to meet the requirements of Section 5335 of the Federal Transit Act (the National Transit Database) and make these data available to the NHDOT and MPOs as appropriate to their transit planning needs.
14. Consult with the MPOs at an early stage when preparing significant changes in routes, fares or schedules or when proposing major investments in the public transportation infrastructure.

15. Review, evaluate and provide timely recommendations to the MPOs regarding federally funded public transportation projects proposed in the region.

16. Complete all monthly, quarterly and annual reporting consistent with FTA requirements.

17. Coordinate the collection and development of performance data to support local regional and statewide data metrics.
IN WITNESS WHEREOF, the parties have hereto caused this Memorandum of Understanding to be executed by their proper officers and representatives.

Signed, Sealed and Delivered in the presence of:

FOR THE CITY OF NASHUA/NASHUA TRANSIT SYSTEM

By ____________________________ Date __________
Mayor, City of Nashua

Witness ____________________________ Date __________