

DRAFT Minutes of July 9, 2019
Mid-State Regional Coordinating Council (RCC) Meeting
Horseshoe Pond Place, 26 Commercial Street, Concord, NH

Attendees	
Terri Paige, CAPBMCI	Tom Schamberg, Town of Wilmot (Chair)
Dean Williams, CNHRPC	Cindy Yanski, Mobility Manager (CAPBMCI)
Roger Vachon, EngAGING NH	Robert Friberg, Merrimack Co. Dept. of Corrections
Jim Fedolfi, Hillsborough NH	

1. Welcome and Introductions

Chair T. Schamberg called the meeting to order at 2:05 PM and asked everyone to introduce themselves. Jim Fedolfi from Hillsborough introduced himself and explained why he was there. He has a desire for a small transit system in Hillsborough. He noted that the Hillsborough business district is 5.2 miles long, making it too far to access by walking and bicycling for most people. He added that there is a large population of low income and elderly individuals in the downtown area of Hillsborough and that they would benefit from having additional transportation options. He noted that the businesses would also benefit by having customers dropped off at their front doors.

2. Review and approve the minutes of the May 14th and June 11th RCC meetings

A motion was made to accept the minutes from the May 14th and June 11th RCC meetings.

m/s/approved D. Williams/T. Schamberg

3. FY 2019 5310 Purchase of Service and Formula Funded Services

a. Volunteer Driver Program (VDP) Update

D. Williams shared VDP ridership numbers for FY16 through the end of FY19 including trips and denials. C. Yanski also provided handouts with detailed VDP data on trips, drivers and expenditures for the past 7 months. There was a question as to why the numbers D. Williams provided were sometimes off when compared with C. Yanski's numbers. T. Paige informed the group that C. Yanski's numbers include every trip as reported by the program where D. Williams numbers are the billed rides. Sometimes two riders may be in one vehicle resulting in just one billable trip. It was noted that the 8 denials in June occurred across the region without any noticeable pattern.

b. Pilot Taxi Voucher Program (TVP) Update

D. Williams shared TVP ridership numbers for FY17 through the May of FY19. Rob Friberg from Merrimack County Department of Corrections noted there were fewer rides in May and June than the month April which had over 200 rides. He added that most of the rides were to Concord and they were working to ensure that no trips are provided where Public Transit can be used in replacement of a Taxi ride.

c. Rural Transit Service (RTS) Update

D. Williams shared 5310 Purchase of Service (POS) ridership numbers for FY16 through the end of FY19. It was noted that the RTS utilizes 5310 POS funding for people with disabilities under 60 to be able to ride the senior busses. 5310 Formula Funds were used to expand the bus routes into additional towns.

4. FY 2020 5310 RCC Program Funding

a. Taxi Voucher RFQ and Selection Process

C. Yanski noted that the RFQ was closed at the end of June and there were 3 responses. The responses were reviewed and scored, and CAPBMCI has begun to set up interviews with the respondents. They've already met with Concord CAB Co and drafted a Contract to be signed with

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Merrimack County Department of Corrections to provide rides to their clients. There was some discussion regarding how the process would be changing including how CAPBMCI's Concord Area Transit (CAT) would be dispatching all of the rides, meaning MCDOC would not be scheduling with the Taxi provider but instead using CAT's dispatchers. There was concern that CAT's dispatchers are only there until 6pm and some rides may be needed after that time. T. Paige noted that the rides would have to be scheduled in advance but could take place anytime that the taxi is available. C. Yanski also shared the client application which would MCDOC would need to have their clients sign and be approved in order to be eligible for rides under this program.

b. **Budget review and approval**

T. Paige informed the committee that she had prepared a budget and it was submitted to the finance department at CAPBMCI, but it has not been reviewed and approved yet. She noted that the end of the Fiscal Year causes a huge burden on the finance department with all of the close outs and reporting. She anticipates that the budget will be finalized within CAPBMCI over the next week and it can be brought to the Mid-State RCC for approval at the next meeting.

5. **Regional Mobility Manager Update**

C. Yanski passed out a report of her activities over the last month. She noted that the Taxi Voucher RFQ process has taken up a lot of her time, but she has still had some time to meet with stakeholders. She's also taken over the responsibility for content on the brand new Mid State RCC website and the Concord Area Transit website. She also attended the Northeast Passenger Transportation Association conference in Rhode Island in June. She hopes to have the Volunteer Driver Brochure update finalized soon before diving into the Ride Resource Directory update. She also hopes to utilize the Mid-State RCC website as her presentation when visiting groups in the future whether it be riders, drivers, businesses or the general public. She also noted that she will continue to contact members and stakeholders regarding their interest in the Mid-State RCC.

6. **RCC Coordinated Plan Update**

D. Williams noted that the DRAFT Mid-State RCC Coordinated Transit and Human Services Transportation Plan (aka the Coordinated Plan) is published and open for Public Comment. The plan can be accessed from CNHRPC's website at www.cnhrpc.org. He hopes to have public comments and feedback by early August so the plan will be ready for adoption by the RCC in August if there is a meeting.

7. **Future Meeting Schedule**

There was a discussion regarding whether the meetings should be alternated between the Lakes region and Concord. The general feeling was that there are more attendees when meetings are held in Concord but if there was more interest in the Lakes Region then we should alternate. There was also a discussion regarding the difficulty for CAPBMCI to have the previous month's reports by the second Tuesday of the month. It was decided that the next meeting should be moved to the third Tuesday so that the previous months reports would be available. The next meeting was tentatively scheduled for September 17th at 2:00pm in Concord at Horseshoe Pond Place.

8. **Any other business**

The meeting was adjourned at 3:30pm.