

Minutes of October 15, 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)
Sara O'Dougherty, GSIL	Robert Friberg, Merrimack Co. Dept. of Corrections
Lily Wellington, Friends Program	Suzanne Keayes, Friend Program
Jane Alden, Town of Tilton	Rich Crocker, Meredith Resident

1. Welcome and Introductions

Chair T. Schamberg called the meeting to order at 2:01pm and everyone present introduced themselves.

2. Review and approve the minutes of the June 11th and July 9th RCC meetings

A motion was made to accept the minutes from the June 11th and July 9 RCC meetings.

m/s/approved T. Schamberg/T. Paige

3. RCC Coordinated Plan Update

D. Williams noted that the CNHRPC TAC had reviewed the Mid-State RCC Coordinated Transit and Human Services Transportation Plan (aka the Coordinated Plan) and recommended that the CNHRPC Full Commission adopt it. The Plan was adopted on October 10th by the CNHRPC Full Commission.

The plan can be accessed from Mid-State RCC's website at www.midstatercc.org. He noted that the plan had not yet been formally adopted by the Lakes Region Planning Commission. There was a brief discussion regarding whether the RCC should vote to adopt the plan as well. Dean noted that the RCC participated throughout the development process of the plan. Terri added that other regions she was familiar with had gone through a formal RCC vote of approval. The group decided it would be best to table that vote so the entire RCC could be made aware of it.

4. FY 2020 5310 RCC Program Funding

T. Paige presented the 5310 FY 2020 budget that CAPBMCI had developed. Trip cost calculations remained the same for each trip category/program as they were in previous budgets when CNHRPC was the lead agency. The total program costs do vary from previous budgets. The budget that was presented displayed the total program costs, the expenditures today, the expected expenditures to date and the remaining funding in each program. The total expenditures to date are tracking below the expected expenditures, largely due to the Taxi Voucher Program's slow start after the transition period from FY19 to FY20 including the change in lead agencies. Although the VDP program is outdoing expectations for ridership. Terri added that they will keep an eye on expenditures and if necessary, will present a budget modification request to the RCC. Dean questioned the program titles, specifically the RTS Purchase of Service and Formula Expansion, noting that the terms Purchase of Service and Formula Funding are not applicable to this grant. Terri responded that the titles have been carried over from an accounting perspective, but they would work to change the program names to help clarify the RTS programs for both expansion routes and disability rides.

A motion was made to approve the Lead Agency, Community Action Program Belknap-Merrimack Counties Inc, FY 2020 5310 RCC Program Funding budget as presented.

m/s/approved D. Williams/S. O'Dougherty

5. FY 2020 5310 RCC Capital Funding

C. Yanski informed the Council that NHDOT was soliciting requests for FY 2020 5310 Capital Funding. There is a total of approximately \$315,885 available in the state. The applications are due on October 29th and require a letter of support from the RCC. There were three parties who have responded to Cindy's

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regional call for applications, noting their interest to apply for funds. Cindy has worked with the following three groups to begin the application process:

a. CAPBMCI

CAP would like to apply for funding to replace a small 12x2 passenger cutaway bus currently located in Bradford based out of the Mountain View Senior Center. The existing 2013 Ford E450 bus has 128,000 miles on it and will be past its 150,000 mile mark by the time the new bus is ready. It is generally accepted that the useful life of these vehicles is 150,000 miles. The Bradford bus also serves the towns of Henniker, New London, Sutton, Warner, Webster and Wilmot. The bus operates using a variety of funds including 5310 RCC Program funds which help fund the expansion routes in Contoocook and Hopkinton. The bus is primarily for seniors and adults with disabilities. D. Williams asked whether or not other individuals may ride the bus. T Paige noted they do have a policy for adults without disabilities to get rides for a cost of \$6 and only if space is available, seniors and disabled citizens are the priority. Terri noted that the local match cost of the bus would be a combination of funds from CAP, Merrimack County and the local senior center.

b. Wesley Woods/New England Deaconess Association

C. Yanski noted that she had recently met with the Gilford Senior Resource Team who are new members of the RCC although they were unable to attend today's meeting. As a result of that connection and the networks in Gilford, The New England Deaconess Association has expressed an interest to apply for funding for a 12x2 van. They currently have a 7 passenger Town and Country van that they have privately purchased and utilize to provide transportation to the 58 residents at the Wesley Woods Senior Living community. Their van does not have wheelchair capacity. The new bus would be considered an expansion. Their application noted that the bus would be operated by volunteers who will need to be certified with training programs available by the NH RTAP program. The application did note that they would intend to coordinate with the First United Methodist Church and the Gilford Senior Resource team. Cindy stated that the applicant wanted to be sure that it was known they are not a religious group. She continued on saying that they were new to this program and not fully aware of the funding stipulations. She had informed them that the transportation would need to be considered a public service and could not be just for recreational trips. The bus could not be used as a charter service.

c. Town of Tilton

J. Alden presented the Town of Tilton's application for a 16x2 cutaway bus to serve Tilton. She added that the Selectmen had approved the match dollars for purchasing the bus. This bus would be considered an expansion bus and be based out of the Tilton Senior Center which is located on the east side of town. There is often high demand from seniors living in the senior housing on the west side of town. Currently there is a transportation need for seniors attending evening events and classes due to no other options or seniors who don't drive after dark. There is also a large demand for rides to Concord Hospital, Lakes Region General Hospital and Gilford for medical appointments. T. Paige questioned why they would get a 16 passenger bus noting the requirement for a CDL to drive those. Jane replied that they have a CDL licensed driver who would be the primary driver for the bus, but they would also consider getting a smaller bus so that they could have more drivers.

The RCC then discussed the next steps for the three applications. There was a general concern for the Wesley Woods application, noting that they had not been at the RCC table before and that they may not be prepared to complete this grant request along with the requirements for grantees. Cindy was not able to

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answer all of the questions and without a representative from the applicant's agency, some things remained unclear. T. Schamberg questioned CAP and GSIL about what they do with the buses that are replaced with the program. T. Paige responded that the old buses are sold, sometimes at NH State Surplus or sometimes privately after being posted for sale publicly. T. Paige noted that they have 2 buses that will be available this winter from a previous grant round. S. O'Dougherty noted that they have some buses they will be selling soon as well. It was discussed how these buses are eligible to be operated by anyone once they are sold and would not be tied to the federal and state restrictions of 5310 grant funds. It was then recommended that Cindy Yanski inform Wesley Woods of these buses becoming available as they would meet their wheelchair needs and cost about as much as the match that is required for a new bus using the 5310 Capital grant. There was a brief discussion about the condition of the used buses, noting that they vary depending on the model, maintenance history and where and how it was used.

The group was informed that there is a requirement in the grant to perform regular maintenance and safety checks on the buses. CAP has their own garage in Concord where they work on all of the agency's assets. There was a question as to whether Tilton could hire CAP to maintain their bus if awarded the grant. CAP could potentially contract with Tilton for maintenance. J. Alden also questioned about having CAP offer an expanded RTS service at the Tilton senior center. It was agreed that this option should be explored more but it would take a little time. Terri suggested that Tilton still apply for the Capital Grant to purchase a bus and in the meantime, if CAP is able to expand the RTS using an existing bus, Tilton could withdraw their application.

A motion was made to have the Mid-State RCC provide a letter of support for the Community Action Program Belknap-Merrimack Counties Inc.'s application to replace the 12x2 cutaway bus in Bradford.

m/s/approved S. O'Dougherty/J. Alden
Abstentions – T. Paige

A motion was made to have the Mid-State RCC provide a letter of support for the Town of Tilton's purchase a new cutaway bus.

m/s/approved T. Schamberg/T. Paige

6. FY 2019 5310 Capital Funding Update

a. CAPBMCI

T. Paige stated that last round, CAPBMCI applied for 5310 Capital Funding to replace two cutaway buses. One 12x2 bus in Belmont and one 16x2 bus in Franklin were granted funds. There were some delays on the purchasing of the buses including the State's delay passing their budget which included some match funding for the buses. It is anticipated that the buses will be available for operation sometime this winter and the two buses being replaced would be sold.

b. Friends Program

L. Wellington and S. Keayes discussed their application to purchase laptops and licenses to expand their volunteer driver program capabilities. The contract was recently approved and signed. At this time, the Friends Program has the contract in place and may purchase the computers and software. It was noted that the funding is a reimbursement and that they would also need to demonstrate a valid procurement process to be reimbursed. T. Paige informed them that they can simply show screenshots of prices of similar computers found online or at stores, demonstrating that the computers purchased are not overpriced but in comparable to computers of similar specs. D. Williams added that if they are unsure, it's good to check with NHDOT before purchasing.

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7. FY 2020 5310 RCC Program Services

a. Volunteer Driver Program

C. Yanski provided the RCC with the most recent VDP driver and rider statistics. She noted that the rides provided over the last couple months have been the highest seen in a long time. She also noted that there were 0 denial rides in September, attributing the high ridership and low denials to the VDP Coordinator.

b. Taxi Voucher Service

R. Friberg noted that after the transition from CNHRPC as the Lead Agency to CAPBMCI as the Lead Agency, MCDOC was slow to get the contract signed. In addition, tighter oversight into the RCC program has led to some additional initial paperwork and outsourcing the dispatching of rides. A combination of these things caused a delay in restarting the Taxi Voucher Program (TVP) with a new contract. In the meantime, MCDOC continued to purchase rides for the users as an effort to keep the service going. The cost of these rides without the 5310 funded vouchers seemed to encourage MCDOC to get the TVP contract in place. The TVP rides began in September but were off to a slow start compared to the June trips provided. D. Williams pointed out that in four years of the program, this September had the highest recorded trips provided. R. Friberg anticipates things to pick up now that everyone is aware of the TVP and the cost of the service.

c. Rural Transit Service

The RTS trip data was reviewed. T. Paige informed the RCC that the increase in FY 2020 may partly be due to an adjustment in the way trips are recorded. Other RTS funding sources record trips as a round trip where 5310 funding looks at each leg of the trip as an individual trip. In some cases the 5310 rides may have been recorded as round trips where now they should all be recorded separately. This has caused the number of trips to look like it has substantially increased when it may not have increased by that much.

8. Regional Mobility Manager Update

C. Yanski passed out a report of her activities over the last month and provided a review of some of the highlights. The report included a list of the regional and statewide meetings that she attends regularly. She is also promoting the RCC through Facebook and Twitter in addition to updating The Mid-State RCC and Concord Area Transit websites regularly. She has begun to participate with the CommuteSmart NH group which promotes reducing single occupancy vehicles through encouraging alternative modes of transportation including transit and carpooling. She has developed a presentation that she promotes as “Talking Transportation” listening sessions which she provides around the region at senior centers and other places where people gather who may have limited mobility options. She is planning a regional VDP peer to peer network meeting which will likely take place on November 25th. Lastly, she has been meeting with RCC member organizations and also recruited two new members.

9. Future Meeting Schedule

The group had a discussion around our meeting frequency. It was decided we would meet quarterly but could call the group together earlier if needed. The next meeting was scheduled for January 14th at 2:00pm in Concord at Horseshoe Pond Place.

10. Any other business

A motion was made to adjourn the meeting at 3:28pm.

m/s/approved

J. Alden/T. Paige