

Minutes of February 21, 2023
Mid-State Regional Coordinating Council (RCC) Meeting
Location: Future In Sight,
25 Walker St. Concord NH

Attendees	
Terri Paige, CAPBMCI	Tom Schamberg, Town of Wilmot (Chair)
Matthew Baronas, CNHRPC	Cindy Yanski, Mobility Manager (CAPBMCI)
Andrew Harmon, resident of New Hampton	Jane Alden, Town of Tilton
Donna Fanny, Future in Sight	Frank Caron, Merrimack County Department of Corrections
Ed Drury, Lakes Region Mental Health Center	Jessica Riendeau, Merrimack County Human Services
Terri Palmer, State Mobility Manager	Derek Lavoy, GSIL

1. Welcome and Introductions

Chair T. Schamberg called the meeting to order at 2:00pm and everyone present introduced themselves.

2. Review and approve minutes of the November 1st RCC meeting

A motion was made to accept the minutes from the November 1st RCC meeting after correcting the misspelling of “pre-trial”.

m/s/approved J. Alden/A. Harmon/unanimous

3. Nominations for Mid-State RCC Secretary\Treasurer

C. Yanski shared that the Secretary\Treasurer position for the Mid-State RCC had become vacant. Following a presentation of the position’s duties, which most notably includes writing the minutes of the meetings, C. Yanski nominated M. Baronas for the position, which was seconded by J. Alden. An official vote will be held at the next meeting. M. Baronas volunteered to serve as a temporary recording secretary for the current meeting.

4. Community Action Belknap Merrimack County as lead agency

C. Yanski explained that the lead agency for Region 3 must be voted upon by the RCC each year. The lead agency is responsible for 5310 grant funding management, subrecipient oversight and compliance. A motion was made to keep Community Action Belknap Merrimack County as the lead agency.

m/s/approved A. Harmon/E. Drury/unanimous

5. Letter of Support for LRPC and CNHRPC to update Coordinated Transit and Human Services Plan

C. Yanski explained that a Coordinated Transit and Human Services Plan is required to be updated every five years to guide 5310 funding. Any goals to be funded by NHDOT must first appear in this plan. Lakes Region Planning Commission and Central NH Planning Commission submitted an FTA Section 5305e (Statewide Transportation Planning & Research) grant to fund this project. A letter of support indicates the members of the RCC recommend the update of the existing plan written in 2019. C. Yanski drafted a letter that would serve as formal support for the Lakes Region Planning Commission and Central New Hampshire Regional Planning Commission to update the Coordinated Transit and Human Services plan. T. Schamber read the draft letter aloud and the group discussed any potential changes to its wording. A motion was made to approve the letter of support for LRPC and CNHRPC to update the Coordinated Transit and Human Services Plan.

m/s/approved A. Harmon/D. Lavoy/majority
9 Yes 1 Abstain (M. Baronas)

6. Mobility Manager Report

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C. Yanski prompted the group to discuss what information and statistics would be most useful to be reported at each meeting. The group expressed satisfaction with how the reporting is presented but welcomed C. Yanski's example of adding funding information in addition to trip totals. C. Yanski also expressed interest in receiving trips and funding totals from other VDPs to capture all of Region 3's ridership. Discussion about potential reasons why more agencies do not apply for FTA funding also occurred.

T. Paige highlighted that there has been an increase in ridership on the MST bus and it is on track to surpass pre-COVID-19 ridership numbers. The current pace prompted an increase in the planned funding for Fiscal Year 2024 and 2025.

a. **Taxi Voucher Program expansion update**

C. Yanski presented yearly and monthly ridership totals as tables and graphs and highlighted that the expansion program is currently in effect. Applications from the Navigator Program at Merrimack County have been received, but the total ride requests are still small but expected to grow.

b. **CDC Equity Grant update**

C. Yanski explained that the CDC Equity Grant is still in effect and will end May 31st, 2024. The grant funded C.Yanski's mobility manager position for a two-year period and provided project funding. C. Yanski highlighted various projects already being funded and those expected to be implemented with these funds.

c. **Municipal Website Assessment Update**

Using the assessment matrix created by M. Baronas, which indicates the level of transit information present on town websites, C. Yanski will continue meeting with towns to suggest improving their information regarding transit.

d. **FY 2024-2025 FTA Section 5310 Grant NHDOT Workshop**

C. Yanski attended the FY 2024-2025 FTA Section 5310 Grant NHDOT Workshop and provided an overview of many key takeaways. The workshop presentation slides and information on the grant can be found on the NHDOT website.

e. **RFQ for TVP and VDP for FY 2024-2025**

C. Yanski shared that due to anticipated expansion and increased ridership there will be a request for qualifications for additional taxi services to participate in the Taxi Voucher Program and each grant cycle should be completed. Additionally, the chosen providers from this request for qualifications may also be able to provide wheelchair accessible trips for the Volunteer Driver Program. C. Yanski explained that an agency located in the Lakes Region could help limit costs associated with the program.

E. Drury noted that Lakes Region Mental Health Center has the capacity, equipment, and training to provide rides in a VDP program, while the center has not yet made a formal commitment to servicing non-patients, they are considering it.

i. **Need to establish a subcommittee to review and score responses**

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C. Yanski noted that a subcommittee will be needed to review and score any responses to the request for qualification. J. Riendeau, A. Harmon, and M. Baronas all volunteered to help with scoring.

7. FY 2024-2025 FTA Section 5310 Grant

C. Yanski presented the Mid-State RCC plan for the use of 5310 funds for Fiscal Years 2024-2025. Region 3 was awarded \$358,500. No agency had yet contacted CAPBMCI to request funds. C. Yanski detailed the planned funding allotments for each program and its number of trips including: 3,000 CAP Belknap-Merrimack Volunteer Driver Program trips at a rate of \$15 per trip costing \$91,800; 75 CAP Belknap-Merrimack Volunteer Driver Program Paratransit trips at a rate of \$160 per trip costing \$12,000; 4,000 MST Services – Purchase of Services trips at a rate of \$27 per trip costing \$108,000; 300 Taxi Voucher Program trips at a rate of \$26.76 costing \$8,028; and 30 Taxi Voucher Program Paratransit trips at a rate of \$160 costing \$4,800. Together the expected cash expense total is \$224,628 for 7,405 total trips, the local cash match needed is \$24,165.60 leading to a total request of funds of \$200,462.40. T. Paige explained that the cash match required can be covered by a variety of federal grants, including BEAS, volunteer driver hours and other county awards. This grant will also pay for the Regional Mobility Manager position for June, 2024 and all of FY 2025 and \$15,000 to the lead agency for the expenses incurred managing this grant, and the oversight and compliance of the grant.

T. Paige noted that there is still funding available beyond what is planned. These funds can be used by interested and eligible agencies. J. Alden noted the Tilton Senior Center, which has a bus that provides transportation to senior or disabled residents in its three-town service area as a group that is potentially interested in using funding to provide a stipend for their volunteer bus drivers. D. Fanny also noted that Future in Sight provides mileage reimbursement which could use these funds depending on the location of the trip. D. Fanny offered to connect C. Yanski with the CFO of Future in Sight to discuss financial specifics. C. Yanski noted the application for funding is due March 7th, 2023.

A motion was made to accept the proposed budget for the FTA section 5310 grant presented for Fiscal years 2024 and 2025 with earmarks the remaining funds to be distributed to subrecipients as they present interest.

m/s/approved

J. Alden/J. Riendeau/majority
9 Yes 1 Abstain (T. Paige)

8. Any other business

T. Paige announced approval of an ARPA grant through Merrimack County that covers the match needed for the 5311-grant received from NHDOT to start an expansion route from Concord to Laconia and back. T. Page detailed the route plan which starts in Concord, heads to the new Market Basket at Merchants Way, then to the Merrimack County Department of Corrections Complex in Boscawen, next to the industrial park in Franklin, then to a to be determined locations in Tilton, then the Belknap Mall area, and finishes in Laconia before coming back the same route. The expansion route will connect with the existing Penacook route allowing transfer for services around Concord. No new vehicles are needed to start the route, but the biggest challenge is adding additional drivers. T. Page expects the route to be in action by the end of the upcoming summer or start of the fall.

T. Palmer announced a partnership with Dartmouth Hitchcock Medical Center to develop a postnatal care package program. The program will supply new mothers with medication, supplies, or food who have no means of transportation to get the package.

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T. Palmer also noted that the previously run quarterly Volunteer Driver Program Provider meeting is being started again. The meeting provides space for all VDP Programs to share ideas and information and receive training. There are plans to expand the meeting to all non-emergency medical transportation programs and other stakeholders.

9. Future Meeting Schedule

The next meeting is scheduled for May 9, 2023 in the lakes region, location TBD.

A motion was made to adjourn the meeting at 3:30pm.

m/s/ approved

J. Alden/ J. Riendeau/Unanimous