

DRAFT Minutes of August 13, 2024
Mid-State Regional Coordinating Council (RCC) Meeting
Grappone Mazda, 134 Manchester St, Concord
Kintsugi Room, 2nd Floor, Concord NH

Attendees	
Terri Paige, CAPBM	Tom Schamberg, Board of Selectman, Town of Wilmot (Chair)
Andrew Harmon, Citizen member	Teri Palmer, State Mobility Manager
Vince Pagano, Regional Planner, CNHRPC	Cindy Yanski, Region 3 Mobility Manager (CAPBMCI)
Jane Alden, Town of Tilton	Susanne Peace, Future In Sight
Melissa LaRocque, Future In Sight	Travis Colby, Lakes Region Mental Health - virtual
Joyce Cameron, Partnership for Public Health – virtual	Carrie Chandler, Helping Hands for the Lakes Region – virtual
Frank Caron, Merrimack County Dept of Corrections	

1. Welcome and Introductions

Tom called the meeting to order. We all introduced ourselves.

2. Review and approve minutes of the November 14th and February 13th RCC meetings.

Review and approve minutes for February and November minutes:

M/S Approved, J. Alden, V. Pagano

3. Changes to council from new Mid-State RCC By-laws

Six areas of the new by-laws were raised and shown for review for comment by the council. A. Harmon asked if the RCC was in charge of the lead agency, or if the lead agency was part of the RCC. Discussion ensued, and it was clarified that the RCC will oversee the lead agency, currently Concord Action Program of Belknap and Merrimack Counties (CAPBM), to ensure 5310 programs\projects are running as intended and within the guidelines established by the RCC and within funding parameters. T. Paige raised concerns over item 5.7, stating that she is the supervisor to the regional mobility manager position and was concerned about the level of evaluation of the mobility manager’s performance. She suggested that it would be the RCC’s role to provide feedback on general work within the region instead of direct work performance evaluations. Further discussion followed, and it was suggested that the language be amended from “responsible for” to “provide input” on item 5.7. A motion was made to amend the bylaw 5.7 from “responsible for” to “provide input to”.

M/S/approved, T. Schamberg/J. Alden

Discussion continued as the group reviewed Target Organizations. No changes or additions were suggested.

Cindy continued with the section pertaining to the Officers of the RCC. T. Schamberg and Terri Paige were voted in last year at chair and vice chair respectively for two-year terms so they each still have another year in their term. However, this RCC does not have a secretary. A. Harmon volunteered himself.

m/s/approved A. Harmon/J. Cameron

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We next reviewed what a quorum consists of a “simple majority”, at least 51% of the voting members present at a meeting, but no less than five (5) committee members.

We next reviewed the section pertaining to the Conflict of Interest. The new by-laws require members to sign the Conflict of Interest policy but this RCC’s Conflict of Interest policy is not signed. Cindy will resend the new suggested Conflict of Interest to RCC members so it can reviewed before making a decision at the next meeting.

Cindy will make the one change to the by-laws as noted above and will send it to the SCC for approval.

4. Concord Laconia Connector update – Terri Paige

The service started January 22nd of this year. It is a fix-route, intercity commuter route running between Concord and Laconia via Rt 3, Monday-Friday. As with all CAPBM transportation services, it is fare free to ride. Terri is happy to report the CLC ridership is growing in ridership numbers each month. January there were 28 trips, February it jumped to 124, March 156, April 196, May 238 and ended the fiscal year in June with 327 trips. Terri had the bus wrapped to make it recognizable as it travels the route with the route schedule and phone number listed which has generated inquiries about the service. Terri said most of her ridership is getting on in Laconia and traveling to jobs. She shared a couple of rider stories. Currently there is a bike shelter\bus shelter on loan to the Connector at the Franklin Industrial Park stop. Vincent added he was with Tim Blagden, Concord Sunapee Rail Trail, when they picked up the shelter to move it temporarily for the Sunflower Festival and there were several people that came out to tell them they love the shelter and ask them not to move it. It has since been returned to the Franklin Industrial Park bus stop for the winter. S. Peace asked if the buses have a bike rack. T. Paige stated there is and they can accommodate the fat tire bikes.

5. Lakes Region Mental Health Center transportation services update – Travis Colby

Travis gave the group an update on the transit services provided by Lakes Region Mental Health Center. Had a part-time driver who left. Hired a new driver (Scott) working 4 days a week. Two days a week can give rides to clients of LRMHC in Laconia on Monday and Thursday, and Tuesday and Wednesday in Plymouth. He’s also trying to find a per-diem driver for Friday service.

6. Mobility Manager Update

C. Yanski shared some highlights from NHTA\SCC Annual Meeting in particular, she announced to the group that our own Andrew Harmon was awarded a Community Transportation Champion Award for Region 3 for his work on the statewide transportation website KeepNHMoving.com. Cindy also shared one of the CAT drivers, Bill Foster, also won an Excellence in Transit award

a. Funding Updates

The FY 2026-27 solicitation should come out in Fall 2024. NHDOT shared that the allocated amount for each region may change as they are looking at alternative criteria for fund allocation between the regions. Terri also reminded the group that there are only two agencies receiving funds at this time and asked members to start thinking about projects now and to reach out to C. Yanski to let her know so we’ll be ready when the solicitation notification hits the streets. A. Harmon heard some of the mobility managers in other regions were short on funds. He asked if C. Yanski’s position was going to be short. It was confirmed this position is fully funded through the end of FY 2025.

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- b. CDC Grant – Cindy shared this funding ended May 31, 2024 with roughly 90% of the funding expended on projects.
- c. NADTC Grant update – Cindy shared our application for the NADTC 2024 Transportation Planning Grant was not chosen this year.
- d. KeepNHMoving website is live. C Yanski requested members to share the website with clients and other agencies and contacts. S Peace said Future In Sight is not showing up when sorting by region. C Yanski will follow up with the site manager, Steve Workman.
- e. Mid-State Annual Report FY21-23 – the report was submitted to the SCC and can be found with the meeting documents. C Yanski asked for feedback
- f. Statewide needs assessment – T. Palmer gave an update on the statewide needs assessment which stalled for some time due to the nature of the funding being a sole source contract. The assessment is moving forward and will be housed at the Commission for Healthy Aging. It will focus on serving veterans, people over 65, and people with disabilities. A Request for Proposal has been sent out, and C. Yanski will offer more information once it is available.
- g. Mobility Manager Work plan – C. Yanski mentioned that part of the new bylaws adopted tasks the RCC with developing a new mobility management work plan for the upcoming FY 2025. T. Schamberg asked C. Yanski to put together some samples and send them to the RCC email list. C. Yanski has a list of her responsibilities as the mobility manager but is looking to this council to create a work plan based on the needs and wants throughout the region. J. Alden asked what C. Yanski needed, and T. Palmer suggested that the blueprint for mobility management needed to be part of the work plan. T. Paige reminded everyone that C. Yanski can complete work for our other transportation organizations as her focus needs to be overall RCC, not just her work as part of the lead agency. Further discussion followed, including acknowledgement of each agency would have unique needs based on their population represented as well as their location within the region.

7. Other or New Business

FY2024 5310 Budget Revision – Terri Paige - [5310 RCC 3 Fy24 - BMCAP 2024-06](#)

In reviewing the last invoice for FY24, CAPBM Fiscal and NHDOT determined by moving an excess of the remaining volunteer hours, we would be able to maximize our reimbursement. The updated June invoice (V2) would use up all remaining SFY24 funding and require a budget revision to move all remaining funds (\$3,622.85 Mobility Management & \$11,581.66 Regional Mobility Management) of \$15,204.51 to Contracted Services. This required a vote from the RCC to approve this budget revision.

	80% Contracted Services		80% Mobility Management		100% RMM		TOTAL
	Fed \$	Grant Billed To	Fed \$	Grant Billed To	Fed \$	Grant Billed To	
Invoice # ↓ / Current FY Allocation	\$ 235,182.00		\$ 19,840.00		\$ 103,478.00		\$ 358,500.00
SFY Carry forward	\$ -		\$ -		\$ -		\$ -
Total Available	\$ 235,182.00		\$ 19,840.00		\$ 103,478.00		\$ 358,500.00
FY24JUNRCC (CS/MM/RMM)	\$ 143,219.00	NH-2022-021	\$ 1,166.10	NH-2022-021	\$ 6,927.62	NH-2022-021	\$ 151,312.72
EXPENDED	\$ 250,386.51		\$ 16,217.15		\$ 91,896.34		\$ 358,500.00
AVAILABLE BALANCE	\$ (15,204.51)		\$ 3,622.85		\$ 11,581.66		\$ -

A motion was made to request the remaining \$15,204.51 be moved to Contracted Services for FY24

M/S Approved, J. Alden, V. Pagano, T. Paige recused.

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8. Partner updates

- a. F. Caron mentioned that the taxi voucher program is somewhat vacant as there has been less need for the program due to not being able to offer rides from county to county. F. Caron has had to pick up what rides are offered as a secondary provider.
- b. V. Pagano mentioned Commute Smart has begun focusing on building out usership, including Concord transit, rail trail usage, and the Concord to Laconia connector route, as well as regular CAT transit and their ride-share program.
- c. J. Alden asked where someone could find a new 15-passenger van as the main vehicle the Tilton Senior Center used has ceased to function. She mentioned that she has been looking for one for some time as the insurance liabilities prevent the current drivers from using their own vehicles. J. Alden further mentioned that while she was able to raise some funds through ARPA grants and local town funds, the price of the vehicle increased by \$2,000 when she went to purchase it. Some discussion followed about potential avenues including a town auction for vehicles and A. Harmon suggested he could contact some other places to see where they could suggest looking for donations.
- d. S. Peace and M. LaRocque – Future in Sight is attempting to recruit more volunteer drivers to address areas of the state that is under-served; they are still getting the word out for drivers.
- e. T. Palmer – The volunteer driver initiative was approved for another year of grant funding for advertising\marketing for volunteer recruitment statewide. More information can be found at nhvdp.org.
- f. C. Yanski – CAT and Mid-State Transit is offering free shuttle rides to get voters to their polling locations for the upcoming state general election.
- g. J. Cameron - Central NH Public Health is hosting its TAC meeting, focusing on its Driving Toward 0 initiative. Safety NH in partnership with the NH DOT, is hoping to reduce fatalities on the road by 2050 to zero.

9. Motion to Adjourn

A motion was made to adjourn the meeting at 3:04pm.

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

10. Next Meeting Nov 12, 2024, 2-4pm at the Partnership for Public Health, 11 Academy Square, Laconia, 2nd floor conference room.