

Approved Minutes of January 8, 2019
Mid-State Regional Coordinating Council (RCC) Meeting
 Central NH Regional Planning Commission, Commercial Street, Concord, NH

MEMBERS PRESENT	
Suzanne Singer, CAP BMCI	Tom Schamberg, Town of Wilmot (Chair)
Dean Williams, CNHRPC	Erin Mullen, Mobility Manager (CAPBMCI)
Dari Sassan, Town of Tilton	Cindy Yanski, Friends Program RSVP
Robert Friberg, Merrimack Co. Dept. of Corrections	Carrie Chandler, Lakes Region Mental Health Center

1. Welcome and Introductions

Chair T. Schamberg called the meeting to order at 2:06 PM and asked everyone to introduce themselves.

2. Review and approve the minutes of the December 11th RCC meeting

A motion was made to accept the minutes from the December 11, 2018 meeting with one minor spelling correction.

m/s/approved D. Williams/C. Yanski

3. 5310 Capital Funding

Suzanne Singer informed the committee that Community Action Program Belknap-Merrimack Counties Inc. (CAPBMCI) would be applying for FY 2019 5310 Capital funding for 2 vehicles. One vehicle would be a 16 passenger (16 seats, 2 wheelchairs) cutaway bus replacing the existing vehicle at the Franklin Senior Center. The other vehicle would be 12 passenger (12 seats, 2 wheelchairs) cutaway bus replacing the existing vehicle at the Belmont Senior Center. The 16 passenger van will cost \$78,000 and CAPBMCI will be requesting 85% FTA funds or \$66,300 with a state and local match of \$5,850 each. The 12 passenger van will cost \$73,000 and CAPBMCI will be requesting 85% FTA funds or \$62,050 with a state and local match of \$5,84750 each. For a total of \$128,350 5310 FTA Capital funds.

Cindy Yanski followed with details about the Friends program intent to apply for ITS equipment through the FY2019 5310 Capital Grant round. They will be applying for an \$1,800 software license renewal for RideScheduler. In addition, they will be applying for funding for 2 laptops and two additional licenses to expand the use of the software to 2 other Dial-A-Ride programs, one in Henniker and one in Hopkinton. The total request will be for \$3,520 FTA funds and \$880 matching funds for a total of \$4,400. A question was asked whether all of the organizations using the software would be coordinating scheduling rides. Cindy responded that each organization would be using the same software but would be working with their own individual databases, so riders and drivers would not overlap from one program to another. Cindy added that she would be able to pull reports from all of the databases.

A motion was made to have the RCC provide a letter of recommendation for both applications.

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

4. 5310 POS (Purchase of Service) Programs Update

a. Volunteer Driver Program (VDP) Update

Erin Mullen provided a handout displaying the CAPBMCI VDP program ridership noting that ridership continued to drop in November to only 202 trips. She noted that the program had only spent about \$25,000 of the \$108,000 available in FY 2019. Low ridership was mainly attributed to low customer and driver numbers because the VDP Coordinator position and Mobility Manager positions were both vacant for so long. With the newly hired staff it will be a priority to get the ridership numbers back up. The VDP Coordinator is also reviewing policies and procedures as well as organizing a driver meeting.

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b. Pilot Taxi Voucher Program (TVP) Update

Rob Friberg from Merrimack County Department of Corrections stated that the most recent invoice from Concord Cab Co there were 56 rides provided. The invoice covered December and a few days in November. Rob added that these trips served 11 different clients who are all part of the Successful Offender Adjustment and Re-entry (SOAR) program. The SOAR program managers are the personnel in charge of finding eligible clients and organizing/dispatching the rides. The rides vary from employment to off and on site counseling and classes.

c. Rural Transit Service (RTS) Update

The December ridership numbers for the RTS were not available but it was noted that the trips and the budget remain on track for FY 2018. More information will be provided at the next meeting

d. FY 2020 5310 RCC Grant Applications

D. Williams noted that S. Singer and other CAPBMCI staff were all at an FTA 5310 program training at NHDOT on January 7th. At that meeting NHDOT reviewed the recent 5310 RCC Grant solicitation and answered questions about upcoming changes. The biggest change is that the regionally designated lead agency will be allowed to purchase service from themselves which will allow the elimination of the Regional Planning Commission's role as a lead agency where funding passes through. D. Williams offered to help with the budget and application for the Purchase of Service Programs. He noted that new contracts would need to be set up between CAPBMCI, MCDOC and a Taxi provider for the MCDOC Taxi Voucher Program. As part of the new funding structure the lead agency will need go through a selective process using a request for qualifications (RFQ) to hire a Taxi provider on as a contractor. CNHRPC will assist CAP with the qualified based selection process and will ask the RCC members to weigh in as well. S. Singer noted that NHDOT intends to audit lead agencies and assist them with compliance more so than they have in the past. Dean added that the existing situation with the taxi company works very smoothly and they have no issues with trip documentation and invoicing.

At the next meeting CAPBMCI will be bringing a request to the RCC to designate them as the lead agency for FY2020 5310 funds as well as an approval of their application's budget. S. Singer also indicated they would like to modify the existing VDP trip billing rate to potential increase driver mileage reimbursement. This would be done through a separate budget modification of the FY2019 5310 budget and would need RCC approval.

5. Regional Mobility Manager Update

E. Mullen informed the RCC that she had been continuing to help with the Coordinated Plan needs assessment, distributing and collecting surveys. She also set up a public hearing which will be held on January 29th at the Hillsborough Library. In addition to that she has been helping Rosa Burtt, VDP Coordinator, with the VDP program and data analyses. She also continues to visit with various town officials and other agencies promoting the RCC and transportation options. Lately, her focus has been in the Lakes Region.

6. RCC Coordinated Plan Update

D. Williams provided a little information about the plan for the public meeting at the end of January. He also stated that C. Yanski at the Friends Program has helped with sending out surveys which have already

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begun to pile up. He indicated that after the public hearing there should be enough public surveys and public input from the hearing to finalize that part of the plan and adjust the goals and strategies as necessary. After that the plan will go out for more public comment.

7. Member Updates

There were no member updates.

8. Future Meeting Schedule

The next meeting was tentatively scheduled for February 11th at the CNHRPC offices in Concord.

9. Any other business

The meeting was adjourned at 3:30pm.

m/s/approved

C. Yanski/E. Mullen