

**Monadnock Regional Coordinating Council  
For Community Transportation**

**Minutes**

February 18, 2025

Present: Frank Dobisky, Chair, *Thomas Transportation*; Charlie Pratt, Vice Chair, *Home Healthcare, Hospice and Community Services (HCS)*; Jennifer Robinson, Treasurer, *Cheshire County*; Allan Gillis, *Community Volunteer Transportation Company (CVTC)*; Sally Malay, *Keene Housing Kids Collaborative (KHKC)*; Kim Rumrill, *Keene Senior Center (KSC)*; Lisa Steadman, *ABLE NH*.

SWRPC Staff Present: Terry Johnson, *Senior Project Manager*; Jason Cooper, *Planner*.

Guests: Suzanne Bansley (remote), *Cheshire County*; Teri Palmer, *Statewide Mobility Manager*.

**I. Welcome**

Chair Dobisky called the meeting to order at 9:02 a.m. and introductions were made.

**II. Approval of January 21, 2025 Minutes**

Chair Dobisky asked if those in attendance had an opportunity to review the January 2025 meeting minutes and if there were any questions or comments. There were no comments from the Committee.

Chair Dobisky asked for a motion to approve the January 21, 2025 meeting minutes.

**Motion: To approve the minutes of January 21, 2025.**

Motion by Lisa Steadman, seconded by Vice Chair Pratt. Approved by unanimous vote.

**III. Treasurer's Report**

Jennifer Robinson shared a summary financial report for the month of January 2025. She reported that all subrecipients are funded through February and for most of March. She will prepare an updated financial report for the March MRCC meeting. There was no further discussion on the treasurer's report.

**IV. SFY 26-27 FTA Section 5310 Combined Application**

The draft SFY 26-27 FTA Section 5310 Combined Application was provided to the Monadnock Regional Coordinating Council (MRCC) with the meeting packet and copies were made available during the meeting. The application was developed by Suzanne Bansley based on submissions she requested from HCS, CVTC, KSC, and SWRPC. The application due date is March 6, 2025. The NH Department of Transportation (NHDOT) has made available to RCC Region 5 a total of \$304,200 per fiscal year or \$608,400 for the two-year fiscal period beginning July 1, 2025. Suzanne presented the draft 5310 application budget for SFY26 and stated that the total allocation for SFY27 will be the same. The specific line-item allocations were determined by HCS, CVTC, KSC, and SWRPC in separate meetings prior to this meeting.

Suzanne Bansley asked if there are any questions from the MRCC on the funding application. Terry Johnson shared that the sole source of match for the 5310 funding is CVTC volunteer driver hours. He noted that this approach places a disproportionate administrative reporting burden on CVTC. Terry further explained

that SWRPC will work with CVTC to identify a more efficient system for generating and providing the backup documentation required to report the match and to ease the burden on CVTC. Suzanne Bansley additionally shared that due to a calculation error in the NHDOT application budget template, an adjustment was made to the budget presented to the MRCC in the meeting packet. She reported that the match amount decreased slightly. She will send an updated budget to Terry Johnson after the meeting.

Chair Dobisky asked for a motion to approve Cheshire County as Lead Agency for the two-year funding period.

**Motion: To approve Cheshire County as the Lead Agency for the SFY 2026-2027 FTA Section 5310 Combined Grant Application for the Monadnock Regional Coordinating Council and to certify that there are no nonprofit organizations readily available in the area/region to provide the service of lead agency for the coordination of transportation activities in the region.**

Motion by Allan Gillis, seconded by Lisa Steadman. Approved by unanimous vote, Jennifer Robinson abstaining.

Chair Dobisky asked for an additional motion to approve the SFY 2026 budget and submission of the application.

**Motion: To approve the submission of the SFY 2026-2027 FTA Section 5310 Combined Grant Application with accompanying SFY 2026 budget to the NH Department of Transportation.**

Motion by Sally Malay, seconded by Lisa Steadman. Approved by unanimous vote, with Allan Gillis, Vice Chair Pratt and Kim Rumrill abstaining.

Suzanne Bansley requested that any further comments on the budget and application should come to her immediately as she plans to submit the final application in the coming days.

## **V. MRCC Coordinated Plan**

A final draft of the 2025 Coordinated Community Transportation Plan for the Monadnock Region (Coordinated Plan) was provided to the MRCC for review prior to the meeting. Terry Johnson explained that federal transit law requires that projects selected for funding under the Federal Transit Administration (FTA) Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program be included in a locally developed, coordinated public transit-human services transportation plan that is updated periodically. He further explained that the Coordinated Plan provides updated information about the transportation needs of seniors, individuals with disabilities, low-income households, youth, and other populations; strategies for meeting these needs; and prioritizes public transportation services for funding and implementation. Each RCC in New Hampshire is required to adopt a Coordinated Plan. Terry noted that input was solicited from the MRCC, community transportation stakeholders and the public throughout the development of the Coordinated Plan.

Teri Palmer explained that to apply for federal transportation funding, each RCC must have an updated Coordinated Plan, and therefore RCCs from around the state work to keep them updated. Each RCC must have an updated list of anticipated future projects which must be aligned with requests for funding to be successful. Chair Dobisky asked if there were any questions or comments on the Coordinated Plan and there were none.

Terry Johnson noted that the Coordinated Plan was posted for public comment and that the public comment period ends on March 7, 2025. He said that any comments received during that period will be reviewed and

responded to. Terry noted that, should any changes occur based on public input, the MRCC will be requested to review the changes and re-adopt the Coordinated Plan at its March 18, 2025 meeting.

Chair Dobisky asked for a motion to adopt the 2025 Coordinated Plan.

**Motion: To adopt the 2025 Coordinated Community Transportation Plan for the Monadnock Region.**

Motion by Allan Gillis, seconded by Kim Rumrill. Approved by unanimous vote.

## **VI. Partner Updates**

Allan Gillis shared that CVTC is looking to add new board members, and he encouraged committee members to please spread the word with anyone that may be interested in joining. CVTC currently has 6 board members and is looking to grow to 13 members over time. Lisa Steadman shared that ABLE NH will be hosting several Lunch & Learn sessions in the future on topics such as volunteer driver programs, mobility management work, and more. She also shared that Governor Ayotte expressed in a recent address that the state is setting aside funding for transportation programs to serve individuals with disabilities. She explained that they need clarification on the subject and need to know more about how to access this funding. Chair Dobisky expressed that it would be good for an MRCC member to present at one of the Lunch & Learns and/or join the meetings to integrate feedback into the region's transit planning.

Teri Palmer shared that New Hampshire Transit Association (NHTA) and the State Coordinating Council (SCC) are working together to plan the NHTA/SCC annual meeting. They recently met to discuss the subject of the meeting. The meeting will be held at the Grappone Center in Concord on June 13, 2025. The focus may be on how public transit can benefit the state's economy. Terry Johnson shared that SWRPC, as part of the "Next Generation" Transit Project, is looking into documenting the regional economic benefits which transit can provide. He is interested to hear how NHTA, NHDOT, and others are planning to present these benefits at the annual meeting to see if there are any strategies that can be gleaned for the Transit Project's efforts. Some of the identified tangible economic benefits include maintenance for vehicles at local garages, wages paid to those employed by transit services, and more. Teri Palmer also shared that progress is underway on the Statewide Transportation Needs Assessment which will be helpful for future funding applications. She additionally reported that plans are underway to offer a travel training program in the coming months. Vice Chair Pratt said that HCS has a dispatcher who could take advantage of the training. Teri Palmer shared that she will provide more information on the training in the coming months.

Vice Chair Pratt shared that HCS Director of Community Relations, Susan Ashworth, is retiring at the end of March. Kim Rumrill shared that Cheshire Village at Home (CVaH) is serving 46 households and that they have lost a few drivers over the winter as some travel elsewhere for the winter. She shared that KSC is looking for a part-time development specialist to help their agency and asked the MRCC to spread the word. Chair Dobisky asked how the new location is working out for KSC and she shared that so far things are going well. There is lots of parking and there are several residents utilizing CVaH to attend events at the Center. Kim Rumrill expressed that KSC is working to minimize the perceived stigma associated with participating in KSC programs and services. KSC is striving to promote that programs and services are not just for individuals in their 80s and 90s, or those that do not have a lot of money, and that all are welcome. KSC is endeavoring to expand their client base accordingly.

## **VII. Mobility Manager Update**

Terry Johnson shared that the "Next Generation" Transit Project is moving into its next phase where SWRPC will begin meeting with potential operating entities as well as supporting organizations. SWRPC met with HCS recently to discuss their potential role. Due to its focus on Hospice, home healthcare and

other mission-driven programs, it is not likely that HCS will take on operating expanded transit services. SWRPC's next meeting will be with the Cheshire County Commissioners and County Delegation. SWRPC will soon distribute surveys to municipalities and large institutions for the purpose of gathering input to help demonstrate the need and benefits of expanded transit services. Terry also shared that SWRPC applied for FTA Section 5305e funding that would provide technical assistance and other supports for the startup phase of the new system.

#### **VIII. Next Meeting**

The next MRCC meeting is scheduled for March 18, 2025 at 9:00 a.m.

#### **IX. Adjourn**

The meeting was adjourned at 10:01 a.m.

Respectfully submitted,

Jason Cooper  
Planner