

**Mid-State Regional Coordinating Council Meeting**  
**Tuesday, February 18, 2025**  
**2-4 PM**

**Location:**  
**Future In Sight Conference Room**  
**25 Walker St. Concord**

<b>Attendees</b>	
Joyce Cameron, Partnership for Public Health	Glenn Trefethen, Planning Manager, Lakes Region Planning Commission
Matthew Baronas, Principal Planner, Central NH Planning Commission	Tom Schamberg, Board of Selectman, Town of Wilmot (Chair) (arrived at 2:51 PM)
Andrew Harmon, Citizen member (Secretary)	Terri Paige, CAPBMCI (Vice-chair)
Vince Pagano, Regional Planner, CNHRPC – via Zoom	Cindy Yanski, Region 3 Mobility Manager (CAPBMCI)
Kara Coffey, Merrimack County	Susanne Peace, Transportation Coordinator, Future In Sight

**1. Welcome and Introductions**

T. Paige called the meeting to order at 2:08 PM. 8 people were present in the room, and V. Pagano joined via zoom.

**2. Review and approve minutes of the November 14th RCC meeting.**

C. Yanski mentioned that G. Trefethen's title was incorrect in the minutes for the November 11<sup>th</sup> meeting. Some discussion followed.

M/S Approved, A. Harmon, J. Cameron, M. Baronas and K. Coffey abstained.

**3. Changes to Article VIII Conflict of Interest – see draft in meeting packet**

C. Yanski mentioned in the last meeting she had drafted a new Conflict of Interest policy that was required by the approved changes to the by-laws. She passed out a copy of the policy to those present in the room and asked if everyone could please sign and return the form. C. Yanski also said she would email a copy to V. Pagano. A. Harmon asked to also receive a digital copy, and C. Yanski agreed. Some discussion followed about who would additionally need to sign the form, and A. Harmon mentioned he thought the by-laws would require the alternate members for each organization to sign the policy and return it to C. Yanski. V. Pagano asked if the form had changed, and C. Yanski said it had not. V. Pagano thought he had signed it previously and sent it.

**4. Mid-State Coordinated Transit & Human Services Plan update – G. Trefethen, V. Pagano and M. Baronas**

G. Trefethen began by mentioning that a draft had been created and that he along with M. Baronas and V. Pagano had worked on three different sections of the draft coordinated plan. M. Baronas then began a discussion about the demographics portion which he worked on,

explaining that the demographic information across all the categories were aggregated to create a “aggregate of vulnerability score” to highlight information that may be relevant to need of transit services within each of the towns within the region. A. Harmon asked which towns were the highest and lowest ranking towns? M. Baronas answered that Meredith and Laconia. Further discussion followed, and T. Paige asked if it was possible to include specific demographics for non-English speaking and immigrant populations for purposes of grant proposals. M. Baronas replied they could look into that for the draft. Some discussion regarding the ability to capture that information followed, as well as about the data points related to households owning vehicles. M. Baronas added that there were disclaimers in the plan regarding the shifting nature of the numbers as the primary source of information came from the U.S. Census. G. Trefethen mentioned that some surveys had gone out prior to this work that were being reviewed as to better understand ways to collect necessary information from the population going forward.

V. Pagano then explained the section he worked on was an overview of existing transit services within the region, and outlined the major providers in the area including Concord Area Transit. He added the bulk of information came from online research along with information pulled from the Keep NH Moving web site. V. Pagano also added that other focuses included inter-city transportation like Greyhound as well as private transportation providers, carpool and ride-share programs, and park-and-ride lot inventories. He mentioned there was a large variation in the lot usage, and A. Harmon asked if that might be due to location of the lot versus the town population. V. Pagano wasn't sure, but thought that it may be due to location as park-and-ride locations closer to major highways had much higher usage than more remote locations. Further discussion followed regarding the mix of different users within the park-and-ride lots, including long-term stays as well as bus access to the lots. Discussion then shifted to focus on different organizations operating in the region and what category of provider they fell under, with T. Paige commenting that she thought Transport Central did not operate within the region. Discussion followed, and C. Yanski mentioned that there was some service in a portion of Center Harbor as a volunteer driver program. T. Paige thanked G. Trefethen, M. Baronas and V. Pagano for their work on the plan.

G. Trefethen then mentioned that he worked on creating a sort of summary of the information worked upon by V. Pagano and M. Baronas to try to better inform where there may be areas of need. He discussed how the surveys sent previously did not return very in-depth data, and that a new approach may be needed going forward. Some discussion then followed, and T. Paige asked if dialysis centers and the percentage of rides to those centers could be pulled out as it is a definite need for a portion of the population served. K. Coffey suggested that the hospital networks would attempt to capture that type of data and asked if that was a focus of the data being collected. She also added she could reach out to the hospital networks to get some of that information if it were desired. G. Trefethen agreed that there was a space somewhere in the plan for calling that information out and suggested a couple of different parts that could address that need. Further discussion followed on where to reach out to in order to get that information as well as methods of mapping the area based on the hospital networks and their populations served. Several members offered to add questions to the surveys their organization sent to the populations they serve in regards to transportation needs. G. Trefethen ended by saying that Lakes Region Planning would send out a Doodle poll to members present about

dates to hold open house-style planning sessions via Zoom to further explore expanding the coordinated plan draft.

## **5. Mobility Manager Update**

C. Yanski began by saying that it was time to look at the application for 5310 grant funds for fiscal years 2026-2027. She then mentioned the providers and programs that the RCC is funding, including Future in Sight's volunteer driver program for rides in the region, the Taxi Voucher Program offered in conjunction with Merrimack County Department of Corrections among others. She finished by describing a new expansion of ride service offered by the Lakes Region Mental Health Center to its clients within the greater Laconia area including towns of Salsbury and Meredith. T. Paige added that these rides were for general transportation needs, not just nonemergency medical transportation within the region. Some discussion followed regarding the details that were known about the expansion of the ride program for Lakes Region Mental Health, including the number of buses they had access to for the usage of the program. T. Schamberg asked where the finances for supporting the expansion was coming from, and T. Paige responded that while there was uncertainty due to the current administration, transportation was currently receiving more support and that there was no information that indicated the funds available were in jeopardy. There was also some uncertainty about the 20% local match, but currently there were funds coming in from BEAS that is stable and being used to cover local portions of the funds being expended. C. Yanski added that there was room in the budget to cover adding the services for Lakes Region Mental Health's program, and would have numbers at a future date. T. Paige added that the match for the 5311 funds were more challenging as the state budget had left out the primary source of those funds. Further discussion followed regarding the state of the funds for both sources. C. Yanski then raised the issue of needing to approve the budget formally as the RCC, but that the council would not meet again until May despite the deadline being in early March. Some discussion followed about costs in the budget, and T. Schamberg asked what the bottom line amount needed to be approved was. C. Yanski said she was unsure, but that there was enough room in the budget at the time to add all the services previously discussed. S. Peace stated that the RCC did not have a number to approve, and asked if the RCC could hold an electronic vote once that number was generated? T. Paige responded that the RCC could approve the budget as presented, and if there were unanticipated changes that there would need to be an amendment voted on by the RCC. **K. Coffey moved that the RCC approve the proposed projects in the 5310 application for fiscal years 2026-2027 as presented at the meeting.**

**m/s/approved K. Coffey/T. Schamberg/unanimous, T. Paige abstained due to conflict of interest**

G. Trefethen asked if there was a separate capital fund, and T. Paige responded that there was a 5339 fund that had a surplus of funds, but D.O.T. said no one expressed an interest. She added that there may be some issues in future years due to a sudden addition of applications for building purchases, but currently there were no issues. C. Yanski then reviewed the numbers of volunteer hours and trips served within the region that are funded by the 5310 funds,

including Mid-State Transit, the Taxi Voucher Program, Future in Sight, and para-transit operations for those programs.

K. Coffey then asked to continue supporting the taxi voucher program, despite there being no requests recently. T. Paige then mentioned how sub-contractors providing services to a FTA-funded organization would have to undergo drug and alcohol testing through the host organization. This would require the taxi drivers to undergo tests before they could drive every single day, and that Mid-State Transit would have to cover those costs. Some discussion followed, including changing the parameters for which rides would be covered by the program, and whether or not the volunteer driver program for MST would take up the rides instead. T. Paige explained that the expense did not support the changes required for the volume of requests, and as such the program was in a holding pattern until further clarification could be provided from FTA regarding compliance for future audits. K. Coffey asked that if the taxi voucher program were to continue that it continues to offer coverage for rides in Merrimack county as it serves people within several drug-assistance and recovery programs. T. Paige agreed that it would.

## **6. Other or New Business**

G. Trefethen shared that Lakes Region Planning Commission was applying for 5305e funds again for the fiscal year 2026-27, and that they had already received funds from 5305e for 2024-25 to cover the update to the coordinated plan. The new application will be for similar work for a feasibility study for a Laconia area fixed-route feasibility study, possibly starting in July. He added that he was reasonably certain he would get the funding as there were only three applicants in total state-wide, and that he would know soon if they were being funded. He finished by saying that LRPC would manage the project and sub-contract some of the work, and thanked T. Paige for helping bring the idea to light. Some discussion followed, during which T. Paige shared that the Laconia senior bus is at capacity, and there are people who need the service but don't qualify for either the senior shuttle or Lakes Region Mental Health's services.

## **7. Adjourn**

T. Paige asked for motion to adjourn.

m/s/approved T. Schamberg/S. Peace/unanimous