

NH State Coordinating Council for Community Transportation
Meeting Minutes • December 4, 2025
Granite State Independent Living • 21 Chenell Drive, Concord, NH

Council Members Present In-Person

Chuck Saia, Sylvia Von Aulock, Terri Paige, Fred Butler, Deb Ritcey, Steve Workman, Gene Patnode, Angelique Pandolph (Pending)
 Andrea Hession (Alt) Tracey Frye (Alt)

Council Members Present Virtually

Jennifer Rabalais (Pending) Camille Correa (Alt)

Guests

Nicole Bryant, Terri Palmer, Ben Herbert, Candy Reed, Lisa Steadman, Donna Marceau, Kerry Miller, Janet Langdell, Scott Bogle, Andrew Harmon, Chase Eagleson, Jen Buteau, Lilly Wellington, Luise McBride, Carole Zangla, John Wilson, Nicholas Altonaga, Keith Thibault, Matthen Baronas, Allan Gillis, Rocky Morelli, Jack Hutchinson

I. Call to Order, Welcome & Introductions

- Chair Chuck Saia called the meeting to order at 1:43pm
- Steve Workman called the roll; quorum is present in the room.

II. Chair's Update – As needed

- The SCC Leadership will host a meeting on Dec. 15 for with RCC chairs and vice chairs. This will kick off a long-standing priority to improve coordination/working relationships between the SCC and RCCs.

III. Meeting Minutes

A. October 2, 2025 Minutes

Motion: Terri Paige moved and Gene Patnode seconded the motion to approve the October 2, 2025 Minutes.

Councilor	Vote	Alternate	Vote
Butler, Fred	Y		
Hill Walker, Melina	Absent	Hession, Andrea	Y
Lore, Jesse T	Absent		
Nichols, Rad	Absent	Correa, Camille	
Paige, Terri	Y		
Patnode, Gene	Y	Bowmar, Brigitte	
Ritcey, Deborah	Abstain		
Saia, Charles	Y	Roberge, Fred	
Lewis, Charles	Absent	Frye, Tracey	Y
Von Aulock, Sylvia	Y		
Workman, Steve	Y		
Results:			
Yes: 8	No: 0	Abstain: 1	
Motion: Passes			

B. November 6, 2025 Minutes

Motion: Deb Ritcey moved and Gene Patnode seconded the motion to approve the November 6, 2025 Minutes.			
Councilor	Vote	Alternate	Vote
Butler, Fred	Y		
Hill Walker, Melina	Absent	Hession, Andrea	Y
Lore, Jesse T	Absent		
Nichols, Rad	Absent	Correa, Camille	
Paige, Terri	Y		
Patnode, Gene	Y	Bowmar, Brigitte	
Ritcey, Deborah	Y		
Saia, Charles	Y	Roberge, Fred	
Lewis, Charles	Absent	Frye, Tracey	Y
Von Aulock, Sylvia	Y		
Workman, Steve	Y		
Results:			
Yes: 9	No: 0	Abstain: 0	
Motion: Passes			

IV. Standing Reports & Updates

A. NHDOT Updates (Fred) – See Attached Report

- Fred highlighted the 5310 capital funding solicitation and emphasized that the RCCs must formally vet new projects before proposals will be accepted.

B. State Mobility Management Report – See Attached Report

- Chuck reported that he and Teri met to review her pending workplan and confirmed that leadership will be looking at this in the new year.
- Conversations are happening around the country about how transportation is going to be impacted by the federal surface transportation reauthorization. She heard Scott Bogren, Executive Director at CTAA, speak about this at the RLS annual meeting. He said it was a volatile environment in D.C. with a mix of ideas about what to prioritize, cut or add. Discussions include moving away from exclusively electric to a mix of electric, gas and CNG vehicles. Scott stressed that states should be in regular communication with their federal representatives with an emphasis on providing solutions that will advance work at the state level.
- Mike Whitten (MTA) suggests participating in the CTAA Legislative Fly schedule for March in DC to make your voice heard.
- The NHTA marketing committee is working on plans for next year to better publicize NHTA. Ideas include blogs, and a one-pager supporting the website.
- Teri Plamer and Candy Reed will be attending the National RTAP Conference next week in Texas.
- Teri said people are asking for Rural Health Transformation grant updates out of concern for Non-Emergency Medical Transportation in the North Country, Teri said the ridership keeps growing, but hospitals are thinking of cutting funding, even though Amerihealth committed to funding it. Hopefully, RHT funding could keep this program going. Wheelchair and VDP programs also need more funding.
- Teri reported that she spoke at multiple GACIT meetings to make sure community transportation and mobility management was mentioned. She also joined many other advocates in supporting an increase in the toll rates and state gas tax, to support the millions of dollars of unfunded projects in the Ten-Year Plan, but she hears that Executive Councilors are split on it.

Optional Registration Fee

- Jack Hutchinson asked Teri Palmer if she and the mobility managers were promoting adoption of the Optional Registration Fee to support VDPs.
- Steve clarified that this is an optional fee that can be added locally to vehicle registration fees and used to support a variety of transportation projects. Some towns use it to support public transit, bicycle and pedestrian facilities. The legislative body of each town (council or town meeting) must vote to adopt the fee, set the amount of the fee up to the 5-dollar maximum imposed by the legislature back in the 1990's, and state what the funds will be used for as allowed by statute. He said that Transport New Hampshire was involved in two past efforts to raise the \$5.00 cap, both with the support/assistance of the NH Municipal Association. In both cases the effort failed once by a Governor Sununu veto and the last time as "inexpedient to legislate". Steve has data from a 2020 survey TNH conducted which showed that the fee was being used and for a variety of purposes, but that small and medium towns had not yet adopted the fee. He said that the advocacy group that works regularly has talked about relaunching this effort. Ultimately, Steve said, any local efforts to adopt the fee require local champions, not outside professionals. He said that SCC, RCCs, TNH, etc. can all help promote and educate, but local buy-in is required.
- residents need to advocate and the SCC can maybe help. Jack
- Teri agreed that mobility managers and RCCs can help educate and support the adoption of the Optional Fee, but it still needs local champions.
- Jack cautioned that warrants are already being developed so efforts should have started earlier. He is working on a warrant article for the Deerfield town meeting. Fred says if Jack can put together a document, he will share it as a resource for other towns who may be contemplating adoption.
- Janet said it's been successful in one of her communities but failed in others. She advises to plan your strategy well. Some communities that have this are using the money for roads and/or highways, not actual transportation services. Scott Bogle has a list of communities that have taken advantage of this optional fee.
- Sylvia will talk with Scott and Fred about an outreach effort on this, including gathering resources and creating a fact sheet to share.

C. Mobility Management Performance Measures Report September 2025 – Fred Butler

- Report is posted at: <https://keepnhmoving.com/about-us/>
- The October PMs are posted on the KNHM website. None of the data stood out in comparison to previous months. In general, in terms of overall definitions, that's going to be the focus now. For December, the focus is on defining a trip.
- All the hiccups with submissions has been fixed, but if anyone has issues let Fred or Teri Palmer know. Each region/provider should know by now to complete the survey at the middle of each month.

D. Federal & State Policy & Budget Updates – Steve/Rad/Fred

- Steve – The Dec. 3 GACIT Hearing has been rescheduled to Dec. 17 at 2:30 p.m. in the Executive Council Chambers.
- Steve – Adding to what Teri said about the federal funding reauthorization, he urged the SCC and NHTA to take a closer look at partnering with the national associations like CTAA, the Bus Coalition and APTA who are advocating for all of us in DC. We need to be engaged, or our needs will not be met.

V. Discussion Items

A. RHT Grant Update:

- The grant was submitted by Gov. Ayotte the beginning of November. Steve has sent an informational pdf to council members that includes a summary of what was submitted. The public information provided does not

yet indicate what transportation strategies and total funding was included in the final proposal. Fred said that Shelley spoke with AC Santaniello at DHHS and they encourage us as a group to keep on with what we proposed, make strides toward that. So, if this is approved, we can hit the ground running. Deb was surprised at how little transportation was mentioned in the summary of what the Governor submitted. She feels that other things mentioned in the summary would not work without transportation. Others agree. Fred says he thinks DHHS knows transportation is the underlying thread. The next anticipated update will come after notice of award from the Federal Government which is expected the last week of December 2025. FMI <https://www.dhhs.nh.gov/programs-services/medicaid/rural-health-transformation-program>

B. 91-A Update if available (Chuck has asked for an opinion from the Attorney General's Office)

- No update. Last meeting, members discussed whether work groups and/or sub committees of the SCC needed to abide by 91-A statutory conditions – quorum, notice and minutes taking, remote participation. Chuck submitted a request to the NH AG and is hoping for an update in time for the January SCC meeting.
- John Wilson says at the RCC level, there is lots of discussion around what constitutes a quorum, what we're supposed to be doing, but it's not really clear.
- Deb advises starting on the SCC workplan now, as if we have to work based on how we do currently, with requiring in-person meetings. Those work groups should be solidified so when we get the notice and we can go. Chuck agrees, saying we should assume 91-A applies.

VI. Strategic Coordination Discussion

A. SCC Workplan 2025-2027

Goal #1: Strengthen SCC RCC feedback Loops.

Champion: Angelique is champion

Members: Teri Palmer, Sylvia, Gene, Deb, Chuck and Charles Lewis.

Goal #2: Elevate Equity and Lived Experience in Decision-Making. Champion is Rad Nichols.

Members: Lisa Steadman, Chase Eagleson, Ryan Donnelly from GSIL, Terri Paige, Steve Workman and Ben Herbert. Possibly Fred Roberge or Bill Finn? Able NH Taskforce has offered to assist.

Goal #3: Modernize Data and Finance Systems to support braided funding. Champion: Fred Butler.

Members: Jeff Donald, Rad, Teri Palmer, Terri Paige, Scott Bogle, Jesse Lore

Goal #4: Lead Statewide Community Transportation Coordination Across Plans and Partners.

Champion: Steve Workman.

Members: Sylvia and Fred Butler, Lily Wellington. Interested parties can contact Steve.

Goal #5: Strengthen Public Communication and Awareness.

Champion: Steve Workman.

Members: Jeff Donald, Andrew Harmon, Rad Nichols, GSIL representative, Trish Palao (NHTA Marketing team), Charles Lewis and Louise McBride

- Champions will set meetings with their groups, start whatever work they can as we await a response from the AG.
- Groups that need more members, Deb reminds that you do not have to be a voting member to be a participant. Anyone who is here representing their organization, they can be part of the solution and be on a work group.

VII. Public Comment: Consumer Voices & Announcements (as time permits) - None

- Fred Butler said that DOT has program money for the KNHM events calendar renewal. Chuck said there is no need for a vote because it is not SCC money. Fred will work with Steve to finalize this.
- Fred wants to know if there are any other shovel ready projects. He can spend some marketing money to make promos, do online boost of AHA videos for VDPs. He will loop in Jen Rabalais.
- Donna asked that if there is extra money, consider providing some to purchase bus passes? Fred is not sure, maybe it's more a grant issue, but he will look into it.

VIII. Closing, Action Item Review, and Adjournment

A. Next Meeting: **Rescheduled to January 8, 2026**

B. Terri Paige and Deb Ritcey seconded a motion to adjourn. Meeting Adjourned at 3:27pm

Respectfully Submitted,
Steve Workman, SCC Secretary



NHDOT's NHTA UPDATE: 12/04/25

- **Grants**

- **STBG** – All FFY25 funds transferred and split; FFY26 pending the usual gov't shutdown, continuing resolutions, etc.
- **5304/5305** – Please work with RPCs to brainstorm ideas for next solicitation (circa Nov 2026)
 - Emphasizing this one! Start working with RPCs now...
- **5310 Capital** – Apps due 1/22/26; expansion projects will require substantive RCC justification
- **5310 RCC** – SFY26-27 agreements underway
- **5311** – SFY26-27 agreements underway
- **5339 Bus & Bus Facilities Capital** – Next solicitation Nov; ensure TAM plans/capital plans updated
- **5311(f)** – NHDOT received internal approval to move forward with Keene-Nashua or Keene-Concord expansion; eyeing 7/1/26 start
- **General/Discretionary** – DHHS's Rural Health Transformation grant will be discussed at SCC meeting.

- **RTAP/Training**

- Passenger Assistance Technique (PAT) trainings are live for 5311 agencies!
 - All are/will be posted to <https://www.newhampshirertap.com/calendar>
- 5311s: Please contact Cathy Cormier regarding any desired transit-related training for NHDOT's consideration of hosting/funding.

- **Other**

- State operating agreements are pending G&C approval and will (I believe) be retroactive to 7/1
- Tri-State '27: Contract with DoubleTree in Manchester pending. Two full days, 9/15 & 9/16 (Wed & Thurs).
 - Please nominate a chairperson for the committee.
 - NHDOT/RLS will provide funding/resources, but NHTA should drive the agenda.
 - John Savage wants to coordinate with NEPTA in some fashion. Details TBD.
- A bus driver reminiscing while throwing the bus in reverse: "Ah, this takes me back."
- Who killed the electric bus? (Please discuss hurdles/paradigm shift associated with BEBs.)
- Are there any marketing initiatives planned?
- Reminders:
 - Agencies are encouraged to ensure their services are accurately reflected on the Keep NH Moving website. [Home - Keep NH Moving](#)

Mobility Manager update for December 2025

An article in Mass Transit recently had me thinking: are we missing an untapped talent pool in New Hampshire?

Here is a small portion of the article:

As many agencies continue to search for qualified operational staff, one agency in Austin, Texas, has started a movement of tapping into a proven talent pool: U. S. Military Veterans.

CapMetro in Austin, Texas, targeted efforts to recruit and retain veterans, which has earned them formal recognition through the Texas Veterans Commission's "We Hire Vets" program, a distinction given to employers whose workforce is at least 10% veteran.

As of March 2025, veterans make up 10.3% of CapMetro's frontline workforce and 12.2% of its corporate staff.

Known for their discipline, teamwork, and technical skills, veterans bring a mission-first mindset to the workplace, a quality that aligns well with public transportation's commitment to serving the community.

The article goes on to explain what they did to reach out to veterans, the organizations behind helping to build the foundation, and other statistics.

If you would like to read more on CapMetro's veterans program, follow this link:

[How Transit is Building Stronger Veteran Pathways](#)

Updates from around the State of New Hampshire:

Able NH recording of NEMT Lunch and Learn

For those of you who are waiting on the recording of our October session on NEMT (Non-Emergency Medical Transportation), it can be found [HERE](#).

Our November Lunch & Learn was a presentation on the KeepNHMoving website. This recording will be available soon.

As a reminder, here is the link to the Able NH website for previous recordings and one-pagers:

<https://ablenh.org/current-initiatives/transportation-task-force/>

An update on Senate Bill S.1177. This is the bill to amend the Internal Revenue Code of 1986 to equalize the charitable mileage rate with the business travel rate. It is now in the Committee on Finance as of March 2025.

Registration is now open for the Community Transportation Association of America for the yearly legislative 'fly-in' March 4th through the 6th, 2026, in Washington D.C. Join fellow transit leaders, CTAA staff to include our own Mike Whitten (MTA) and Board of Directors on Capitol Hill to speak with your legislators to discuss priorities impacting community transportation systems. If you are interested in the legislative fly-in, more information can be found on the CTAA website here:

<https://ctaa.org/hill-day-2026/>

Conversations are beginning all around the State of New Hampshire regarding the Rural Health Transformation Funding. Governor Ayotte has released a summary explaining the objectives within the new Go-North program. (Governor's Office of New Opportunities & Rural Transformational Health).

I have attached the objectives to this report for you to view.

Our mobility managers met this month virtually and received an update from Jen Buteau on the Community Transportation Needs Assessment.

We have also started planning conversations for our next in person meeting that will most likely take place in January (weather permitting).

We are hoping to have a couple of speakers during this in person meeting that may be able to talk to us about the following topics: how do we persuade people to join the Regional Coordination conversations, and possibly help us with funding opportunities. Discussions about a client management tool to use statewide that would interact cross regionally.

There will be additional information on the Performance Measure Spreadsheet starting in January that will show referrals to the Statewide Mobility Manager. I have received a number of referrals recently and want to ensure that they are documented.

I hope everyone has a wonderful holiday season! As always, I appreciate all of your support!

Teri

NH State Coordinating Council for Community Transportation Meeting Instructions
Thursday, December 4, 2025 • 1:30-3:30pm • Regular Meeting

Information for Voting Council Members

Remote Participation: At its March 6, 2025, meeting, the SCC adopted a standing authorization for council members to remotely participate in State Coordinating Council for Community Transportation in New Hampshire meetings when physical attendance is not reasonably practicable limited to driving in hazardous weather conditions, care of self/childcare/family reasons, or reasonable accommodations for a disability pursuant to RSA 91-A:2, IV. Council members are reminded that this does not eliminate or reduce the 8-person in-person quorum unless otherwise authorized by the SCC Chair.

Attendance Confirmation: Please RSVP with Steve Workman, SCC Secretary, so he can monitor quorum status. Please remember to send notice if you will not be able to attend a meeting or if you will be attending remotely. Voting council members are reminded that SCC Policy requires that they provide an accepted reason for not attending the meeting in-person.

Meeting Information

Regular Meeting Schedule

First Thursday of the month, 1:30-3:30pm. No July meeting. The Chair may change the date of a meeting for cause.

Physical Location

Granite State Independent Living (GSIL)
21 Chenell Drive, Concord NH

Zoom Instructions SCC Hybrid Meetings

Steve Workman will moderate Zoom during the meeting. Participants will arrive in the waiting room and are asked to wait patiently to be let in. Make sure you have your full name on your Zoom profile so we can identify who you are before we allow you access to the meeting. Always remain muted unless you are speaking. If you wish to speak, please use the "Raise Hand" button located under the "Reactions" tab and when done speaking please lower hand.

Join SCC Meeting by Zoom

Please note that this is a series Zoom link that is good for regular SCC meetings August 2025 – May 2026.

<https://us02web.zoom.us/j/86359807055?pwd=U7qYnbOT8a2COAONPUf7NahVqcbGbZ.1>

Meeting ID: 863 5980 7055

Passcode: 355398

Please note that the chair reserves the right to open, suspend or limit discussion. Two-minute limit per speaker.

NH State Coordinating Council for Community Transportation
Granite State Independent Living • 21 Chenell Drive, Concord, NH • And by Zoom
Meeting Agenda • December 4, 2025

SCC Mission: To improve the coordination, capacity, accessibility, quality, and sustainability of mobility options throughout the State of New Hampshire.

Item
I. Call to Order & Welcome - 1:30-1:35pm
II. Chair's Update & Agenda Review - 1:35-1:40pm
III. Meeting Minutes - 1:40-1:50pm
<ul style="list-style-type: none"> A. October 2, 2025 B. November 6, 2025
IV. Standing Reports & Updates – 1:50 – 2:20
<ul style="list-style-type: none"> A. NHDOT Updates – Fred B. Mobility Management Report – Teri C. Mobility Management Performance Measures Report October 2025 – Fred <i>**Report also posted on KeepNHMoving: https://keepnhmoving.com/about-us/ (See Tab 4)</i> D. Federal & State Policy/Budget Related Updates – Steve/Fred/Rad
V. Discussion Items – 2:20 – 2:40pm
<ul style="list-style-type: none"> A. Rural Health Transformation Grant Update B. 91-A Update If available (Chuck has asked for an opinion from the AG's Office)
VI. Strategic Coordination Discussion – 2:40 – 3:15pm
<ul style="list-style-type: none"> A. SCC Strategic Workgroups - Continued Implementation
VII. Public Comment: Consumer Voices & Announcements – 3:15pm (Time Permitting)
<i>*The chair reserves the right to open, suspend or limit discussion. Two-minute limit per speaker.</i>
VIII. Closing & Adjournment – 2:25-3:30pm
<ul style="list-style-type: none"> A. Next Meeting: Rescheduled to January 8, 2026 B. SCC Issue Tracker Update C. Adjourn.



SCC Issue Tracker

The **SCC Issue Tracker** is a tool to support the SCC's statutory duty to monitor statewide coordination and results and for the Mobility Management Network. This will help prevent issues from falling through the cracks and boost transparency and accountability. This will be updated regularly and adjusted as needed.

Issue Spotters: We need all of you to be “issue spotters.” In your work and as we meet, please be aware of any “issues” related to community transportation that we should be identifying tracking. We will go through the issue tracker during the meeting and then revisit at the end to add any missing ones.

Issue / Idea Raised	Lead	Next Step & Due Date	Update to SCC	Outcome / Status
Safety inspections for Volunteer Driver Programs – raised by Sylvia	NHDOT (Fred) → delegated to TA contractor	Contractor to review inspection protocols & report back by Sept 30, 2025	Oct 2025	In progress – delegated to contractor, report pending
Rural Health Grant				
SCC Strategic Plan Implementation				