



Greater Nashua (Region 7) Regional Coordination Council

**Meeting Date: Thursday, February 22nd,
2024 – 10:00AM**

This will be a hybrid meeting, with in person and Zoom options.

In-Person Attendance

**NRPC Office Large Conference room
30 Temple Street, Suite 310, Nashua, NH 03060**

Virtual or Telephone Attendance

Join Zoom Meeting

<https://nashuarpc.zoom.us/j/82109127266?pwd=cWRSbkljeHlGNFh1VjN3NGRqcHJNUT09>

Meeting ID: 821 0912 7266

Passcode: 687958

Phone #: 1 929 205 6099

1. Call to Order
2. Introductions and Community Updates
3. Review January 25, 2024, Meeting Minutes (attached) – **Action Item**
4. Opportunity Networks Proposal - **Action Item**
Opportunity Networks staff will explain their proposal to apply for FTA 5310 Capital Funds for purchasing a Van. The RCC will consider adopting a letter of support for the proposal.
5. Vote to adopt the Draft RCC by-laws (memo attached) – **Action Item**
The RCC will consider adoption of the Draft RCC bylaws that were discussed at the January meeting.
6. Regional transportation provider updates
NTS, SVTC, Caregivers NH, Gate City Bike Coop
7. SCC Update
8. Regional Mobility Manager Update
9. Update of NTS and LCTP Plans
NRPC will provide a progress report.
10. Other Transportation Issues or Concerns



NASHUA REGIONAL PLANNING COMMISSION
METROPOLITAN PLANNING ORGANIZATION





Regional Coordination Council (RCC7)

DRAFT Meeting Minutes Thursday, 1/25/2024

Attendees:

In Person:

Carol Brooks, SVTC
Sara Ceaser, United Way of Greater Nashua
Janet Langdell, SVTC Mobility & Planning Manager
Don Paré, Gate City Bike Co-op

NRPC Staff:

Mary Brundage, Regional Planner 3
Donna Marceau, Mobility Manager
Kathy Kirby, Administrative/Communications Assistant
Matt Waitkins, MPO Coordinator

Remote:

Nonyem Egbuonu, Emmaus Institute
Julian Long, City of Nashua
Tori Markiewicz, Granite State Organizing Project
Kerry Miller, Nashua Transit System
Pat Murphy, Town of Merrimack Welfare Dept.
Janice Pack, Town of Wilton
Marina Vaz, Conservation Law Foundation
Sarah Yager, Autonomous Vehicle Provider

1. Call to Order

Marceau opened the meeting at 10:00 a.m.

2. Introductions and Community Updates

Introductions were done with in-person and remote participants.

3. Approve October 26, 2023, edited meeting minutes and Review/Approve December 28, 2023, meeting minutes.

Marceau called for a vote to approve the October 26, 2023; meeting minutes as edited.

Carol Brooks motioned, with a second from Don Paré to accept the edited October 26, 2023, minutes. Motion passed by consensus.

Marceau asked for any corrections to the December 28, 2023, meeting minutes. One edit on page 6 was identified.

Pat Murphy motioned, with a second from Carol Brooks for a vote to approve the December 28, 2023, meeting minutes with changes. Motion passed by consensus.

4. Introduction and Importance of the Locally Coordinated Transportation Plan and NTS Project Proposal – Mary Brundage, Regional Planner III, NRPC (Link: [LCTP Presentation for the 012524 RCC Meeting](#))

Brundage provided the purpose of the Locally Coordinated Transportation plan and why it is important. The plan was developed in 2006 and last updated in 2020. Updates are required every five years. Waitkins added that many here have been through the updates and it is connected to the 5310 funding. Federal law requires this program to be included in a locally developed, coordinated public transit

human services transportation plan. Langdell reminded everyone that the LCTP needs to be more global. Two plans run concurrently – every two years NHDOT puts out a solicitation for 5305e. NRPC applied for funding for both plans concurrently. This work that NRPC is doing is separate from the RCC, but the RCC needs to be directly involved in this because it impacts community transportation. Timeline slide: NRPC is starting with regional and town demographic analysis and building profiles which will run through March 2024. The timeline includes public outreach. A draft plan will be completed by December 2024 and ready for adoption by March 2025. Regarding public outreach, surveys will be developed and conducted, meetings held, and one-on-one interviews. NRPC did this back in 2020. NRPC will be looking for input from the committee on designing surveys and conducting interviews, i.e. who should be surveyed. Langdell stated it would be helpful to circulate who is already on the list to identify which agencies should be added. NEXT STEPS: draft surveys for the February RCC meeting. Langdell asked if the FTA made any requirement changes for the plan. Waitkins said they have not been updated since we did it, but he will confirm. Langdell stated that it would be helpful if there could be a brief memo in the meeting packet to familiarize attendees with the plan. Representatives from NTS, SvTC, and the RCC should be on the committee.

Next steps relative to RCC7 – set up a steering committee to develop the surveys and give progress updates at the next meeting.

Representatives from interfaith & retiree's groups at the United Way should be included as well.

5. Hillsborough County Initiative Update

Marceau gave an update. Sheri Dutzy reported to Marceau that she could not add anything more to the initiative so Carrie Schema, ARPA Coordinator of Hillsborough County should provide this information going forward. Marceau, Dutzy, and Camille Correa have been working with Hillsborough County officials, looking for ways to get transportation for those being released from the Hillsborough County House of Corrections (HCHC) and for the workforce at the Hillsborough County Nursing Home (HCNH).

6. RCC7 By-laws and Member Discussion – Janet Langdell

Langdell explained that much has changed in the past 20 years since the RCC7 bylaws were adopted. There is concern that the bylaws should reflect what we are doing in 2024. A subcommittee reviewed all the bylaws and guidelines from the State Coordinating Council (SCC). The RCC7 subcommittee drafted Version 22 of the bylaws. The bylaws (distributed in the meeting packet) better align with today's RCC7 structure. The vision that was reflected in the original RCC7 bylaws never happened. The current "mobility management" vision for the SCC is a statewide coordinated transportation service system that allows people to get where they need to go despite their disabilities. In the draft document mobility management is defined and the roles are clarified. The feeling is right now that this vision of a statewide mobility management network is going to help each of the regions bring their services together. The majority of changes in the draft document are around those structural pieces. So, in this new document, "mobility management" and "lead agency", are defined and the roles are more clarified. The other pieces in the draft document are about organizational members and individual members who have been referred to as citizen members. Those are the same.

The other piece that is more upfront, if you will, is the fact that the RCCs are RSA state law-recognized organizations. They are separate entities, and because they are, must conform to the 91a rules about meetings (agenda and minutes postings) and public accessibility.

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The RCC needs to determine if the *Amended and Restated Bylaws (Draft 1 Jan. 2024)* document and the draft MOU (*Memorandum of Understanding*) that recognizes both types of memberships – organizational and individual, conform to RCC7 operations. A draft was circulated before the meeting and Langdell asked for feedback. Langdell stated that other RCCs have been driving their member organizations differently, specifically Monadnock, Coast, and Midstate because there is a more sophisticated structure. RCC7 is more autonomous. Nevertheless, the SCC set up and approved the RCC system and they should be recognized as the lead agency in the document revision process of each RCC.

Waitkins noted in the draft that there is no mention of the Chair, Vice-Chair, and Treasurer. Langdell explained that RCC7 does not hold any money, so we do not retain a treasurer. The SCC holds money for 5310 program funding. Member organizations of RCC7 can hold money for a community transportation grant they are awarded that benefits RCC7. The RCC can work with that agency to implement the grant funding. But the agency is the lead for the grant, not RCC7. Waitkins brought up that voting members must sign the Memorandum of Understanding and Conflict of Interest Disclosure (COID). Langdell stated she needed to look at the COID document. RCCs have shared document packages and other documents including COID might be used upon review. Waitkins stated that any change in the bylaws needs to be reviewed at a meeting and then adopted at a follow-on meeting. Langdell hoped to present the draft RCC7 Bylaws, MOU, and COID at this meeting as these were emailed to the RCC7 lists. Anyone on the email list can give feedback. As a next step, next month or six weeks from now, reach out to each agency and ask them if they want to be an official voting member. At the next RCC7 meeting, we should ask for a vote to adopt or do not adopt to get these rolling at least in the next quarter.

Paré stated that he is finding that he is getting involved with people who do not have a driver's license and are not homeless. Paré was taken aback that anyone can go online and print a voucher that will vouch for an individual that will allow a person to obtain a bike. His organization is getting signed vouchers from organizations they have never heard of. They are new human services organizations that have been established in the last two years. Langdell stated that the new organizations that are coming to Paré might provide input for a new organizational plan and become members. She urged Paré to connect with Brundage to try to bring in those new human services organizations. Ceaser asked for a list of those new organizations too so her agency could reach out to them as well.

Langdell asked for further feedback from the virtual attendees. Murphy stated that RCC7 seems to be running according to the state bylaws' organizational structure. Why is it that RCC7 does not have officers? Langdell stated that RCC7 did have officers listed in the bylaws, but operationally they have not continued. Murphy questioned if officers would be helpful. Langdell stated that the expectation is that the new documents would help us be more structured operationally. Waitkins stated that an executive committee might be helpful as it would provide more structure and that a Chair might be helpful to facilitate meetings, communicate with NRPC staff about putting together agendas, review minutes, etc. Miller agreed that more structure would work well. She asked for confirmation - that RCC7 can change and adopt the bylaws by our vote, and do we bring it to the SCC for approval? Langdell stated last fall the SCC stated all RCCs will adopt their bylaws and will follow them. That thinking has changed due to pushback from some RCCs. Now the SCC wants to be informed of changes and will not object unless an RCC's bylaws are "off the wall." One suggestion that was made at the SCC listening session is that any bylaws that digress dramatically from the standard format should be reviewed by an SCC subcommittee. This is an area of evolution. NRPC staff provides clerical support so that the RCC members can participate in the meetings freely and not get bogged down by administrative functions. Egbuonu stated she is very pleased to be able to listen and participate in the group's discussions about transportation so that she can guide people who are new to the city. She is trying to understand the organizational structure better so she can spread the word and let others know about the need for drivers. Personally, she and her husband

benefited from community transportation as a newcomer to the USA.

Langdell stated her next step is to provide a conflict-of-interest form to RCC7 members – it will be distributed before the next meeting. She would like to have a conversation offline about the process and discuss it before the next meeting.

7. Regional Transportation Provider Updates

- **NTS:** Miller stated there is nothing new to report at this time.
- **SVTC:** SVTC celebrated its 45,000th rider. Resignation from the board with three vacant positions. These need to be filled by someone from their service towns who has an interest in transportation. They would like representatives from Amherst, Wilton, and Brookline. The core group that remains is committed to the cause and very engaged. The Blue Bus was invited to participate in the Lightfest at a community church. There was a weekly video that included each of the three organizations in a light show. The video included the SVTC Blue Bus and SVTC won.
- **Caregivers NH:** Langdell asked if we have heard from them (they have been approved for 5310 funding). Waitkins stated he had not heard from them. But Marceau stated that she got a call from James at Caregivers who stated that he wants RCC7 to be more autonomous in their ability to have their bylaws. Langdell stated that organizations that receive 5310 really should be involved and attend the meetings.

8. SCC Update

There is insufficient funding to continue to support the Keep New Hampshire Moving website. They need \$112,000. Lots of discussion about the amount of work that is being asked of the regional managers – to update the regional council coordinating pages of the SCC website. Langdell stated that she and Donna should discuss what RCC7 wants to include on the page. The SCC is looking for any remaining money in the CDC program that went out to six of the regions. Miller stated that they would not know until May if there was any leftover money earmarked for rural RCC projects – money from the CDC grant which was originally not available to RCC7. Butler (NHDOT) reminded that there are 5310 monies available for transit equipment, but requests are due February 14. Teri Palmer set up an online in-service documenting their performance measures. Marceau stated the SCC is looking for a volunteer to write up a small section about what has been going on in the past year in each RCC for the SCC annual report. They would like someone with three years of experience. Langdell and Waitkins volunteered to draft this report for RCC7 and asked Donna to send over the SCC request. The next SCC meeting is scheduled for Thursday, February 1 at 1:30 p.m. It is a hybrid meeting (Zoom and in-person). Let Langdell or Marceau know, and they will send the meeting link.

9. Regional Mobility Manager Update –

- Marceau stated it was good to see Long at the legislative meeting with the mayor, as well as Apfelberg from the United Way.
- Marceau's focus has been going to senior events and going to libraries to set up meetings.
- Performance measures: the SCC has put out monthly Google Surveys and the information collected is compiled in a spreadsheet that none of the RCCs see. Marceau suggested an easier way for the SCC to get the information they seek from mobility managers, and that can be accessed by mobility

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managers using Dropbox. Langdell stated that separately, for their own reporting and sharing purposes, the RCCs set up a spreadsheet that they can all access in a Dropbox that is set up by provider communities that captures new applications, new riders, and other categories of data. Langdell stated that if the RCC's spreadsheet data is the same data that is used to fill out the SCC's Google survey, this is a duplication of effort. We should try to minimize that.

- February 9 is Commute Smart Bike-To-Work Day.
- Marceau thanked NRPC staff, Matt, Kathy, & Ned, who helped with the NTS rider survey. 36% of riders need the bus to get to work and 48% have no other means of transportation.
- Marceau has had twelve new calls requesting help.

10. Other Transportation Issues or Concerns

Ceaser noted that the focus of the Microsoft grant money the United Way received has changed from originally being Community Transportation to now focused on Digital Equity.

Langdell stated in 2021, RCC7 launched an initiative to work on the branding and rebranding to strengthen the RCC7. I would like to mention that the agenda and minutes have the RCC7 logo, not the NRPC logo. RCC7 is an independent organization that benefits from the assistance of NRPC staff.

Marceau asked the attendees if they had any other comments and there were none.

Langdell made a motion to adjourn and Waitkins Seconded at 11:42 a.m. The meeting adjourned by consensus.

Next meeting: February 22, 2024

Respectfully submitted by Kathy Kirby, Administrative & Communications Assistant



Memo

Greater Nashua Regional Coordination Council ~ RCC7	
To:	RCC7 Members and Attendees
From:	Janet Langdell, SVTC Mobility & Planning Manager and Member SCC Governance Sub-committee
CC:	
Date:	1/17/24
Re:	DRAFT RCC7 Bylaws, MOU, Representative & Conflict of Interest forms

In December 2022, the State Coordinating Council for Community Transportation (SCC) identified four strategic action areas to prioritize for 2023:

1. Mobility Management Network Implementation
2. Project Sustainability
3. Statewide Needs Assessment
4. SCC & RCC Governance

The Governance sub-committee was charged with: Examining and revisiting as needed the bylaws of the SCC & RCC; Defining the role of the Mobility Manager within SCC & RCC; Addressing rules and functionality of the group; and Exploring the interrelationship between SCC & RCC. Through a series of research sessions, discussions, feedback loops and listening sessions, the subcommittee developed a template for RCC bylaws that incorporates the current direction and statewide priorities being undertaken by the SCC and NHDOT around building an effective, coordinated NH Community Transportation Network. Next steps for the subcommittee: review and revise SCC bylaws, and possibly provide MOU, conflict of interest and other form templates.

The template was approved by the SCC on January 4, 2024 with the intention that it would then be reviewed and incorporated by each of the eight RCCs. Processes are in place to allow modifications of the template to accommodate unique features of particular regions.

As part of moving draft bylaws forward, certain companion documents will need to be revised including Memorandums of Understanding (MOU) for Organizational and Individual members, Conflict of Interest forms, and, if absent, a Memorandum of Understanding for the lead agency. RCC7 has not executed any new member MOUs since 2011. This also seems to be an ideal time to review and update the RCC7 branding initiative we embarked on in 2021.

Included in this packet, for initial discussion, are first drafts of revised RCC7 Bylaws and a revised MOU for members.

The table below outlines RCC7's membership history including the 13 original MOU contracts and those who have been attending meetings during the past year through December 2023.

	New/Current Agency Name	Currently attending RCC mtgs?	Current contact name(s)
Original MOU	Gateways Community Services	Sporadically	Kristen Hendersen & Ashley Derr
Original MOU	Bridges: Domestic & Sexual Violence Support	No	Dawn Reams, Exec. Director
Original MOU	Nashua Transit System	Regularly	Camille Correa, Transit Manager Kerry Miller, NTS Mobility Manager
Original MOU	Easter Seals of NH, Inc.	No	
Original MOU	Granite State Independent Living	No	
Original MOU	Granite State Organizing Project	At least once recently	Angela Mercado
Original MOU	Life Coping Inc.	No	Jebb Curelop
Original MOU	Nashua Regional Planning Commission	Regularly	Matt Watkins et al
Original MOU	Southern New Hampshire Services, Inc.	Occasionally	Sara Sacco
Original MOU	Meals On Wheels of Hillsborough County	Regularly	Kristin Kostecki, Vice President a& Heleene Agrella
Original MOU	Souhegan Valley Transportation Collaborative	Regularly	Janet Langdell, SVTC M& P Manager Carol Brooks, SVTC Chairperson
Original MOU	The Plus Company	Regularly	Kim Shottes, ED & Maggie Hinkle
Original MOU	Town of Merrimack	Regularly	Pat Murphy, Town Welfare Director
Also Attending	Gate City Bike Coop	Regularly	Don Pare
Also Attending	Town of Wilton	Regularly	Janice Pack,
Also Attending	United Way of Greater Nashua	Regularly	Michael Apfelberg, ED & Sara Ceaser
Also Attending	Ward 3 Nashua State Rep.	Regularly	Sherry Dutzy
Also Attending	Catholic Charities NH / Caregivers		James Wilkie
Also Attending	Nashua Dept PHCS		Iraida Munoz, PH Equity Officer
Also Attending	NH Employment Program		Sunnie Contois & Susan Ball
Also Attending	Cultural Connections		Margaret Lorel
Also Attending	Greater Nashua NAAC		Yvonne Goodwin
Also Attending	International Institute of New England		Ellen Sears
Also Attending	City of Nashua Urban Programs		Julian Long
Also Attending	Nashua Soup Kitchen		Savannah Byrne and Pamela White
Also Attending	Stepping Stones		Sarah Nich
Also Attending	St Joseph Hospital		Katie Buckley & Shannon Osterhoudt
Also Attending	SeviceLink		Dawn Schneider
Also Attending	Conservation Law Foundaiton		Marina Vaz
Also Attending	Individual		Shane Adkinson

- 33 4.8 “Lead Agency” shall be defined as the fiscal agent for the RCC, as voted in
34 by a Super Majority of the RCC Voting Members. As such, the Lead Agency
35 serves at the behest of and on behalf of the RCC.
- 36 4.9 “Mobility Management” shall mean an innovative passenger-centered
37 transportation strategy for managing and delivering coordinated community
38 transportation services that focuses on meeting individual consumer needs
39 and on addressing changing community needs by collaboratively developing
40 and coordinating community transportation services to achieve an efficient,
41 sustainable transportation service delivery system across various geographic
42 areas
- 43 4.10 “Officer” shall be defined as the Chair, Vice Chair, and Secretary.
- 44 4.11 “Regional Mobility Manager” (RMM) shall mean the designated staff person
45 who leads coordination efforts on behalf of the RCC.
- 46 4.12 “Service Area” shall mean the communities listed in Article II.
- 47 4.13 “Simple Majority” shall mean at least fifty-one percent (51%) of the Voting
48 Members present at meeting.
- 49 4.14 “State Coordinating Council” (SCC) shall mean the State Coordinating
50 Council for Community Transportation in New Hampshire as defined by NH
51 RSA 239-B.
- 52 4.15 “Statewide Mobility Manager” (SMM) shall mean an employee hired or
53 subcontracted by New Hampshire Division of Transportation (NHDOT) who
54 is responsible for the coordination of the NH Statewide mobility network.
- 55 4.16 “Super Majority” shall mean at least two-thirds (2/3) of the Voting Members
56 present at meeting.
- 57 4.17 “Voting Member” shall be defined as an Organizational or Individual
58 Member who is afforded one (1) full vote on any decision put to a vote.
- 59
60

61 **Article II**

62 **Purpose**

63 **Section 1. RCC Service Area:** Amherst, Brookline, Hollis, Hudson, Litchfield,
64 Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Wilton New
65 Hampshire.

66
67 **Section 2. Shared Statewide Vision:** New Hampshire envisions an integrated system of
68 safe, reliable, and sustainable transportation options that allow residents to maintain
69 independence and participate in work and community life no matter their age or ability.

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71 **Section 3. Shared Statewide Mission:** The mission of the RCC is to improve the
72 coordination, capacity, accessibility, quality, and sustainability of mobility options in its region.

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74 **Section 4. Guiding Principles:** The work of the RCC shall be organized around the core
75 philosophy and principles of mobility management.

76
77 **Section 5. Duties of the RCC:**

78 5.1 Facilitate the implementation of coordinated community transportation in the
79 region (NH RSA 239-B:3-a I).

80 5.2 Encourage the development of improved and expanded regional community
81 transportation in the region (NH RSA 239-B:3-a II). Strategies may include, but
82 are not limited to:

83 5.2.1. Transportation planning, resource development, identifying
84 opportunities to braid funding and share services, supporting statewide and
85 regional needs assessments, promoting of all available modes of
86 transportation, developing connection with transportation services outside
87 of the region.

88 5.2.2. Reviewing and making recommendations for options such as
89 mileage reimbursement, rider subsidy programs, volunteer driver
90 programs, vehicle sharing, information referral, call center functions,

vehicle procurement, insurance and maintenance, training, and technological support.

5.3 Advise the State Coordinating Council for Community Transportation (SCC) on the status of community transportation in the region (NH RSA 239-B:3-a III).

5.3.1 Provide feedback and recommendations to the SCC relative to SCC policies.

5.3.2 Assist the SCC in implementing statewide coordination policies, procedures, and initiatives within the region.

5.4 Collaborate with and support mobility managers in the delivery of community transportation services.

5.5 Negotiate and enter into a Memorandum of Understanding (MOU) with an Organizational Voting Member to serve as the Lead Agency for the RCC with the approval of the SCC (RSA 239-B:3 (III)). The MOU will include criteria for termination of the Lead Agency.

5.6 The RCC is responsible for assigning regional tasks, assisting the Lead Agency in guiding the Regional Mobility Manager (RMM), and developing workplans and projects with additional input from SCC, NHDOT and the Statewide Mobility Manager. The RCC may assist the Lead Agency with annual performance evaluations of the RMM.

5.7 The RCC is responsible for monitoring and evaluating the work of the Lead Agency, including work done by the RMM as supervised by the Lead Agency. RCC will require timely and transparent financial statements of any funds held on the RCC's behalf no less than quarterly.

5.8 RCC budgets are approved annually by the RCC; any changes must be approved by the RCC.

5.9 Collect, share, and evaluate data related to performance indicators for funded transportation services in the region, functioning of the RCC, and work of the RMM as established by NHDOT, the SCC, and the RCC for use in regional and statewide evaluation and continual improvement.

Section 6. Duties of the Lead Agency:

- 121 6.1 Enter into a Memorandum of Understanding with the RCC.
- 122 6.2 Serve as the fiscal agent of the RCC.
- 123 6.3 Make expenditures as approved by the RCC budget.
- 124 6.4 If staff are hired to work on behalf of the RCC, the Lead Agency or its
- 125 subcontractor is responsible for oversight of the staff.
- 126 6.4.1 Communicate employment status and activity updates of staff employed
- 127 or contracted on the RCC's behalf.

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130 **Article III**

131 **Membership of the RCC**

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133 **Section 1. Target Organizations for RCC Participation:** A mix of members from the

134 following list of organizations should be used to ensure that the RCC is operating effectively and

135 with diverse representation and perspectives:

- 136 1.1 Transportation Agencies: Transportation agencies that represent different modes
- 137 of transportation which may include but not limited to public transit, senior
- 138 shuttles, bike/ped, and volunteer driver programs, operating within the RCC
- 139 Service Area.
- 140 1.2 Local Government: Counties and municipalities within the RCC Service Area.
- 141 1.3 Planning Agencies: Regional planning commissions, metropolitan planning
- 142 organizations or other planning initiatives with a focus on transportation that are
- 143 operating within the RCC Service Area.
- 144 1.4 Human Service Agencies/Providers: Organizations providing essential services
- 145 or support to individuals living in the RCC service area that intersect with
- 146 transportation. Examples include, but are not limited to, food pantries, public
- 147 health networks, hospitals, clinics, refugee assistance, disability assistance,
- 148 housing agencies, etc.
- 149 1.5 Economic & Workforce Agencies: Organizations focused on helping individuals
- 150 remove barriers to find and maintain employment, businesses focused on

connecting Consumers to their goods and services, and connecting employees to their places of employment, chambers of commerce, etc. that intersect with transportation and operate within the RCC Service Area.

1.6 Stakeholder/Advocacy Organizations: Organizations representing groups of Consumers and/or constituents who rely on public and community transportation services and who would be positively affected by improved transportation coordination, access, and services.

1.7 The RCC is encouraged to identify Individual Members to serve as Voting Members. This is above and beyond simple public access compliance requirements. Individual Members may at the RCC's discretion be provided with a stipend to allow for participation by individuals who cannot afford to volunteer their time and/or travel expenses.

Section 2. Voting Members: Voting membership is open to any organization or individual based or operating within the RCC service area that has an interest or stake in the coordination of community transportation services and complies with all requirements and expectations set forth for Voting Members.

2.1 Appointment of Voting Members: Appointment of Voting Members requires a Simple Majority vote of the RCC after the execution of the Voting Member Memorandum of Understanding and RCC Conflict of Interest Disclosure.

2.2 Term of Voting Member: A Voting Member shall serve until the Member terminates the MOU with thirty-day written notice provided to the RCC Chair or the RCC terminates the MOU for cause.

2.3 Designated Representative(s): Each Organizational Voting Member will appoint one (1) Designated Representative.

2.4 Alternate Designated Representative (s): An Organizational Voting Member may appoint up to two Alternates to attend meetings and participate in votes. Regardless of the number of Alternates, the Voting Member may only cast one vote for that organization. The name(s) and contact information of the

180 Alternate(s) must be provided to the RCC in advance of the Alternate(s)
181 participation in meetings.

182 2.5 Removal of a Voting Member: The RCC may remove a Voting Member for
183 cause by a Super Majority vote. A Voting Member may be removed if they miss
184 three (3) consecutive meetings without notice.

185
186 **Section 3. Ex Officio, Non-Voting Members:** The positions below shall be considered
187 permanent members who may participate in RCC meetings at their discretion.

188 3.1 Interested parties from Federal and State agencies

189 3.2 Representation from NH Department of Transportation (NHDOT)

190 3.3 Representation from the State Coordinating Council for Community
191 Transportation (SCC)

192 3.4 NH Statewide Mobility Manager

193 3.5 NH Regional Mobility Manager(s) for this RCC

194
195 The Regional Mobility Manager is not eligible to serve as the Designated Representative or
196 Alternate of an Organizational Voting Member, nor shall they be eligible to hold an office of the
197 RCC.

198
199 **Section 4. Rights and Responsibilities of Membership**

200 Each Organizational Voting Member's vote can be cast by their Designated Representative or
201 Alternate. Each Member is required to avoid conflict of interests, comply with bylaws, and
202 participate regularly in meetings.

203
204 No member will be permitted to vote unless the Designated Representative or Alternate casting a
205 vote has signed the RCC annual Conflict of Interest Policy.

208 **Article IV**

209 **Officers of the RCC**

210 **Section 1. Election of Officers:** Election of officers will occur at or before the Annual
211 Meeting of the RCC Fiscal Year. Nominations for officers will be made at a regularly scheduled
212 meeting or at a special meeting no later than 30 days prior to the Annual Meeting of the RCC.
213 Officers will be elected by a Simple Majority of those present at the Annual Meeting.

214 **Section 2. Terms & Limits:** Officers are elected to a two-year term that begins July 1st.
215 There are no term limits for officers.

216 **Section 3. Vacancies:** Vacancies that occur during the Fiscal Year may be filled at any
217 regular or special meeting and the newly elected Officer will serve for the remainder of the
218 current term. Nominations will be accepted from the floor during the meeting at which the
219 vacancy has been announced. Voting will take place at the next meeting. If for whatever reason
220 the RCC is temporarily unable to elect a new Chair or fill that position by a current elected
221 Officer in accordance with these Bylaws, the Chair of the State Coordinating Council for
222 Community Transportation will appoint an Acting Chair. The Acting Chair will serve until a
223 new Chair has been elected in accordance with these Bylaws.
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225
226

227 **Section 4. Responsibilities of Officers:**

228 4.1 The Chair, or in the event of their absence, the Vice Chair, shall preside at all
229 meetings of the RCC; the Chair shall not be deprived of their right to vote.

230 4.2 The Chair or Vice Chair shall have such other powers and perform such other
231 duties as may from time to time be voted by the RCC, including the establishment
232 of committees and appointment of committee members as may be necessary or
233 convenient for carrying out the business of the RCC.

234 4.3 The Secretary shall (a) keep minutes of all meetings of the RCC; (b) see that all
235 required notices are duly given in accordance with the provisions of these Bylaws
236 and as otherwise required by law; (c) maintain a directory of each RCC Member,
237 and (d) in general perform such other duties as from time to time as may be
238 assigned to them by the RCC. In performing such tasks, the Secretary may

239 delegate the performance thereof to another member of the RCC or designated
240 staff member, provided that the Secretary shall directly or indirectly supervise the
241 performance of any such delegated tasks and, in any event, shall remain
242 responsible for their completion.

243
244 **Section 5: Succession of Officers:** If, through vacancy, absence or accusations of
245 wrongdoing, the Chair is unable to perform their duties, those duties will revert to the next
246 Officer in the line of succession: Vice Chair, Secretary.

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248 **Section 6: Removal of An Officer**

249 A member of the RCC, or another person, has the right to submit an allegation of wrongdoing
250 regarding an Officer currently serving. This shall be written and should be given to the Chair,
251 unless it is the Chair who is in question, and then it is to be given to the Vice Chair. The
252 remaining Executive Committee members will meet within ten (10) business days. The
253 Executive Committee will meet with the Officer in question and review the allegation(s), which
254 may include meeting with the person who submitted the allegation. During the review process,
255 the Officer in question will be suspended and another Executive Committee Member will assume
256 the responsibilities of the suspended Officer throughout the review period. The review process
257 should be completed as soon as possible, but no more than thirty (30) calendar days from the
258 date of the allegation. Once the review is completed, the Executive Committee will advise the
259 RCC of its findings and make recommendations for corrective action, up to and including
260 removal from office and termination of the Voting Member MOU.

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263 **Article V**

264 **Meetings of the RCC**

265 **Section 1: Regular Meetings**

266 The RCC shall meet not less than 4 times a year. Should a meeting be cancelled by the Chair,
267 the reason(s) for that decision will be provided along with the notice of the cancellation.

At regular meetings, the RCC may take such actions, pass such resolutions, or conduct such other business as are on the agenda or that may otherwise be properly brought before it.

Section 2: Virtual Meetings

Should conditions or circumstances exist that allow for the physical meeting location requirements of NH RSA 91-A to be waived in accordance with applicable law, or should NH RSA 91-A be amended to permit the same, virtual meetings may be held without a quorum present in a physical meeting location, and without a physical meeting location for public attendance, so long as they are done in accordance with applicable law, and the following criteria are met:

- 2.1 The public is provided access to the meeting by telephone with additional access possible by video or other electronic means;
- 2.2 The public is provided notice of the necessary means for accessing the meeting;
- 2.3 A mechanism is provided for the public to alert the committee chair during the meeting if there is a problem with access; and
- 2.4 The meeting will be adjourned if the public is unable to access the meeting.

Section 3: Special Meetings

A special meeting of the RCC may be called by the Chair, Vice Chair or one-third of voting members. Business at special meetings shall be limited to the subject(s) stated in the call to meeting.

Section 4: Meeting Notice and Agenda; Open Meetings

Regular meetings shall require not less than seven (7) days advance notice in writing to all members. Special meetings shall require not less than three (3) business days' notice in writing to all members, such meeting notices shall contain the meeting time, place, and the proposed agenda.

All meetings of the Executive Committee shall be noticed three (3) business days in advance.

The form of the meeting notices shall follow the notice requirements of RSA 91-A:2.

All meetings of the RCC shall be subject to New Hampshire's Right to Know laws (RSA 91-A).

Section 5: Quorum

A Simple Majority of the committee members will constitute a quorum for all committee meetings.

A Simple Majority of the RCC's Voting Members but not less than five (5) Voting Members will constitute a quorum for all other RCC meetings.

Section 6: Structure and Conduct of Meetings

The RCC procedures shall provide an opportunity for all members, and the public to be heard on any given issue and for the efficient conduct of business.

Section 7: Public Participation at Meetings

Meetings of the RCC are open to the general public with the exception of any Nonpublic Sessions as allowed by RSA 91-A:3

Article VII:

Standing Committees of the RCC

On an annual basis, the RCC may establish or continue standing committees as may be necessary or convenient for carrying out the business of the RCC. Standing committees will be chaired by members of the RCC but may include non-RCC members.

All actions of the Executive Committee shall be reported to the RCC at its next meeting succeeding such action. Regular minutes of the proceedings of the Executive Committee shall be kept. A Simple Majority of the members of the Executive Committee in office at the time shall be necessary to constitute a quorum and, in every case, an affirmative vote of a Simple Majority

of the members of the Committee present at a meeting shall be necessary for the taking of any action.

The Executive Committee shall, possess and may exercise all the powers and functions of the RCC in the management and direction of the affairs of the RCC in all cases in which specific direction shall not have been given by the RCC. All actions of the Executive Committee shall be reported to the RCC at its next meeting and ratification by the RCC is required.

Other Committees: The Chair, or in their absence, the Vice Chair may also designate such other committees as they deem necessary or advisable for the efficient conduct of the business of the RCC, which committees may consist of members of the RCC and other persons so long as the committee chair is an Individual Member or Designated Representative. Such committees shall serve at the pleasure of the RCC and may be discontinued at any time.

If the RCC forms a Governance Committee the committee shall (a) assist the RCC in developing, monitoring, and evaluating the organization's Governance Guidelines and Policies, (b) as necessary, make recommendations to the RCC with respect to the Bylaws of the organization, and recommend for approval amendments to the RCC bylaws, (c) assist the RCC in developing, monitoring and evaluating the RCC's Conflict of Interest Policy and make recommendations to the RCC with respect thereto and ensure that the Conflict of Interest Policy is enforced, (d) propose new members for election as RCC Members at the next meeting of the RCC, and (e) recommend persons for consideration as Officers to be elected at the next annual meeting of the RCC.

Article VIII

Conflict of Interest

All Members, Designated Representatives and their Alternate(s) shall avoid conflicts of interest while conducting their RCC duties. Every new Voting Member, Designated Representative and Alternate(s) shall be advised of this conflict provision upon assuming their role and Designated

Representative and Alternate(s) will sign the RCC Conflict of Interest Policy, including a statement acknowledging that they understand and agree to this conflict provision and documenting any known conflicts

Article IX

Non-Discrimination

The RCC shall not, in any of its activities, policies or programs, discriminate against any person on the basis of race, age, religion, national origin, sexual orientation, gender, gender expression, and/or disability.

The RCC shall comply with (i) Title VI of the Civil Rights Act of 1964 and the rules, regulations, and order; (ii) the Rehabilitation Act of 1973 and the rules, regulations, and orders thereunder; (iii) the Americans with Disabilities Act of 1990 and the rules, regulations, and orders thereunder; and (iv) any and all applicable laws, rules and regulations prohibiting discriminatory practices.

Article X

Amendments

These Bylaws may be amended or new Bylaws may be adopted by a Super Majority Vote of the RCC at any regular or special meeting of the RCC, provided the recommended changes have been reviewed at a prior RCC meeting. The notice of such meeting shall specify that amendments to the Bylaws will be considered at such meeting. RCC will notify the SCC of any approved changes and the rationale for the changes.

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Article XI
Indemnification

Pursuant to NH RSA 239-B:3-a, Members and Representatives of the RCC shall be immune from liability in executing the duties of the RCC.

Article XII:
Effective Date

These bylaws will become effective upon adoption by a Super Majority Vote of the RCC members present.

Generic Template Approved and Adopted by SCC	January 4, 2024

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GREATER NASHUA REGIONAL COORDINATION COUNCIL FOR COMMUNITY TRANSPORTATION - REGION 7 (RCC7)

MEMORANDUM OF UNDERSTANDING

New Hampshire envisions an integrated system of safe, reliable, and sustainable transportation options that allow residents to maintain independence and participate in work and community life no matter their age or ability. To that end, the mission of the Greater Nashua Regional Coordination Council is to improve the coordination, capacity, accessibility, quality, and sustainability of mobility options in its region and to collaborate with other regions in an effort to fulfill the statewide vision.

WHEREAS there are older adults, persons with disabilities, persons with low income, human service agency clients and others who rely on or desire to use community transportation services;

WHEREAS there are several community transportation programs currently providing service within the region, there are also significant gaps of service and significant unmet mobility needs;

WHEREAS these service gaps and unmet needs are anticipated to grow and change over time due to demographic trends in this region;

WHEREAS the coordination of community transportation service has been shown to address these service gaps and unmet needs by providing opportunities to expand service through improved cost efficiency, elimination of duplication, and access to additional funding; and

WHEREAS there is a need and an opportunity to create a balanced network of diverse transportation services and options by coordinating community transportation in this region,

BE IT KNOWN THAT _____ intends to participate in the work and functioning of the Greater Nashua Regional Coordination Council for Community Transportation (hereinafter called the Council or RCC7). This Memorandum of Understanding (MOU) documents this intent and the organization's commitment to the primary mission of the Council.

The Greater Nashua Region 7 includes Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham and Wilton New Hampshire.

The role of the Council is to:

- To help develop, implement, and provide guidance for the coordination of community transportation services and information within the region so that people can access local and regional transportation services to get to locations within region and between regions;
- To recommend, guide, and monitor a Regional Mobility Manager, and entity that will be responsible for the provision of mobility management services/options and the coordination of community transportation services and information in the region;
- To advise the community, including governmental officials, philanthropic organizations and business and community leaders on the need for funding of these mobility management and coordination efforts;

- To seek additional public and private funding sources to support these mobility management and coordination efforts, as well as;
- To advise the State Coordinating Council for Community Transportation on existing and future policies affecting transportation services.

As an Organizational Member: In signifying this intention and commitment, _____ pledges to:

- Designate one representative, and may designate up to two alternate representatives, to the Council.
- Ensure that the representative attends regularly scheduled meetings of the Council and is active in the functioning of the Council and Committees.
- Provide meeting space for the Council and/or Committees, as needed.

As an Individual Member: In signifying this intention and commitment, _____ pledges to:

- Regularly attend scheduled meetings of the Council and remain active in the functioning of the Council and Committees.

Signing this Memorandum of Understanding does not signify a commitment of funding for either party.

Either party may cancel this Memorandum of Understanding with thirty (30) days written notice.

IN WITNESS WHEREOF, indicates its support and intent:

Name: _____

Signature: _____

Title: _____

Organization: _____

Date: _____

ACCEPTANCE BY RCC7:

Name: _____

Signature: _____

Title: _____

Organization: _____

Date: _____