



**Nashua Regional Planning Commission  
Region 7 - Regional Coordinating Council**

**Agenda**

**Thursday, February 25, 2021, at 10:00AM – 12:00PM**

**Location: Virtual/Zoom**

**Zoom meeting link:**

<https://us02web.zoom.us/j/89571425879?pwd=cFhGUDRCZE9TTU9VQUxQS3czODRnQT09>

Phone #: 1 929 205 6099

Meeting ID: 895 7142 5879

Passcode: 781867

1. Call to order and Introductions
2. Review minutes from January 2021 meeting  
*January Minutes (Attached)*
3. Consideration of NHDOT/FTA Section 5310 program SFY 2022-2023 funding application  
*Continued discussion about the NH DOT's recent solicitation of projects for the Section 5310 funding program for Enhanced Mobility of Seniors and Individuals with Disabilities, and NRPC (lead agency for Region 7) intention to apply for this funding*  
**Action item:** *NRPC staff will seek a motion at conclusion of discussion for the RCC to support the funding application*
4. Update on transit services from NTS
5. Update on transit services from SVTC
6. Update on SCC activities
7. Additional Local, Regional, Statewide updates
8. Other Business
9. Adjourn



**DRAFT**  
**Regional Coordinating Council (RCC)**  
**Meeting Minutes**  
**1/28/2021**

**Attendees:**

Camille Pattison, NTS	Angela Wesson, NTS
Carol Brooks, SVTC	Pat Murphy, Town of Merrimack
Janet Langdell, SVTC	Henry Harris, Southern NH Services
Beth Gray, Radiation Center of Greater Nashua	Matt Waitkins, NRPC
Ruth Morrisette, Gateways Community Services	Mason Twombly, NRPC
John Savage, NTS	Jay Minkarah, NRPC

**CALL TO ORDER AND INTRODUCTIONS**

Matt Waitkins opened the meeting at 10:05am asking for a round of introductions. Mentioning that we have a couple of new faces joining us.

**REVIEW OF DECEMBER 2020 MEETING MINUTES**

Waitkins asked if there were any questions about the December 2020 meeting minutes. Townsend mentioned that Camille was listed as from SVTC and it should be NTS.

*Murphy made the motion to approve the draft December 2020 meeting minutes as amended, this was seconded by Brooks. All were in favor, with one abstention from Townsend.*

**NHDOT/FTA SECTION 5305E STATEWIDE PLANNING AND RESEARCH FUNDING PROPOSAL**

Waitkins opened by explaining that this is a proposal to study the development of a volunteer driver network in the region and associated enhanced mobility management services. He noted that after discussing this proposal he hopes that the RCC would resolve to support this funding proposal.

Waitkins gave brief overview of the 5305e program and outlined how this project would fit into this funding source. He noted that the funding comes around every two years and NRPC has made use of it before. \$300,000 is available statewide, applications due February 2 and funding becomes available July 1.

He continued by presenting the goals of the Volunteer Driver Program Feasibility Proposal. Waitkins noted that the Locally Coordinated Transportation Plan process brought these needs to the surface. 20 publicly accessible VDPs are operating in New Hampshire, but none have offices in Greater Nashua. Murphy noted that in the draft proposal it states there are no VDPs in the Nashua region, while some do operate in the area such as Caregivers. Waitkins responded saying that that language was taken out and edited after Langdell made a similar observation. Langdell read the sentence added to the proposal to avoid confusion, which read "None of the publicly accessible VDPs have offices in the Greater Nashua Region, and only three provide limited service to selected communities in the region."

Langdell shared that Caregivers of Manchester serves Litchfield, and Merrimack; CVTC out of Peterborough serves Mason; and the Greater Salem Caregivers serves Pelham.

Waitkins mentioned that there are various faith-based organizations that use volunteer drivers but it is not clear what level of coordination exists.

Watkins explained that project administration would be overseen by NRPC and described the public outreach process that would be involved. Murphy commented that she was thinking that the mobility management person would be scheduling the rides. Minkarah explained that it would certainly be within the realm of the study; it may be a recommendation of the study. Murphy added she feels that the elderly do struggle with all of the steps and processing information receiving rides and services. Langdell agreed with Minkarah that the study would help to see if that was the best course of action. Pattison added maybe it would be good to add something in reference to the problem perhaps related to personalized help with registration etc. She noted that at NTS they certainly see the same problems that Murphy described.

Waitkins continued to outline the study going over the budget and timeline of the project. He asked for any more questions and comments on the project. Langdell asked about the letters of support for the project. Waitkins explained that all of the letters of support that had been requested of which there were six. Murphy noted that on page three Task B5 in the second sentence "mobility" manager was misspelled as "manger". Langdell pointed out that in the next line "and maintaining" was repeated twice. Townsend noted on page one in the last paragraph the acronym for "RCC" was misspelled as "RRC". Murphy asked on page 5 what the acronym MPO stood for. Waitkins responded that it stands for Metropolitan Planning Organization and that he would spell that out instead. Langdell mentioned on pages 8 and 9 there was a typo in which "and" should be "an". Waitkins said that unless there were any other comments, he would entertain a motion.

***Pattison made a motion for The Nashua (Region 7) Regional Coordinating Council members to support the Nashua Regional Planning Commission SFY2021-2022 FTA section 5305e Volunteer Driver Program Feasibility Study funding proposal. Murphy seconded. All were in favor.***

#### **NHDOT/FTA SECTION 5310 PROGRAM SFY 2022-2023**

Waitkins explained that the 5310 Program is the funding source for SVTC and went over briefly what it can be used for and other important information. He noted that more mobility management money is being made available this year however the implications of this remain unclear at the moment. Waitkins explained the next steps for the grant application for this funding. Langdell suggested that the RCC reaffirm NRPC as the lead agency at this meeting instead.

***Langdell made the motion that The RCC reaffirm NRPC as the lead agency for Region 7 (Nashua). Seconded by Pattison.***

Langdell mentioned that since this funding has been available c. 2011 SVTC has been the only project in the region. She continued by mentioning that in the future if another project were to

arise that is always something to be aware of it. Murphy asked if another agency came forward would that take money away from SVTC. Langdell explained that the agencies would essentially be sharing funds so yes less money would go to SVTC.

Langdell expressed that the group should talk about the mobility manager position and how that would work. Pattison agreed that it will be very important to discuss how we see the mobility management funding being spent. For example, what organization would host the position etc. She continued by saying that it is something that will most likely need to be figured out to make our funding application as strong as possible. Langdell explained that she has been playing the role of mobility manager and is getting increasingly frequent calls to coordinate trips outside the SVTC area and times even outside the Region 7 (Nashua) area.

Murphy mentioned that some of the towns for example Litchfield, Pelham, and Mason are not really represented in the group and often their medical services are located outside the region.

Pattison asked Minkarah about NRPC's level of interest in this project. Minkarah explained that there is a level of interest is there but needs to be thought out so that we are adequately serving the entire region. If NRPC took on the role of mobility manager would it make the most sense and how much would that entail.

Waitkins asked if Langdell would be comfortable writing a scope for the mobility management in the "bridge year". Langdell said she wanted to see what the next SCC meeting would have for information and that would give her a good idea of how to structure the scope.

#### **LOCAL, REGIONAL, STATEWIDE UPDATES**

Langdell pointed out that several towns have moved their town meetings to June. She mentioned that it could complicate things moving forward.

#### **OTHER BUSINESS**

Waitkins mentioned that in the previous meeting there had been discussion about moving the meeting time from the third Thursday to the fourth Thursday of the month. The group agreed to switch to 10am on the fourth Thursday.

#### **ADJOURN:**

The meeting adjourned at 11:34am.

#### **NEXT MEETING:**

THURSDAY, FEBRUARY 25TH, 2021 (10:00AM-12:00PM)

Murphy stated that she now has a conflict with RCC meetings, because she has a welfare association meeting every third Thursday of the month. Pattison asked if RCC meetings could be moved to the 4<sup>th</sup> Thursday of every other month. Waitkins is going to send out an email to everyone and ask if this is an option.