



Regional Coordination Council (RCC7)



APPROVED Meeting Minutes
1/26/2023

Attendees:

In Person:

- Katie Buckley, St. Joseph Hospital
Yvonne Goodwin, Greater Nashua NAACP
Patricia Klee, Ward 3 Nashua Alderman
Janet Langdell, SVTC
Donna Marceau, Mobility Manager
Kerry Miller, Nashua Transit System
Don Pare, Gate City Bike Coop
Gloria Timmons, Nashua Alderman-at-large
James Wilkie, Caregivers

Remote:

- Sara Ceaser, United Way of Greater Nashua
Camille Correa, NTS
Jane Goodman, City of Nashua
Alexandra Kfoury, Gateways (Region 6)
Julian Long, Nashua Urban Programs
Angela Mercado, GSOP
Shannon Osterhoudt, St. Joseph Hospital
Teri Palmer, Statewide Mobility Manager

NRPC Staff:

Matt Waitkins, MPO Coordinator

1. Call to Order

Donna Marceau opened the meeting.

2. Introductions and Community Updates

Introductions were done with in-person and remote participants.

3. Review December 22, 2022, meeting minutes

Marceau asked for any corrections to the December 22, 2022, meeting minutes.

Amendments:

- After Yvonne Goodwin's name, change to "Greater Nashua NAACP"
Correction to Jane Goodman's last name

Yvonne Goodwin motioned, with a second from Janet Langdell to accept the December 22, 2022, minutes with changes. Motion passed by consensus.

4. Regional Transportation Provider Updates

NTS

Kerry Miller gave the update:

- NTS has had to make some service reductions to routes until the end of March due to driver shortage. Camille Correa said all the changes can be viewed on their website: www.ridebigblue.com. She stated they are trying to get the word out as many ways as possible to all that may be affected. Langdell asked if paratransit or senior services has been impacted. Correa stated there has been minimal impact on certain days and there is no impact to the paratransit service which complements the fixed route service. For Hudson and Merrimack, they

are prioritizing medical appointments on certain days, and for SVTC any impacts are mainly inclement weather related. She stated in the future, it can be stated in outreach materials when paratransit is not impacted so people are aware. Miller added that updates are put on social media also. Langdell stated that the challenges are not unique to NTS and that there is a national driver shortage.

- Patricia Klee stated that she attended the NTS information meeting and there were a lot of people in attendance. She was impressed with Camille and staff in responding to the public and their frustrations.

### **SVTC**

Janet Langdell gave the update:

- Averaging 229 rides per month and free fare rides are at about 23 per month, about 10%. Those free fare rides are funded solely with donations. They are receiving about 5 new applications per month.

### **CaregiversNH**

James Wilkie gave the update:

- Last year in the Nashua area they gave 1,184 rides: one-way trips with 65 unique clients and handled by 33 volunteers.
- A goal of Caregivers is to increase their presence/community awareness in Nashua and Manchester. They are also starting rides in Wolfeboro and Alton.
- He stated they are strictly volunteer and get 5310 funds to advertise for volunteers in Region 8 specifically for that region but they do not have the resources to do the advertising in Nashua.
- Wilkie stated they generally serve most of the greater Nashua area: Amherst, Hudson, Milford, Merrimack, Nashua, Litchfield, Hollis – but they don't have clients currently in all areas.
- Klee said she would be happy to share about Caregivers and others on social media.
- Wilkie stated with all the various modes of advertising they have done; the biggest impact has been Facebook.
- Teri Palmer said there has been a statewide volunteer driver recruitment initiative in place but they have gained ridership and not so much volunteers. They plan to regroup and change the messaging up a bit. She asked Wilkie if they have considered paying volunteers mileage reimbursement. Wilkie stated he has been having talks with his boss about it.
- Palmer encouraged attendance at the upcoming RCC Grant workshop to learn more about 5310 funding.
- Wilkie said the money from Region 8 is earmarked for recruiting only. There was discussion about CVTC and it was pointed out they use their 5310 funds for mileage reimbursement to volunteers and some of their operating costs.

### **Gate City Bike Coop**

Don Pare gave the update:

- Pare stated that Tony Attardo coordinated with Teri Palmer and at least 3 regions have received about 80 bikes. Those communities are looking at Gate City Bike Coop as a model for their areas.

## **5. SCC Update**

Donna gave an update from the January SCC meeting:

- There is a continued emphasis on a transportation network second to none.
- She said they are starting to take an inventory of every state agency.
- There was discussion of braided funding which involves getting funding from different sources.

- The primary topic was the statewide needs assessment about community transportation and moving that forward. Langdell explained that Steve Workman from Transport NH is taking the lead contacting the governor's staff to move it forward.
- Langdell said the SCC Strategic Planning meeting last month identified 4 priorities: make sure statewide mobility management network is in place, bylaws need to be updated, statewide needs assessment, and sustainability.

Marceau mentioned the upcoming United Way fundraiser, Over the Edge:  
<https://unitedwaynashua.org/event/over-the-edge/>.

Langdell discussed that the NH Transit Association (NHTA) is working to strengthen their advocacy role. She went on to say that in New Hampshire there is a lack of state funded support for matching dollars required for federal grants. NHTA has put in a request to NHDOT for those funds and there is push to get it into the governor's budget. NHTA is working on an advocacy program. NH is one of the lowest in contributions from the state for assistance with funding for community transportation at \$0.15 per capita. Palmer stated that the national average is about \$63.00 per capita. She said the advocacy group is trying to show the impact on numbers and ridership.

Langdell explained that NHTA has released a document that summarizes NH public transportation. It can be viewed here:

[https://cms5.revize.com/revize/nrpc/Document\\_Center/Transportation/2022%20NHTA-Transport%20NH%20Document%20FINAL%20reduced.pdf](https://cms5.revize.com/revize/nrpc/Document_Center/Transportation/2022%20NHTA-Transport%20NH%20Document%20FINAL%20reduced.pdf)

## **6. Regional Mobility Manager Update**

Marceau said it has been the busiest month she has had with requests from individuals and agencies. She believes it is due to increased outreach. Her stakeholder outreach included Veterans services at Harbor Care, Cultural Connections Committee and the Hispanic network through Angela Mercado, the Continuum of Care meeting, and job fairs. She and Pare were on the United Way Community Connections radio show (<https://anchor.fm/uw-community-connections/episodes/January-23--2023-e1tv2ns/a-a97qc6i>) on January 23<sup>rd</sup>. She is also working on a community transportation article for Town and City Magazine. For regional outreach she went to Litchfield and met with Kim Kleiner and she also went to Pelham. She is part of the Leadership Academy for Public Health (discussed at last meeting). They are getting started and trying to find a transportation project to work on. It is a year long project.

Marceau stated the Transportation Directory is up on the website and to send her any necessary changes. Other outreach was at the mayor's legislative session where she had contact with Gateways. Miller stated she believes NTS used to have some sort of arrangement with Gateways.

Don Pare left the meeting.

Gloria Timmons explained that the VA stopped paying for veterans' transportation to the VA hospital. There was discussion and Marceau stated she will forward her the transportation directory which may be helpful.

## **7. NHDOT 5310 Solicitation – NHDOT/FTA Section 5310 program SFY 2024-2025**

Matt Waitkins began the discussion about SFY 2024-25 RCC Funding Program: FTA Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities. He explained:

- it is available to the 8 RCCs in the state,
- supports coordinated transportation,

- Has a 2-year contract period,
- Lead agency applies for funding on behalf of the RCC,
- Application must clearly illustrate regional scope of services.

Applications are due March 7th and funding is available July 1. He explained the types of eligible projects and stated that NHDOT intends to transfer additional FHWA flex funds for Mobility Managers. Palmer stated it was voted on at the last NHTA meeting that the STBG CMAQ funding would be split into 3 buckets (5307, 5311, and Mobility management), rather than the usual 4. The CDC funding ends in the middle of the contract period so if NHDOT approves the NHTA suggestion there should be funding for mobility managers for the next couple years.

Waitkins went on to explain how the funds are allocated in the state and said that the funding for the RCC7 region is \$232,300 per SFY, which does not include additional “flexed” Mobility Manager funds. Langdell stated that this is 15% over last cycle’s funding amount. The funding breakdown is as follows: \$176,000 – Purchase of service/operating, \$50,000 – Mobility Manager (approximately 40% of salary with the remainder funded through the NRPC UPWP), and \$6,000 – Administrative support (NRPC).

Waitkins said the next step is to discuss potential projects. Langdell said for the next meeting they need a narrative summary of different projects, what is being asked for, the benefit to the region, how much money is needed and how will match be reached. They should be ready at least a week before the meeting so they can be distributed to members. In discussing the application, Langdell stated it is critical that projects/services be listed as a need in the [Locally Coordinated Transportation Plan for the Greater Nashua and Milford Region](#), as this is a federal requirement. She explained the project needs to be scoped and presented at the 2/23 meeting to the RCC to obtain a motion of support for the application. Another requirement is the RCC is required to vote annually to reaffirm NRPC as lead agency for the region. Wilkie stated that he fully supports NRPC but it should be understood that it could be any agency.

***Langdell motioned, with a second from Wilkie, to reaffirm Nashua Regional Planning Commission as the lead agency for RCC7 for the next fiscal year cycle. Motion by consensus.***

After the meeting, the notice of funding from Fred Butler, NH DOT, will be emailed to all the members. It can be viewed here: [https://www.nh.gov/dot/org/aerorailtransit/railandtransit/documents/sfy24-25\\_nhdot\\_5310\\_rcc\\_notice.pdf](https://www.nh.gov/dot/org/aerorailtransit/railandtransit/documents/sfy24-25_nhdot_5310_rcc_notice.pdf) . It was clarified that NRPC would be responsible for completing the application – it was handed out to the group to show the type of information needed for applying.

Klee said that United Way’s Community Connection and WSMN are good resources to get the word out about needs.

Marceau wished Langdell a happy birthday and thanked Matt for all his assistance.

## **8. Adjourn**

### **From Zoom chat:**

00:41:34 Jane Goodman, PH Network Strategist: Thank you for letting me eavesdrop. I have to run to another meeting.

01:12:29 Camille Correa: I hope you have a great day! Thank you for everything that you do for the Greater Nashua area and the state. I am sorry I need to leave early. I will need to attend a meeting that is starting at 11:00 am,

01:12:44 Teri Palmer: Thank you Camille!!

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01:17:55 Juliet Newcomb: Good to be here today. Does anyone have a resource that can help a driver access CDL tutoring services before taking a test? And what are the costs for tutoring?

01:19:34 Teri Palmer: Yes! I know that there are some folks at Manchester Transit that are tutoring on the side. I am not sure about any other services in your area. The tutors have to be registered nationally. It has created quite a mess!

01:25:31 Teri Palmer: Your website looks amazing!!

01:26:34 Sara Ceaser: I need to leave for another meeting. Thank you for a great meeting!

01:38:21 Angela Mercado GSOP: I have another meeting thanks so much!!!

01:39:27 Juliet Newcomb: Have a good rest of the meeting, jumping onto the next meeting

02:00:17 Teri Palmer: Thank you everyone!!

**Next Meeting:**

February 23, 2023

Respectfully submitted by Kristin Wardner, Administrative assistant