

**DRAFT**  
**Regional Coordinating Council (RCC)**  
**Meeting Minutes**  
**11/4/2021**

**Attendees:**

Donna Marceau, NSKS	Nick Shelburne, Nashua
Carol Brooks, SVTC	Transit System
Julie Chizmas, City of Nashua	Matt Waitkins, NRPC
Kristen Kostecki, Hillsborough County	Mason Twombly, NRPC
Meals on Wheels	
Janet Langdell, Interim Mobility Manager	
Pat Murphy, Town of Merrimack	
John Savage, NTS/FirstTransit	

**CALL TO ORDER AND INTRODUCTIONS**

Langdell opened the meeting at 10:06am asking for a round of introductions.

**AGENCY UPDATES ROUNDTABLE****TOWN OF MERRIMACK**

Murphy expressed that she is seeing a lull in the requests for assistance. She expressed it was her opinion that the child tax credit payments and the increase in food stamp benefits during the pandemic. Langdell shared that she was hearing similar reports in Milford from SHARE.

**SVTC**

Brooks shared with the group that SVTC has been able to get out and do some more outreach events.

**NTS**

Julie Chizmas updated the group for NTS because Camille Correia could not make it. She reminded the group the transit center is being rehabbed. She mentioned that Angela Wesson has left NTS and will be replaced by Kerrie Miller, who currently works for the Mayor's Office. Nashua Community Development Director, Sarah Marchant is also moving on. Chizmas was joined by Nick Shelburne the new communications specialist for NTS.

**NRPC**

Waitkins gave an update about some staff change at NRPC. Andrew Smeltz, GIS specialist and Kate Lafond, Business Manager are leaving.

**MEALS ON WHEELS**

Kristen Kostecki from Meals on Wheels of Hillsborough County joined the meeting to get some background. She explained meals on wheels doesn't have much for transportation services at the moment but may have ability in the future.

#### **REVIEW OF NOVEMBER 2021 MEETING MINUTES**

Waitkins asked if there were any questions about the November 2021 meeting minutes. Murphy pointed out that she was in attendance at the August meeting. Langdell asked that under attendees she be listed as interim mobility manager. She also clarified a point about service to further out regions. She noted some other grammatical issues.

#### ***Motion to accept the meeting minutes of November 2021 as amended:***

First: Pat Murphy

Second: Carol Brooks

*All were in favor of accepting the November 2021 Meeting Minutes as amended. Marceau abstained as she was not in attendance.*

#### **REGIONAL PROVIDER UPDATES**

##### **SVTC**

Langdell shared that numbers are going up slowly. Not quite at a full 2/3 of pre-covid numbers. She mentioned that local trips had increased. 67% of rides are for senior and 13% of rides for non-senior mobility impaired. These stats are in line with the 5310 funding requirements. She mentioned that in the future it would be great to explore connections between Merrimack and the SVTC service area. Langdell mentioned that there are other funding sources that could be looked into. Chizmas asked about if Hudson had had any requests.

Langdell gave an updated about the calls received and services provided.

##### **NTS**

Chizmas shared that ridership is slowly rebounding. She noted that the chip shortage is affecting the delivery of two electric hybrid vans. Main Street barriers have come down, so any pickups on Main Street should be easier. Langdell asked about the alerts for the transit routes from the city. Shelburne expressed that he would be handling those as he gets settled into the position.

Langdell mentioned that we have been referring to the RCC incorrectly and we need to update the logos to "Coordinating to Coordination".

##### **SCC**

Langdell shared that at the SCC the mobility manager blueprint was reviewed and approved. Statewide mobility management position would be filled by RLS Associates.

Langdell and Waitkins explained the background between the CDC grant and impact on the discussion for regional mobility managers.

**REGIONAL MOBILITY MANAGER POSITION**

Langdell shared the job description that Waitkins, Minkarah, and she had worked to develop. She asked for any feedback. Marceau shared that she felt it was well done and thought out. Murphy asked about the driver's license and transportation requirement and making sure it they wouldn't be expected to drive people. Brooks asked about whether that would be a barrier. Langdell explained that this person would need to be able to get out there and attend different meetings and networking. This was the thought behind having that requirement. There was discussion around the housing mobility manager with NRPC, salary, and benefits.

Chizmas inquired about whether there was any mention of cultural competency that could be inserted. She offered to see if the city has any boiler plate language for job ads. Marceau said she would also look at the language they use in job ads. She also shared that maybe this job advertisement should be shared on Stay, Work, Play NH.

***Motion to move forward with the Mobility Manager Job Description with amendments.***

**First:** Pat Murphy

**Second:** Carol Brooks

All were in favor.

**VOLUNTEER DRIVER STUDY**

Waitkins gave an overview of the volunteer driver study for the group. He opened today's discussion regarding the Initial Public Outreach. Waitkins was looking for feedback on the two surveys one for program operation and one for drivers.

The group reviewed the program operation survey first. There was much discussion over clarity of some questions and consistent use of the abbreviation VDP. The group did not finish reviewing both surveys, as several members had a meeting to attend at 12:00pm following this meeting. The group was asked to review both surveys in the interim and bring any comments to the next meeting.

**OTHER BUSINESS**

**ADJOURN:**

The meeting adjourned at 11:46 am.

**NEXT MEETING:**

THURSDAY DECEMBER 9 AT 10AM

\*Twombly Needs to return earring found in conference room to Pat Murphy\*