



## 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

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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, SCTC, Southern NH Services, 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 have been 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 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. Egbunu 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 45,000<sup>th</sup> 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 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*