

Planning Meeting for Route 12 North Transit –  
Paratransit Development Study

**Draft Minutes**

October 29, 2009

**Present:** Janet Kingsbury Warren, *American Red Cross NH West Chapter*; Harry Costick, *Home Healthcare, Hospice and Community Services*; Tara Sad, *State Representative, Cheshire District 2*; Brian Waterman, *Connecticut River Transit*; Gary Fox, *Rockingham Citizen*

SWRPC Staff Present: J.B. Mack, *Senior Planner*; Tara Germond, *Assistant Planner*

**I. Welcome and Introductions**

J.B. called the meeting to order at 10:25 a.m. and introductions were made.

**II. Minutes from September 23, 2009**

The minutes of the September 23, 2009 meeting were approved as submitted.

**III. Stakeholder Update**

J.B. reviewed the process discussed at the last meeting for incorporating stakeholders into the project. He asked the group to review the list of stakeholders that was provided prior to the meeting and to email Tara Germond with any additional contact information, suggestions, and/or corrections. The stakeholders included on this list would include Tier 1, Tier 2 and Tier 3 members as discussed at the last meeting. J.B. explained that the Tier 1 stakeholders would form a well rounded steering committee, composed of representatives from different services agencies and organizations. Steering committee members would be responsible for reviewing meeting minutes, completing minor tasks on an as needed basis, and helping facilitate the scope of work by participating in survey and mapping efforts.

The group agreed that the Steering Committee should be composed of the following representatives/organizations: College/University, Public Official, Transportation Agency, Hospital, and Employer from a local business. Group members provided names and contact information of potential steering committee members. Their suggestions are detailed below:

- Hospitals- Regarding the addition of a representative from a local hospital, Tara Sad agreed to contact Yvonne Goldsbury, who works at Cheshire Medical and is on the Vision 20/20 committee. Janet Kingsbury Warren suggested including a representative from the Vision 20/20 access group.
- Local Government- The group discussed whether to add a town public official to the committee. Tara Sad suggested that a County Commissioner may be more appropriate. Janet Kingsbury Warren noted that Barbara Brill of Community Alliance may know of representatives from Charlestown, NH. Gary Fox added that Rockingham, VT may be interested in appointing an individual from the town to the committee.

- Faith Based Community- Janet Kingsbury Warren noted that Ellen Avery has contact information for members of the Faith Based Community.
- Social Service and Veterans Organizations- Janet Kingsbury Warren will provide Tara Germond with contact information for local Veterans Organizations, American Legions, and the American Cancer Society.
- Employers - Tara Sad suggested contacting the following local employers: C &S Wholesale Grocers, Timken, and Weyland. Brian Waterman mentioned Sonic Circus Inc., which is located nearby Connecticut River Transit's facility.
- Higher Education Institutions - The group also discussed engaging nearby colleges (River Valley Community College (Keene and Claremont), Keene State College, Howard Dean Education Center, Antioch University, Marlborough College, etc.).

J.B. Mack asked that the group make an effort to contact the stakeholders they suggested prior to the next meeting.

Tara Sad inquired about the best method to contact the different Tiers of stakeholders. The cost of mailing information about the study to potential steering committee members would depend upon the number of stakeholders identified. It was noted that email may not be the most effective way to initially connect with people. Email may be more appropriate after they have been contacted via a paper mailing, phone call or in-person meeting. J.B. mentioned the possibility of creating a page on the SWRPC website for this project that people can be referred to for announcements and meeting dates.

#### **IV. Local Match Update**

J.B. Mack began the discussion on local match by reviewing an outline of potential in-kind contributions and their estimated value. He explained that SWRPC is able to contribute up to 50% of the local match (\$3600). Although the list of in-kind contributions has yet to be approved by the NH Department of Transportation (NH DOT), he noted that NH DOT agreed to accept in-kind contributions in the study contract.

J.B. described three categories of in-kind contributions (regularly scheduled meetings, public forums, and surveys) and detailed what items (supplies, staff time, food, meeting space, etc) fell under each category. He noted that the contribution of meeting space and committee member time for 7 meetings and 2 public forums totals \$5,950. This total does not include volunteer time, which is equivalent to \$20 per hour, supplies, food, or other in-kind contributions.

In order to validate in-kind contributions, each agency identified in the scope of work will have to document the time and materials they spent on the study. J.B. Mack will create a template letter that includes a table to calculate the total contribution of each partner agency. The executive director or chief financial officer of each agency will have to sign this letter before it can be submitted to SWRPC. SWRPC will submit the in-kind contribution documentation with its monthly invoices.

Tara Sad asked how volunteers would submit this letter. J.B. responded that SWRPC could provide forms to volunteers or agencies could document their time. He mentioned that he is seeking direct guidance from NH DOT on this process.

J.B. Mack will wait to hear from each of the agencies included in the scope of work (Connecticut River Transit, American Red Cross, Home Healthcare, Hospice and Community Services, and Community Alliance) before sending the account of in-kind contributions to NH DOT.

J.B. noted that at the last meeting the group spoke about providing transportation to the two public forums for people. This service will also be explored as a potential in-kind contribution with NH DOT.

## **V. Consultant RFP Discussion**

J.B. Mack explained that although SWRPC has the experience and staff to undertake *Task 3: Identification of Market, Needs, and Support* of the scope of work a consultant will be hired to complete *Task 4: Technical Evaluation*. He added that the Keene State College sociology department has agreed to assist with the surveying effort required under Task 3. At a minimum, they will assist with reviewing the survey and at a maximum they will develop, administer, and analyze survey. It was agreed upon by the group that the timeframe for this survey must be between Feb and April. Group members inquired about involving departments other than sociology. J.B. Mack responded that he has contacts for the environmental department at Keene State College.

In order to identify a consultant to complete Task 4, a Request for Proposals (RFP) must be created. J.B. plans to put together a draft RFP and share with committee at next meeting.

Tara Sad noted that marketing is an important component of this study and that it will be important to get the word out. J.B. responded that marketing may be a part of the project that the consultant undertakes.

J.B. asked group members to provide the names of consultants that they have had successful experiences with on past projects. Janet Kingsbury Warren suggested speaking with Pat Crocker about this topic.

## **VI. Next Meeting**

The next meeting will take place on November 24, 2009 at Home Healthcare, Hospice, and Community Services at 9:00 a.m. J.B. Mack will provide the group with the room location directions to this next meeting.

## **VII. Adjourn**

The meeting adjourned at 11:08 a.m.