

**Monadnock Regional Coordinating Council  
For Community Transportation**

**AGENDA**

**March 19, 2024  
9:00 a.m.**

**Southwest Region Planning Commission  
37 Ashuelot Street, Keene, NH**

- |       |                              |              |
|-------|------------------------------|--------------|
| I.    | Welcome                      | (9:00 a.m.)  |
| II.   | Minutes of February 20, 2024 | (9:05 a.m.)  |
| III.  | Treasurer's Report           | (9:10 a.m.)  |
| IV.   | MRCC Bylaws                  | (9:20 a.m.)  |
| V.    | NHDOT SFY25 Budget           | (9:45 a.m.)  |
| VI.   | Partner Updates              | (10:10 a.m.) |
| VII.  | Mobility Manager Update      | (10:20 a.m.) |
| VIII. | Next Meeting                 | (10:25 a.m.) |
| IX.   | Adjourn                      | (10:30 a.m.) |

**Monadnock Regional Coordinating Council  
For Community Transportation**

**Minutes**

February 20, 2024

Present: Frank Dobisky, Chair, *Thomas Transportation*; Charlie Pratt, Vice Chair, *Home Healthcare, Hospice and Community Services (HCS)*; Jennifer Robinson, Treasurer, *Cheshire County*; Ellen Avery, *Community Volunteer Transportation Company (CVTC)*; Alberta Bronson, *The Lukas Community (TLC)*; Sallay Malay, *Keene Housing Kids Collaborative (KHKC)*; *Cheshire County*; Daniel Smith, *Keene Family YMCA*; Lisa Steadman, *Able NH*; Alison Welsh (remote), *Cheshire County*.

SWRPC Staff Present: Terry Johnson, *Senior Project Manager*; Jason Cooper, *Planner*.

Guests: Fred Butler (remote), *New Hampshire Department of Transportation (NHDOT)*; Teri Palmer, *NH Statewide Mobility Manager*.

**I. Welcome**

Chair Dobisky called the meeting to order at 9:02 a.m. and introductions were made.

**II. Approval of December 19, 2023 and January 16, 2024 Minutes**

**Motion: To approve the minutes of December 19, 2023 and January 16, 2024.**

Motion by Vice Chair Charlie Pratt, seconded by Lisa Steadman. Approved by unanimous vote with Lisa Steadman abstaining.

**III. NHDHHS and NHDOT Budgets**

Chair Dobisky asked Terry Johnson to open discussion regarding the current NH Department of Health and Human Services (NHDHHS) and NH Department of Transportation (NHDOT) budgets in support of mobility management and community transportation. NHDHHS funding will expire at the end of May 2024, and a significant portion of the award remains unallocated. Terry Johnson said that, at the last MRCC meeting, an ad hoc committee was formed for the purpose of identifying potential uses of the remaining funds. The committee met on January 31, 2024. During the meeting, CVTC requested an increase of \$7,500 for the CVTC Advancement Assistant line item to support expanded outreach activities. There was concurrence among committee members to recommend the increase to the MRCC. No additional allocations were identified.

Terry Johnson explained that, based on budget expenditures to-date, it is anticipated that up to \$45,000 will remain unspent at the end of the NHDHHS grant period. This accounts for the additional expenditure of \$7,500 for CVTC. He referenced a budget memo that was included in the MRCC meeting packet and explained that the MRCC has not yet finalized the NHDOT FY25 5310 Enhanced Mobility budget. The MRCC projected a total budget of \$245,300 for FY25, \$233,619 of which would be available to support transportation and regional mobility management services (RMM) expenses. Terry Johnson said the NHDOT expressed concerns that the MRCC did not specifically allocate RMM funds in its FY25 5310 budget as did the other regions. He referred to a budget attachment that was also included in the meeting packet. He said that \$70,000 was earmarked for RMM services in the combined FY25 NHDOT-NHDHHS draft budget presented to the MRCC prior to the submission of the FY24-25 application, but it was not included in the final application. This represents approximately 54% of the current fiscal year budget. Teri

Palmer interjected that, based on current expenditures, there will be other Regional Coordinating Councils (RCC) with limited RMM funds for FY25.

Terry Johnson said the MRCC could conserve and carry over FY24 5310 funds to the FY25 budget through charging HCS, CVTC and Keene Senior Center (KSC) purchase of service expenses to the NHDHHS grant rather than 5310. This would provide additional funds to sustain mobility management services during FY25. Terry noted that both NHDOT and NHDHHS confirmed that this would be acceptable.

Terry Johnson introduced Fred Butler from NHDOT who provided additional context and information about future funding for the Statewide Mobility Management Network and RCCs. Fred Butler explained that NHDOT funding allocations have typically been determined based on the population sizes of seniors and individuals with disabilities in each region. He said that NHDOT is awaiting updated Census data to determine regional funding allocations for the FY26-27 two-year funding cycle. He further explained that \$2.2 million in Congestion Mitigation and Air Quality (CMAQ) funding for public transportation that the Governor has recommended over a four-year period is not certain to be passed by the Legislature. If the funding is not approved for the FY26-27 funding cycle, the RCCs will be bound by existing budgets until the disposition of the CMAQ funds is known. The MRCC will need to calibrate the FY25 budget to accommodate mobility management services while meeting the needs of transportation providers and those they serve. Teri Palmer shared that there is a State Coordinating Council (SCC) Sustainability Work Group focused on finding other funds to sustain the Statewide Mobility Management Network into the future.

Terry Johnson explained that, regardless of what happens with the state budget, the MRCC should expect to see a significant reduction in its overall budget with the expiration of NHDHHS funding. He reiterated that preserving current fiscal year NHDOT funds will lessen the impact on community transportation and mobility management services in FY25. He further stated that additional funding sources will need to be found for KHKC's youth transportation program and HCS' expanded shopping shuttle service which have been solely funded through the NHDHHS grant. Teri Palmer asked Vice Chair Pratt whether HCS will need to cut back the shopping shuttle service when NHDHHS funding expires. He said that HCS is planning to cease operations of the Swanzey-Winchester shopping shuttle which has consistently experienced poor ridership.

Chair Dobisky asked Terry Johnson and Sally Malay to explain their approach regarding funding for KHKC after NHDHHS funding expires. He asked if a portion of the FY25 NHDOT budget could be allocated for that purpose. Terry Johnson said that 5310 funding is principally meant to be transportation for seniors and individuals with disabilities. Sally Malay explained that KHKC is not planning to provide transportation to camps during the Summer, but that the Board is interested in continuing to offer service for the next school year. She explained that KHKC will continue to look for funding sources to help make up for losing the NHDHHS funds. Ellen Avery suggested that greater collaboration with the Monadnock United Way could yield match funding for KHKC. Sally Malay shared that Mary Jensen has discussed the potential for collaborating on transportation with the Keene Senior Center Board, but nothing definitive has been determined. She said that KHKC has explored potential funding sources but has found that provision of youth transportation services often does not align with funding requirements.

Two motions were put forward following the discussion.

**Motion: To increase the NHDHHS budget CVTC Advancement Assistant line item by \$7,500.**

Motion by Lisa Steadman, seconded by Daniel Smith. Approved by unanimous vote with Ellen Avery abstaining.

**Motion: To apply purchase of service invoices for HCS accessible and ambulatory demand-response, CVTC volunteer drivers, and KSC volunteer drivers to the NHDHHS budget for the period January to May 2024 until NHDHHS funds are depleted, after which purchase of service invoices will be applied to the NHDOT 5310 grant through June 2024.**

Motion by Ellen Avery, seconded by Lisa Steadman. Approved by unanimous vote.

#### **IV. Volunteer Driver Coalition**

Ellen Avery explained that volunteer driver programs across the country have been dealing with IRS regulations which require drivers to pay taxes on annual mileage reimbursement amounts greater than \$600. This imposes greater administrative burden on volunteer driver programs and makes volunteering less attractive for drivers. Ellen Avery explained that of the 62 drivers who volunteer for CVTC, 31 of them exceeded \$600 in mileage reimbursement. One driver has left the program because of the regulations.

Ellen Avery explained that companion bills known as the Volunteer Driver Transportation Act have been introduced in the U.S. House and Senate. The legislation, if passed, will raise the mileage reimbursement amount that volunteers can claim as exempt from federal taxes from 14 cents per mile to 67 cents per mile (equal to the current business rate) which would effectively remediate the issue. Ellen Avery asked the MRCC to join the Volunteer Driver Coalition in support of the Volunteer Driver Transportation Act.

**Motion: For the MRCC to sign on as a supporter of the Volunteer Driver Coalition.**

Motion by Ellen Avery, seconded by Lisa Steadman, approved by unanimous vote.

Terry Johnson will support Chair Dobisky with completing and submitting a Volunteer Driver Coalition Commitment form.

#### **V. Partner Updates**

Alberta Bronson shared that the Executive Director of TLC will be retiring shortly. Lisa Steadman reported that Able NH held their first community transportation committee meeting. Both Teri Palmer and Lisa Steadman said it was a productive meeting.

Teri Palmer reported that the planned launch of the Keep NH Moving website is the middle of March. She also said there will be an in-person Mobility Manager meeting coming up. She is hoping to get Judy Shanley from the National Center for Mobility Management to offer a training session for mobility managers.

#### **VI. Next Meeting**

The next MRCC meeting is scheduled for March 19, 2024 at 9:00 a.m.

#### **VII. Adjourn**

The meeting was adjourned at 10:09 a.m.

Respectfully submitted,  
Jason Cooper, Planner