

**Monadnock Regional Coordinating Council
For Community Transportation**

AGENDA

**April 16, 2024
9:00 a.m.**

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

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| I. | Welcome | (9:00 a.m.) |
| II. | Minutes of March 19, 2024 | (9:05 a.m.) |
| III. | Treasurer's Report/FY25 5310 Budget | (9:10 a.m.) |
| IV. | Transit System Design Project | (9:30 a.m.) |
| V. | Keep NH Moving Website Preview | (10:00 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

March 19, 2024

Present: Frank Dobisky, Chair, *Thomas Transportation*; Jennifer Robinson, Treasurer, *Cheshire County*; Ellen Avery, *Community Volunteer Transportation Company (CVTC)*; Mary Jensen, *Keene Senior Center*; David Meader, *Citizen Member*; Daniel Smith, *Keene Family YMCA*.

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

Guest: Teri Palmer, *NH Statewide Mobility Manager*.

I. Welcome

Chair Dobisky called the meeting to order at 9:06 a.m. and introductions were made.

II. Approval of February 20, 2024 Minutes

Motion: To approve the minutes of February 20, 2024.

Motion by Jennifer Robinson, seconded by Ellen Avery. Approved by unanimous vote.

III. Treasurer's Report

Jennifer Robinson provided an overview of the current NH Department of Transportation (NHDOT) budget. She reminded the group that the MRCC voted to charge HCS, CVTC and KSC purchase of service invoices to NH Department of Health and Human Services (NHDHHS) until NHDHHS funds are depleted. Jennifer Robinson explained that she will need to draft transportation provider contracts within the next week for the presented funding amounts. She explained that Home Healthcare, Hospice and Community Services (HCS) and CVTC may expend their allocated funds prior to the end of the NHDHHS grant period on May 31, 2024, in which case any overages will be charged to the NHDOT budget.

IV. MRCC Bylaws

Terry Johnson reminded the MRCC that the State Coordinating Council (SCC) directed all New Hampshire Regional Coordinating Councils (RCCs) to adopt uniform bylaws, while allowing for minor adjustments as needed. He said the SCC established a deadline of March 31, 2024 to either adopt the bylaws as written or amend them as they see fit. The SCC will need to be informed of any amendments. Terry Johnson referred to a marked-up version of the bylaws which he had distributed prior to the meeting. He walked the MRCC through potential edits to consider prior to adoption.

Dan Smith asked if the newly defined "Executive Committee" would be eligible to meet between MRCC meetings. Terry Johnson replied in the affirmative. Terry Johnson pointed out that the existing MRCC bylaws specify Chair, Vice Chair, Secretary, and Treasurer as officers. The new bylaws designate Chair, Vice Chair, and Secretary as officers but not Treasurer under Article I, Section 4.5 (the "Definitions" section). He said Article IV, section 4.4 (the "Officers" section) specifies the Lead Agency as Treasurer and describes the Lead Agency role as being responsible for administering Federal Transit Administration

Section 5310 funds for the MRCC and overseeing the financial records of the MRCC. Dan Smith recommended listing Treasurer under Article I, Section 4.4. Ellen Avery supported this suggestion. Teri Palmer said other RCCs are opting to designate Treasurer under Article I.

Chair Dobisky referenced the requirement in the new bylaws that members execute Memorandums of Understanding (MOU). He asked if it is necessary as MRCC members are currently required to execute Conflicts of Interest (COI). Terry Johnson recommended that members execute both MOUs and COIs. Chair Dobisky asked what the procedure would be for new organizations to join the MRCC as voting members and whether they would need to sign MOUs. Terry Johnson replied that both new and existing members would be required to sign MOUs and COIs. He said that he would draft an MOU for the MRCC to approve.

No additional amendments to the new bylaws were recommended.

Motion: To adopt the new MRCC bylaws with the amendment that Treasurer be added to the list of officers under Article I, Section 4.5.

Motion by Ellen Avery, seconded by Dan Smith. Approved by unanimous vote.

V. NHDOT FY25 Budget

Terry Johnson explained that final decisions regarding the FY25 NHDOT Budget will not be made until June of 2024 when the amount of FY24 carry forward funds is determined. Jennifer Robinson said that Cheshire County had issued a request to Section 5310 funded transportation providers for FY25 budget requests. She indicated that the total projected budget as stipulated in the FY24-25 5310 application was \$245,300. This amount would represent a decrease in funding for transportation providers and mobility management services because the NHDHHS funds that supported these services will sunset in FY24. Jennifer Robinson said that the budget will likely be higher than \$245,300 with the projected carry forward of FY24 funds. She will be able to provide a better estimate once she has the budget requests from all providers and determines the balance of FY24 funds in June.

Teri Palmer, who serves on the SCC Sustainability Committee, explained that the NHDOT recommends that RCCs allocate \$120,000 annually for mobility management services in order to sustain the level of services currently being provided by the statewide mobility management network. This will be a challenge for RCCs to do while sustaining sufficient levels of funding for transportation services.

Terry Johnson reported that the Keene Housing Kids Collaborative (KHKC) continues to search for funds to support their youth transportation program after NHDHHS funding expires in May. He said he had explored the possibility of a Congressionally Directed Spending request to Senator Shaheen's office, but pulled back after learning that community transportation projects rarely get funded. Terry Johnson and Teri Palmer explained that The NH Endowment for Health is considering providing a one-time investment in projects that have been supported through NHDHHS funding. KHKC appears to be a good fit for this possible funding which would help to sustain the program over the next fiscal year.

VI. Partner Updates

Mary Jensen shared that the Keene Senior Center is hosting a fundraising 5K run at the Keene Airport on April 6th at 9:00 a.m. Ellen Avery shared that CVTC will be hosting promotional and fundraising events at the Woodbound Inn in Rindge on April 17th and 24th.

Terry Johnson shared that KHKC, the Keene Public Library (KPL), and Monadnock Outdoors are partnering to hold an event in late April or early May to promote and encourage people to use the Outdoor Gear Library which is located at KPL. The Gear Library has an inventory of outdoor gear including backpacks, snowshoes, tents, sleeping bags, kayaks, fishing equipment, and other outdoor recreation equipment available for people to check out at no cost. The event which will be targeted to low-income individuals and families will be staged at Robinhood Park in Keene. The event will provide an opportunity for people to learn about and try out the equipment.

Teri Palmer shared that the Keep NH Moving Website is continuing to be developed and will be launched soon.

Ellen Avery acknowledged Tim Murphy, SWRPC Executive Director, who is retiring, for his years of outstanding advocacy for community transportation and overall leadership for the region. She recommended a formal acknowledgement from the MRCC.

Motion: To recognize Tim Murphy for his many impacts through his years of leadership and to congratulate him on his retirement.

Motion by Ellen Avery, seconded by Dan Smith. Approved by unanimous vote.

VII. Next Meeting

The next MRCC meeting is scheduled for April 16, 2024 at 9:00 a.m.

VIII. Adjourn

The meeting was adjourned at 10:22 a.m.

Respectfully submitted,
Jason Cooper, Planner