



**APPROVED**  
**Regional Coordinating Council (RCC)**  
**Meeting Minutes**  
**02/03/17**

**Attendees:**

Carol Brooks - SVTC	Beth Todgham, SNHS
Camille Pattison, NTS	Carolyn Mitchell - SVTC
Louise Woodworth, NTS	Janet Langdell - SVTC
Pat Murphy - Merrimack Town Welfare	Matt Waitkins, NRPC
Elizabeth Gray, Radiation Center of Nashua	Karen Baker, NRPC

**CALL TO ORDER AND INTRODUCTIONS**

Waitkins opened the meeting at 10:07 am followed by a brief overview of the agenda. Gray, a new member introduced herself and provided a brief background of where she worked prior to her position at the Radiation Center of Greater Nashua. She commented that transportation is difficult for people with cancer and that she wanted to learn more about the RCC and to bring this information back to her clients in the hopes of making it easier for those who need services.

**REVIEW OF MINUTES FROM SEPTEMBER 29, 2016**

Waitkins referred to the minutes of September 29, 2016 included in the agenda packet and asked if there were any comments or changes. Langdell said they should be marked as draft until approved. Todgham noted that the correct spelling should be "Green" for Patricia who is listed in the attendees. Waitkins noted that NRPC was reaffirmed as the lead agency for the RCC at this meeting. Langdell stated that it should be done every February for funding applications.

*Todgham motioned to approve the minutes as amended with a second from Murphy. All were in favor and the motion passed.*

Waitkins proposed a resolution to appoint NRPC as the lead agency for the RCC.

*Langdell motioned that "The Region 7 Regional Coordinating Council resolves that the Nashua Regional Planning Commission (NRPC) will continue as the lead agency on behalf of the Region 7 (Nashua) Regional Coordinating Council". Murphy seconded the motion. All were in favor and the motion passed.*

Brooks asked if the Transportation Directory listed on the NRPC RCC webpage is final. Langdell replied that things were still getting tweaked in the document. Waitkins noted that it was a living document.

**STATE FISCAL YEAR 2018: 5310 FORMULA FUNDING AND STATE FISCAL YEAR 2018-2019: 5310 PURCHASE OF SERVICE FUNDING**

Waitkins summarized the SFY18 5310 Formula funding application for Mobility Management services and SFY18-19 5310 Purchase of Service funding application which is for continued SVTC service. He asked Langdell to provide an overview of what SVTC does and has done so far.

Langdell noted they were in their 9<sup>th</sup> year of service with almost 24,000 rides to date and 3,600 rides just last year. She noted that most of the rides are to and from Nashua and mostly for healthcare. Langdell stated that these rides are not for hair appointments and such as there is no funding for those type of trips. She passed around "Souhegan Valley Rides - A Regional Community Transit Ride Service" booklet fold handout which explained SVTC's services and work. Langdell highlighted some of SVTC's accomplishments noting that in 2011 SVTC received funding and was able to increase service from 3 to 5 days a week. She added that they have an average of 41 riders a month with about 27 that take more than 1 ride. Langdell also touched on SVTC's annual funding and expenses noting that 93% of the funding goes to program costs. She also summarized page 3 of the handout the 5310 Purchase of Service and Formula Funding noting that 6 towns participate, there are 8 Board of Directors and 6-8 volunteers who are great about getting the word out about the service. Langdell also informed the group about SVTC's free fair program which has a very brief application form and does not require ADA certification to apply. She noted that they gave out 1,700 free passes last year funded 100% through donations and grants and amounts to \$2,400-\$3,500 in fundraising annually.

Langdell concluded stating that support from the RCC is being requested for the applications for Purchase of Service funding and for Formula Funding for mobility management. She added that the Formula Funding is for FY18 for only 1 year through June of 2018. Waitkins provided a sample motions. After further discussion:

*Todgham motioned with a second from Murphy that the Region 7 (Nashua) Regional Coordinating Council resolves to support the NRPC application for New Hampshire SFY 2018 – Federal Transit Administration Section 5310 Formula Funding. All were in favor and the motion passed.*

AND

*Murphy motioned with a second from Todgham that the Region 7 (Nashua) Regional Coordinating Council resolves to support the NRPC application for New Hampshire SFY 2018–2019 – Federal Transit Administration Section 5310 Purchase of Service funding. All were in favor and the motion passed.*

**FUNDING OPPORTUNITY: FTA 5305E STATEWIDE TRANSPORTATION PLANNING AND RESEARCH PROGRAM DISCUSSION**

Waitkins informed the group that Regional Planning Commissions can apply for funding to support planning & technical studies of public transportation systems and that he has had

conversations with Tim Roache and NTS on a couple of ideas for funding for the FTA 5305e Statewide Transportation Planning and Research program funding opportunity but they still need to be flushed out some more.

Waitkins informed the group of the first idea, which came about based on recommendations in the recently completed NTS Comprehensive Plan. The recommendations included regional expansion of transit, including along 101A towards Milford. The grant proposal would be to do public outreach to educate stakeholders about the benefits and costs of regional expansion of transit. Pattison noted that with NTS, City taxes can't be used to expand services to another community. She noted that a public outreach effort would test the waters to see if there is political will for transit expansion in the region. Todgham asked why not include Merrimack and Hudson. Pattison noted that Hudson has shown no interest in transit and Merrimack currently uses demand response service. She added that there is not enough demand for Pelham. Pattison explained the idea is to do a study to test the waters for extending service out to Merrimack and other parts of the region, to see what would be feasible. Murphy said she would push for this but would need to talk to the Town Manager first. Langdell noted that this was an opportunity for the RCC to support Murphy as the representative for Merrimack and to get the powers that be on board. Murphy noted that she has been working on this for years but needs grass roots support but she will do the work. Pattison questioned whether additional transit routes are feasible, because there is limited funding available to support transit operations

There was additional discussion on getting CMAQ funding to operate a pilot transit route to Walmart in Amherst, with alternating trips to the Outlets in Merrimack.. Todgham noted there is new management for the outlets who might see the benefits of having transit service to the outlets. There was talk about towns putting in money for local match which is 80/20 for CMAQ funds. The CMAQ funds would be used to operate the Walmart/Outlet Mall route for the first three years. Beyond that FTA Section 5307 funding would be used, which is a 50/50 (Federal/Local) split.

Langdell asked if the funding amounts have been determined for CMAQ funds at the state level. Waitkins said funding amounts have not been determined yet but there is talk there may be approximately \$1 to \$1.5mil per transit system in this next round of funding. Pattison said there is the possibility of local match from Walmart or the Outlets if they get up and running. Waitkins felt the timing was off on coordinating SPR & CMAQ funds because the outreach would happen after. Pattison defined CMAQ as Congestion, Mitigation and Air Quality and noted that these funds are operating funds and you have to show you are taking cars off the roads to qualify. Brooks asked about transportation from Nashua up 3A across to the airport. Pattison said they are looking at a different type of bus for that.

Pattison touched on the new busses would be coming to NTS and using the old ones for new service. Langdell and Mitchell asked Pattison how they could get one of the old busses. Pattison noted that the new smaller van fleet of busses would not be coming until May of 2018

and they old ones have to be auctioned off and there are rules on how it has to be done. Woodworth noted that the last time, it was advertised in the paper and on the City website. Pattison noted that the large busses seat 28-32 while the smaller van busses have a max capacity of 15 when asked about capacity of the busses. She also noted that they would be advertised via social services when they become available. Todgham asked what NRPC needs from the RCC. Waitkins said support on the applications for funding and more conversations on regional transit.

Waitkins informed the group that the other idea being tossed around for the 5305e funding is for transit/bike connectivity which was also another recommendation in the NTS Comprehensive Plan. The idea is to do an analysis to access how walkable and bike-able the City is in the vicinity of bus stops. Pattison commented that there is no political will for this in the City or Public Works support right now. Langdell said there is a public health and safety component there with the bus stops that have not huts. She asked why not conduct the study anyway until there is support or political will. Langdell felt it was important to build on current studies with goals of making transportation available.

Todgham asked if this was an open competition for the funding. Waitkins said it has to be done through an RPC with buy-in from a transit agency.

Pattison asked where letters of support (LOS) should come from and asked if there was an SPR application template or if they should use the same one used for the Comprehensive Plan application. Waitkins said the LOS's should come from the highest body at the town level. Langdell asked Waitkins to send to the group a LOS template and a summary of what the proposal is. Langdell said she would take this to the Community Development Director and SHARE. Murphy said she would bring this to the Town of Merrimack and Todgham said she could bring it to SNHS. There was further discussion on the necessary info for the RCC members to present this to the town people. Waitkins said it needs to be flushed out next week and noted the February 22<sup>nd</sup> application deadline. Waitkins said he would get the letter template out by end of the day Friday or Monday description of the proposal. There was further discussion on the proposal. The group felt they should take action on applying for funding.

*Murphy made a motion with a second from Pattison that the Region 7 (Nashua) Regional Coordinating Council resolves to support NRPC for 5305(e) funding applications for public outreach effort to gauge public interest, feasibility, and cost of expanded transit service in the region, and to study transit-bicycle-pedestrian connectivity in the City of Nashua. . All were in favor and the motion passed.*

#### **STAFF UPDATES**

Waitkins informed the group that the Draft NH Statewide Coordination of Community Transportation Services Plan has not officially been adopted by the Statewide Coordinating Council (SCC), but all comments have been accepted and incorporated. Waitkins noted that

there were some questions on the recommendations regarding mobility managers, performance measures and better defining coordinated transportation. He added that the SCC wants to digest the plan before they know how to move forward, but they would not be going back to the consultant for a rewrite. The SCC will be using the recommendations in the new Statewide plan as guidance and will most likely customize the recommendations, including the recommended performance measures, to meet the needs of NH. Langdell asked how the Statewide plan had been changed since the initial draft was released in December. She noted that SVTC sent comments in regards to performance measures and that the performance measures in the draft plan don't work well for SVTC's service model. Todgham asked if in the latest version if the comments are outlined (tracked). Waitkins said no, you would have to read through the document in order to figure out the changes that had been made since the first draft was released. Langdell asked if the group could get a link to the Plan with comments incorporated and asked if he could share the specific recommendations from DOT. Waitkins said he could provide a link to the final draft and could also provide the comments that had been provided to DOT. Langdell asked if there was an update on the new software test and how the trial was going. Waitkins did not have specific information about the software project but he did hear it was doing well. He will get information about the software project. Waitkins said that for a future RCC meeting he would try to get Herlihy to provide an update of the software project and the new Statewide plan. Langdell stated that she is asking questions because if the SCC adopts the Plan, the performance measures as written from the December version would have an impact on the SVTC. Waitkins felt the Plan would be adopted, but that the performance measures are also an issue for the other stakeholders. The SCC will most likely amend the performance measures to meet the needs of NH stakeholders. .

Todgham asked about scheduling the next quarterly RCC meeting. Waitkins noted that the group decided to do quarterly meetings but only if they had something to talk about. Langdell said they still need a general idea of the next meeting at least to discuss the SCC final Plan and what they are going to do going forward and recommendations for the RCC's. After further discussion, the group decided on Monday, May 22<sup>nd</sup> at 10:00am for the next RCC meeting.

#### **MOTION TO ADJOURN**

Murphy motioned to adjourn with a second from Brooks. The meeting ended at 11:30am.