



Locally Coordinated Meeting Minutes 04-16-2008

Attendees:

Eileen Brady, Nashua Soup Kitchen
Meghan Brady, St. Joseph Community Services
Karen Baker, NRPC
Ellen Groh, Granite State Organizing Project
Elvin & Rena Romero, Care Ride
Lara Rice, Bridges
Carolyn Mitchell, Stewart Property Mgmt.

Pat Murphy, Town of Merrimack Welfare Dept.
Tim Roache, NRPC
Fred Roberge, Easter Seals
Ken Hazeltine, GSIL
Matt Waitkins, NRPC
Patrick Hurlihy, DHHS
Dennie Townsend, Souhegan Valley Transp.

The meeting began at 12:09 pm.

CALL TO ORDER/INTRODUCTIONS/MINUTES

Matt Waitkins opened with introductions and asked if there were any comments on the minutes from the February 20, 2008 meeting. Ken Hazeltine said he was at the February 20th meeting but not listed under attendees. There was some question as to whether Mickey McIver was in attendance for that meeting. Matt said he would check the sign-in sheet. There were no additional comments on the minutes.

LOCALLY COORDINATED TRANSPORTATION PLAN UPDATE DISCUSSION

Matt explained that the LCTP group is currently wearing two hats: 1) as the Locally Coordinated Transportation Plan (LCTP) committee; and 2) as the Regional Coordinating Council (RCC). Matt passed around *Adding Projects to Coordinated Plan* memo. In an effort to comply with FTA guidance that requires projects funded through 5310, 5316, and 5317 programs (see memo) to come from a locally coordinated transportation plan, NRPC has began the process of updating the LCTP to include a list of prioritized projects. The committee was reminded that it had endorsed a new Nashua Transit System route at the December meeting. During the process that followed, NRPC was reminded that in the future it would be better to already have a prioritized list of fairly (but not too) specific projects/needs for the region already included in the Locally Coordinated Plan.

Ken Hazeltine referred to the 5310 applications that DOT is looking for and the need for it to be spelled out better to continue supporting existing projects. He added that existing equipment of agencies that serve elderly, etc. needs replacing and should be coordinated with the Regional Plan.

Fred Roberge asked if there were any other 5310 applications at this time. Tim Roache answered "no". Ken said as the SCC/RCC system grows, there might be more applications. In addition, if they are not in the LCTP, they can't apply for funding. Meghan Brady asked what the coordinating document is that explains the procedure for amending the Locally Coordinated Plan. She also noted that Medicaid transportation is not mentioned in the *Adding Projects* memo. Ken said that all transportation brokers should be listed. Matt explained that the Regional Transit Plan and the LCTP are both human service oriented documents and overlap to some degree. The *Adding Projects* memo is heavier on the transit end, but was created basically as a wish list. Tim added that the LCTP does not have a list and we don't want to keep amending so the need is to develop something generic, but somewhat specific. Tim said he would like ideas, even in generic terms, with the goal being to have just one amendment to the Coordinated Plan that will cover future projects. Ellen Groh suggested adding in the Souhegan Valley towns (Merrimack, Mt. Vernon, Lyndeborough), and to combine all the towns. Fred felt there should be a comprehensive description of the Plan so that all statewide entities can choose to participate in 5310

funding. Ken gave a scenario where by a car was needed in the Nashua office, but there were no vehicles available here, they should be able to take one from Concord and this information should be identified. Meghan felt that reasons for trips should be specified, a catch all phrase based on priorities depending on need or among population based on need. Tim said there may be some federal requirements on prioritizing, and therefore he would not be numbering anything, just listing in no particular order. Ellen said Rte 9 was too specific. Tim said that NH DOT wanted Rte 9 specifically mentioned. Tim suggested breaking the list into capital to operating expenses and said he would get a list from Mark Sousa of what they want so we won't have to keep amending the plan. Patrick asked if of the 3 funding sources, are all these priorities eligible for funding that are listed. Tim said some were not and that he would separate them out. Ken suggested touching base with Kit Morgan on language for a new letter and having him send it to the group for vote and to get a new amended list into the Plan.

Eileen Brady informed the group of Communities and Consequence, a TV show on elderly & the ageing in NH and the need for transportation, which would be airing that evening on channel 11 at 9:00pm.

Ken pointed out that the Strategic Business plan embraced the fact of need for mass transit for future as opposed to bridges & roads. Fred mentioned the fixed route that was established in Salem as using CMAQ funds in an effort to provide more transportation due to the lack of room for more roads.

Carolyn Mitchell asked about a piece of legislation that was out there regarding senior driver education & safety, adding that if this went through, it could impact the need for transportation for seniors and elderly. Fred mentioned a training program through AARP as a way of keeping elderly in cars safer.

UPDATE ON STATEWIDE COORDINATING COUNCIL AND DEPT. OF HEALTH & HUMAN SERVICES EFFORTS

Patrick Hurlihy informed the group of a subcommittee that was established to figure the bare minimum software needs necessary for transit providers to interface with the Statewide IT System. In addition, a survey went out. He notified the group of a meeting being held on April 22nd with GSIL to find out what there needs are to be able to interface with the State. The meeting will have transit providers, but no software vendors. Over the summer an RFI will go out to pick a product, or a vendor who will build a product that will be able to provide data collection, billing, and working with Medicaid. Something streamlined so the broker can do billing with the possibility of applying for grants if not capable of working with the State wide system. Both Fred and Ken felt collection & combination of data and centralizing the information was very important. Patrick added that the software would help close the gap by having one streamlined or administrative process which would be a good presentation to legislature later.

Matt asked Patrick if anything was happening with Concord/Taniff /RCC. Patrick said they have not started yet, but Concord was working on it and that money is set aside for this. He added that they have to get Concord moving on a RCC.

One of the members informed the group that an SCC subcommittee is working on defining the boundaries for each RCC region. The MPO's believe that RCC regions should coordinate with the MPO region boundaries. For example, an early map of the RCC regional boundaries showed Pelham, which is in the Nashua MPO, to be part of a different RCC. Fred noted that the subcommittee agreed that Pelham should be part of the Nashua RCC but nothing had been formally decided. Tim clarified that the MPO region mirror the Regional Planning Commissions boundaries and that they function the same, but there are only 4 MPO's in the state. Ellen asked how it was being left and asked if an area could decide for itself which RCC to belong to. Ken said they should be able to because borders should reflect travel patterns.

RCC DISCUSSION

Tim said that it was time to make the RCC official and start going by the bylaws. He suggested that for now NRPC staff could be the chair and vice chair of the Council, Karen could be the secretary, and the treasurer seat could remain empty for now. Ken suggested that it is appropriate for NRPC to provide the officers of the council for now. Tim asked for a vote on this and by a show of hands, most all were in favor. Tim said he would start calling the meetings RCC meetings. Tim added that we need to get more LCTP committee members to sign the MOU and that currently only 10 have signed to date with Bridges being the most recent.

Ken said that we should send Sonke Dornblut and Kelly Clark (SCCVic-chairs) a letter recognizing the group as a RCC.

There was a discussion regarding how to recruit citizen users of community transportation to be members of the RCC. Patrick suggested either the chair or vice chair could solicit citizens for the committee. Meghan felt a broad based notice would be good, but there should also be a process to hand to citizens with expectations involved. Meghan said she would draft something up. Patrick asked if there would be criteria for recruiting citizen members. Meghan suggested putting something in the newspapers in the region with links to the NRPC website for more information.

Matt passed around the *Regional Needs Assessment Review* memo and reminded folks that Fred Roberge had suggested at the previous meeting the need for identifying specific needs in the region. Matt explained further that the memo leads into #6 (RTC minimum requirements discussion) of the agenda but that the data needs to be refined so we know what we are getting into. There is a need to quantify in better detail the kind of trips that members provide and the number of trips. Fred believes that this is where the real work of the RCC will take place. Tim asked Pat Murphy from the Merrimack Welfare Office if they had any of this info. Pat said they have some statistics, but some are held by NTS. Meghan did not feel you could capture all of the numbers because of the amount of volunteers that help out. Pat was curious on the statistics and on how many are turned away by NTS due to proximity of fixed routes. Rena Romero of Care Ride said according to the Commissioner, they (Care Ride) are a unique service and it would be hard to use them for numbers because they provide trips all over the state including Manchester, Plaistow and Jaffrey. She added that Medicaid providers have certain regulations so they do have to turn away those who pay out of pocket. The number of rides they provide a year varies and they are running with a fleet of 7 now as opposed to 9 and are covering the area with fewer vehicles. She gave an average of about 25,000 to 35,000 rides per year and added that they do a lot of the area with the wheel chair van because they go door to door as opposed to NTS who will only help at the curb.

Lara Rice with Bridges said they provide transportation but they are not tracking for various reasons. Meghan felt it was difficult to separate out. Tim suggested, due to the difficulty on data collection, to form a subcommittee to figure this out. Fred volunteered Mickey McIver who was not present at the meeting.

REGIONAL TRANSPORTATION COORDINATOR (RTC) DISCUSSION

This item will be addressed once agenda item #5 has been quantified.

The next meeting of the RCC will be held on June 18th.

Meeting adjourned at 1:22 p.m.

MW/kmb
#410-78