



DRAFT
Regional Coordinating Council (RCC)
Meeting Minutes
5/23/19

Attendees:

Camille Pattison, NTS
John Savage, NTS
Janet Langdell, SVTC-MIL
Carolyn Mitchell, SVTC-AMH
Susan Pendleton, SVTC
Dennie Townsend, SVTC

Carol Brooks, SVTC
Stephen Genest, SNHS
Matt Waitkins, NRPC
Cassie Mullen, NRPC
Mason Twombly, NRPC
Jay Minkarah, NRPC

CALL TO ORDER AND INTRODUCTIONS

Waitkins opened the meeting at 1:02 asking for a round of introductions.

REVIEW OF MINUTES FROM FEBRUARY 2, 2019

Waitkins referred to the minutes of February, 2019 included in the agenda packet and asked if there were any comments, corrections or changes. Langdell mentioned that a couple of the acronyms in the attendees section were out of order.

Savage motioned to approve the minutes as amended with a second from -. All were in favor.

SCC Update:

Waitkins provided a brief update on the SCC activities. Reiterating that one of the main points at the meeting was a continued discussion about the increased oversight coming from DOT. There had been pushback from Region 1 on the topic. The DOT representatives gave a more in-depth discussion about what kind of oversight specifically looking into Title VI requirements, spending in compliance with 2CFR200. There will be 21 compliance areas. Langdell expressed that this group already has operating procedures and none of that should be a problem. Waitkins agreed and said that the increased oversight will not be much of an issue for this group.

Pattison mentioned that she thought SVTC was going to have its own Title VI plan. Langdell confirmed with they will, a smaller more relevant one based off of the one provided by NTS. Pattison mentioned that a good item to mention would be the translation capabilities with tablets on NTS vehicles. Langdell agreed that is good to know and would be mentioned. Pattison expressed interest in getting an update about that after the June 5th compliance meeting.

Waitkins concluded that that was the most important news from the SCC. He mentioned the annual joint meeting with SCC and NHTA in June, and that 5310 funding would go to the Governor and Council June 5th.

NTS

Pattison explained NTS would start selling their annual Hampton Beach tickets next Monday. She mentioned that Ride Transit Week would be June 17th – 21st. She explained NTS would do a couple of events during that week; Monday- Story Time on the bus, Tuesday- ten millionth rider celebration, Wednesday- staff appreciation day , and Friday- passenger appreciation day. The United Way bags for carrying groceries on the bus were going to be distributed.

Pattison and Savage reviewed their progress on the Sandbox Grant. They explained it would be targeted toward young people and seniors. They mentioned that typically this type of project works better when it is targeted at a small group. It would provide a user facing type application that would require the use of a smart phone it would be used in place of some less frequented traditional service routes. They stated the due date is August 6th and were hoping to submit by July 31st.

SVTC

Langdell gave kudos to Laurie for the high number of riders coming in with efficient scheduling/planning. It was mentioned moving forward the prioritization of medical appointments and critical needs would need to be stressed if number kept going up. Langdell shared that they were on pace to hit 4,000 rides this year which is an all time high. It came with news of a “sprinkling” of new locations including Ulta Beauty. Langdell continued mentioning that SVTC has kept receiving new riders, 11 this past month and 15 the month before.

Transit Feasibility Study:

Waitkins briefly explained the process of the study and the workshops happening currently. Langdell expressed the need for more outreach in Milford specifically at the SHARE community suppers, community church, and maybe through the welfare office in Milford. The adult community center and the outlets possibly at HR was mentioned for Merrimack.

LOCALLY COORDINATED TRANSPORTATION PLAN (LCTP)

Waitkins noted that the Locally Coordinated Transportation Plan (LCTP) will be updated for 2020. The update can be worked on with data from the feasibility study. Minkarah mentioned he loved the SVTC data and thought it would be helpful to illustrate the community needs. Langdell mentioned that in the 2016 plan was weak on numbers, and the 2020 update should be more comprehensive. A meeting in June with the key informants would help to figure out what data needed to be hit.

FUTURE PROJECTS/AGENDA ITEMS

REVIEW RCC BYLAWS IN 2019

Waitkins mentioned he forgot to send the bylaws before this meeting so that update can be tabled for the next meeting.

OTHER BUSINESS

None

ADJOURN

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Savage motioned to adjourn with a second from Townsend. The meeting ended at 3:15PM