

**Carroll County Regional Coordinating Council
At the
Tech Village
53 Technology Way, Conway, NH 03818
And Via Zoom
January 16, 2024
10:00AM to 12:00PM**

Agenda

1. Roll Call
2. Approve Meeting Minutes:
 - a. August 22nd, 2023. **
 - b. October 24th, 2023 **
3. Review and Approval: Bike Repair Program funding transfer **
4. Section 5310 Capital Grant Applications **
5. Draft RCC Bylaws **
6. Presentation: Quaboag Connector
7. CDC Grant Project Updates
 - a. Vehicle Inspection & Repair Program
 - b. Carroll County ReCyCled (Bike Co-Op)
 - c. Carroll County RSVP
 - d. TCCAP Volunteer Driver Incentive Program
8. Discussion:
 - a. Annual Workplan
 - b. New Member Outreach
 - c. New Meeting Locations
 - d. Other Partner Updates
9. Other Business
10. Adjourn

****** Indicates that a vote of the RCC membership may be required

Next Meeting:

February 27, 2024 (tentative)

Join Zoom Meeting

<https://us02web.zoom.us/j/81113750985>

Meeting ID: 811 1375 0985

One tap mobile

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**Carroll County Regional Coordinating Council
At the
Tech Village
53 Technology Way, Conway, NH 03818
And Via Zoom
August 22nd, 2023
12:00PM to 2:00PM**

Agenda

1. Roll Call

The Chair called the meeting to order at 12:04PM.

Susan Junkins, CCRSVP
Mary Seavey, CCRSVP
Marianne Jackson, Gibson Center
Catalina Kirsch, C3PH
Crystal Sawyer, CC Adult Education
Renee Wheaton, Freedom Senior Resource coordinator
Scott Boisvert, Region 2 Mobility Manager
Nicholas Altonaga, NCC

Jeanene McDonald, TCCAP (Virtual)
Brenda Gagne, TCCAP (Virtual)
Ryan Noronha, Catholic Charities NH (Virtual)
Teri Palmer, State Mobility Manager (Virtual)

2. Approve Meeting Minutes: June 27th, 2023. **

Mary Motioned to approve the minutes from the meeting on June 27th 2023.
Marianne Seconded.
Motion Carried.

Jeanene McDonald joined the meeting at 12:06PM (Virtual)

3. CDC Grant Project Updates

a. Bike Co-Op

Scott provided copies of the release of liability form that was prepared for the program. This document fulfills the conditional approval for the program from the June 27, 2023 meeting. He is planning to have a pop-up kick-off due to the current lack of a safe space to have a bike rack and storage area.

Teri Palmer joined the meeting at 12:08PM. (virtual)

Crystal and Scott met with the Captain and Lieutenant at the jail about introducing project bike tech program into the Jail. Incentive is that they leave with a bicycle and skills. They got Scott and Crystal on the agenda for the Carroll County Commissioners.

Crystal: Carroll County Adult education planned to go into the annex already. Discussed putting Bike Tech Program into the annex as well. Safety concerns were discussed but think it low risk due to low-danger offenders involved.

- Decision is currently at the Administrator. Anticipate a positive answer. In this case the program will need to be funded and an instructor located. It would be a first in the jail system to do this.
- Plan to run two classes, one for current inmates, and one for CC Adult Ed and other citizens. Inmates can transition into Bike Tech program once released.

Brenda Gagne joined the meeting at 12:13PM. (Virtual)

Scott: working with Janelle Lotten to determine the specifics of the Bike Tech program including parts, tools, curriculum, etc. TCCAP is willing to put forward VDP funds to purchase the Bike Tech program.

- Has an instructor been found?
- Is there a stipend for the teacher? – Yes, teachers are paid \$30+/hour.

Scott provided the informational pamphlet and the voucher for the Bike Co-op for members.

b. Vehicle Repair Program

Scott provided an update for the Vehicle Repair & Inspection program. Have updated the eligibility for the program to fill a gap in those needing assistance. Seen a big uptick in calls and applications. Scott has been making the rounds with pamphlets and handouts to explain the program.

- 7 people have completed the program right now.
- Mary reported a RSVP volunteer who has a very positive review of the program
- Trying to communicate that the program is open to anyone with the eligibility.
- Scott will send off electronic copies of the flyer and voucher to help groups raise awareness.

c. Carroll County RSVP

Mary updated the group about their program. Have some initial marketing and start-up work completed. CCRSVP is lacking information about the invoice process and forms.

d. TCCAP Volunteer Driver Incentive Program

Jeanene: Scott and I sat in Tamworth trying to recruit drivers on 8/21/2023 and no one showed up. Brainstormed how to get volunteer drivers who want to be involved. Scott had put flyers around town at libraries, post office, and other locations.

Marianne: Ryan, how are you at Catholic Charities attracting drivers?

Ryan: We are fortunate, we do not do any reimbursement. Many people do this because they view it as a fully volunteer effort. Higher gas prices have been a slight impediment. RCC member groups may be too reliant on doing things in-person and with old school methods. Catholic Charities have had success with digital marketing in Manchester, Nashua and to a lesser extent Lakes Region.

Mary: How have you done with recruiting drivers in the Wolfeboro and Southern Carroll County towns?

- Problem we have up there now actually is a lack of clients, and not a lack of drivers.
- Have background checks and other checks to be certified as a driver. Catholic Charities uses an online system to schedule
- Will send along the online links and documents and information to help

Lynn Coyle joined the meeting at 12:39PM. (Virtual)

Teri: Upcoming Volunteer driver peer-to-peer meeting happening 9/15th. Please contact Scott to help get involved in the conversation.

- No location set, But plan for Granite State Independent Living in Concord
- The meeting will be September 15th from 9AM to 2:30PM.

Teri: Have seen some success with smaller programs using social media advertising. Small program of 4 drivers grew to 12+ by posting in community groups and direct networking. Stipend available but capped at \$300/month. Make sure to tell volunteer drivers that if they receive a certain amount of money for reimbursement that they will receive a 1099.

Ryan: Located his driver information. Have 38 new volunteers in Manchester area for NEMT and food deliveries.

Mary: What is the breakdown between the two?

- Ryan: 24 (NEMT) / 14 (food deliveries)

Crystal: Knowing that the areas are very different, maybe Scott and team could find an unrestricted fund to help incentivize people.

Marianne: need to remember that this is a volunteer effort and people should get involved because they WANT to volunteer. Need to think harder about the motivation and Why they become volunteer drivers.

Mary: We are looking for long-term drivers. It is a scary situation to get into with gift cards and incentives because those are not stable and also may have the drivers receive a 1099 form at the end of the year. We don't sell anything so we have to raise all of our funds annually. This CDC grant has given us new funds to help bring people in. Very helpful for that.

4. Discussion:

a. Town Hall Meetings

Scott: Meetings in Freedom, Jackson, and Intervale are completed. Looking at the Eaton town hall for the end of September. Plan to be at the Snow Village Inn, Date and time to be determined.

Town Hall Meeting at the end of the July had about 20-30 people present. Location owners enjoyed it, and had many different organizations present as well. A really good showing.

- Folks were engaged and asking questions and all questions were able to be answered
- The events themselves have been successful, but need to do better with follow-up.
- Renee: Will be trying to follow-up in the month or two after the town halls to be around to answer questions and follow-up directly as people need it.
- Scott: Follow-up is the key to the effort to keep people engaged and involved.
- Have tried to phrase it as: "What if you woke up tomorrow and you couldn't drive?"

Brenda Gagne left the meeting at 12:59PM.

Mary: Will have to back out of the town hall meetings because we have gotten new clients, but not drivers. Cannot handle any new clients.

Teri: this goes to the performance measure that providers need to report on. Referrals are an important performance indicator that shows the gap in services. This goes to the state agencies With so many providers, may want to just make referrals to the Mobility Manager to then direct to program.

- Susan: CCRSVP is tracking referrals out to other programs, and we have those numbers. Please let us know if those are not getting to you.

b. Membership Update

Catalina: In order to operate at where we need to be, we want to formally update the membership list. The MOU is included in the packet. Ask that anyone who wants to continue as a voting member, to complete a MOU with updated contact information.

Catalina: Is there anyone at the table who should be at the table?

- Citizen members
- VA
- Northern Human Services
- NHES, Scott Colrich (Human Services Org.)
- Medical services – outpatient and/or primary care
- Whitehorse Recovery
- The Waystation

Catalina: Could have a form letter prepared that we could send out to these groups.

c. Other Partner Updates

Mary: Upcoming fundraiser and golf tournament. 9/20 at Keyser Lake. Combining the annual auction and the golf tournament. Can send along the flyer

Marianne: Nothing new. Status quo.

Ryan: do you always meet in the same place? Because I would like to attend a meeting if I come visit the region.

Jeanene: Nothing new at this time.

Crystal: Hospitality training starting that is open to anyone statewide. Housekeeping, customer service, and food and beverage sessions. 12 weeks. Starts 9/27. At Tamworth school location, 5:30PM – 7:30PM. We will have guest speakers at the meetings and other presenters.

- One-day Drone Workshop at County Annex coming up with a mixed registration of different groups. Will help people prepare for the Drone Pilot certification.

Teri:

- 8/21/2023 participated in Long Term care annual meeting. Big focus on social isolation and how transportation plays a role in that.
- Tri-State Transit Conference coming up at the beginning of September at Killington VT.
- Month of October will be Community Transportation Celebration month.
- Commute Smart NH has Fall challenges. (Buses, Bikes, and Brooms!) Will have marketing Toolkit out soon
- Mobility managers are working at state level with disability groups, caregivers, TANF, and also on issue of off-hours transportation.

Lynn: Have an event on Saturday, Indian Mountain Golf Club. Hoping for good weather. Were able to raise the foundation support to purchase an electric van to service clients at the organization.

Catalina: Public Health: We have been doing various farmers markets across the region to share resources and promote local non-profits. Have a couple coming up to recognize overdose awareness.

Nick: Updated the group about NCC's planned work for Bethlehem for their Town Center pop-up. Walkability and Cycling safety is closely related to community transportation, all helps our neighbors.

Marianne: 9/12 at 10:30AM is the ribbon cutting of the MWV Bike Trail. Funded through the Transportation Alternatives Program. The trail is an asset to the community. Event is being organized through the Chamber on behalf of the Rec Path Association.

5. Other Business

6. Adjourn

The Chair adjourned the meeting at 1:39PM.

****** Indicates that a vote of the RCC membership may be required

Next Meeting:
October 24, 2023

Join Zoom Meeting

<https://us02web.zoom.us/j/82634325884>

**Carroll County Regional Coordinating Council
At the
Tech Village
53 Technology Way, Conway, NH 03818
And Via Zoom
October 24th, 2023
10:00AM to 12:00PM**

Minutes

1. Roll Call

The meeting was called to order at 10:04AM

Marianne Jackson, The Gibson Center
Renee Wheaton, Freedom, NH
Crystal Sawyer, Carroll County Adult Education
Ryan Noronha, Catholic Charities (Virtual)
Sean Chamberlain, LRPC
Jeanene Macdonald, TCCAP

Carrie Kissel, NADO
Brett Allphin, NADO
Mary Seavey, CCRSVP
James Wilkie, Caregivers of Manchester
Catalina Kisch, C3PH, Chair
Brenda Gagne, TCCAP
Scott Boisvert, Region 2 Mobility Manager
Teri Palmer, State Mobility Manager
Krishna Kunapareddy, NADO
Nick Altonaga, NCC

2. Approve Meeting Minutes: August 22nd, 2023. **

No Quorum present at the meeting. The Chair suggested that members review the Minutes and send any comments or updates to Nick before the next meeting.

3. CDC Grant Project Updates

a. Bike Co-Op

Scott: Co-op is operational. 3 bikes sent to Head Start in Conway this morning. Currently taking orders for bikes. Have an order form for interested parties. The Bike Shop near Walmart in Conway is involved. Hoping to have amore steady stream of bikes coming in and going out. Took in almost 70 bikes with the first event. Have connected with MWV Adaptive Sports to take in a tandem bike. Metal Shop is fabricating bikes, and marketing students are creating flyers. Meeting with web design students in a few weeks to help design a website. Turning into a community driven program.

Mary: Can you update us on the Correctional Center?

- Scott: one of the tentacles of the Co-op is the Carroll County Jail Bike Tech program. Crystal and I presented the concept to the Carroll County Commissioners and they approved. The Instructor will be on site tomorrow to be training and setting up. Program will be set up at the County Annex. Program should be ready to start in a couple of weeks.

Crystal: This has happened very fast. **We will be the first in the nation to develop this program in a County Jail.** Have heard from County, State, and Federal entities interested in the program. Already have a few students who can start the program.

Mary: Have either of you gone to the Conway Daily Sun or other local/regional news? Because this is huge.

Scott: Have heard from Congresswoman Kuster's office and the Women's Prison in Concord is reaching out.

Mary: It is important to get the representatives and other officials to know about the program.

Scott: Project Bike Tech created a special 45-day curriculum adapted from the year-long program.

Crystal: Maker's Mill reached out to have the program there as well, and wants to employ a returning citizen.

Fred Butler (NHDOT, Arrived at 10:17Am (virtual))

Teri: At the state level we have been looking at putting this in other facilities and also the other transportation connections for returning citizens. Releasing an RFP soon regarding related projects. Once Carroll County was on-board, the conversation went statewide.

Catalina: Thank you, Teri for elevating the conversation at the state level. Important for people to know that people get out of jail, and then have NO transportation to where they need to go or could go. Puts them at very high risk for troubling situations. Some people have friends and family who can pick them up but not everyone has that.

Scott: When at the jail last week, The Captain said that they are changing the mindset of the staff and inmates. One of the questions being asked by staff is "Do you have transportation?" because now they can offer bikes as an option.

Teri: This opens up the door for other opportunities and programs. Depending on their offense they could be a transit driver or other similar career. Opens them up for more than just retail or low wage work.

Scott: Have also had conversations with the area bike shops about hiring on returning citizens.

b. Vehicle Repair Program

Scott: Just got the numbers the other day. 35 people are through the program already. Booked out through December. Looks like we will be able to use the entire budget (7 months remaining). Average vehicle fix is \$1,100. The testimonials are more consistent now.

Teri: still looking at Sustainability for the program. Starting conversations about sustaining funding.

Scott: Berlin Ford is signing on in Region 1 to host another Vehicle Repair program. Potentially have this program from Carroll County all the way to the Canadian Border.

c. Carroll County RSVP

Mary: We actively started in September. Have picked up 4 new drivers through the program. Still doing outreach and attending a lot of meetings. I learned a lot in September for where money needs to be allocated. Looked at the marketing aspect and revised some figures. Planned to have sub-contractors, but would like to try and directly hire someone as staff. Has been a learning experience using the budget and invoice documents.

Members discussed the specifics of submitting invoices and supporting documents for the CDC documents.

Mary: Will follow-up with TCCAP about the process and ironing things out. The money to support marketing is great.

Teri: Statewide effort to attract drivers. There is an online web map with organizations statewide.

d. TCCAP Volunteer Driver Incentive Program

Jeanene: Held an open house with Scott originally but received no applicants. Plan to have additional open houses and meetings to try to attract drivers. Boils down to if we have more drivers, we can provide more services.

Scott: Have talked with Jeanene about revising the marketing documents. Since the first open house we have had the Eaton town hall meeting. Talked to Renee the other day, and plan for February for the next meeting. Will be Conway-Chocorua.

Mary: Have people call in and say they need to be paid. That is what people have sought.

Brenda: No, our Volunteer drivers are only mileage reimbursement. But we just have no limits on clients. Volunteer drivers are mostly medical appointments, with only some for other service trips.

Mary: Do you consider picking up prescriptions as medical trips?

Jeanene: Not really, most of our NEMT trips are medical appointment trips.

Mary: Your volunteer drivers are strictly to/from medical facilities.

Teri: This is where the Caregivers come in. Jim Wilkie is present. CTS is in great need for volunteer drivers across the state. Trying to get volunteer driver groups to other RCC meetings statewide to connect them.

Jim Wilkie: We do have criteria that a client has to be over the age of 62 and below 130% of the poverty level. We will take people younger than 62 if they have a documented disability. We look at every application and look at their income and how many people are living in the house. We make sure we are giving rides to the people who need it the most. Limit people to 3 rides per week (Exceptions for chemo, dialysis, etc.). We do not pay mileage because we look at it as a slippery slope. Our drivers are truly volunteers.

Mary: Have to raise \$180,000+ per year to reimburse drivers. Very difficult.

Jim: Lakes Region is challenging but here is even moreso. 20, 30, 40 Mile round trips (minimum).

Mary: We have a lot of long distance trips.

Jim: Ryan and I both report to the same Director. Have had many conversations with her about expanding.

Ryan: I don't work on the logistics directly for expanding, but Jim is the guru for these programs. He is attending to try and cover the items that I could not touch on as he can. Will be trying to have one of us attend at least twice per quarter.

Catalina: Do you want to give an update before you log off?

Ryan: We have been working on the economy/public facing things of the expansion. Hoping to have some additional funding in to support new volunteers. Our first attempt was successful with 17 applicants. A lot of people left the program due to the 6-week timeline for background checks. Expecting to see the numbers tick up because our background check timeline is very expedited. The online ads did work very well.

Catalina: Were you able to connect with Huggins Center?

Ryan: Did get in touch with them. They are on-boarding clients but people have not been signing up for rides. Onboarding is free and the rides are free. Would like to see that go up as well.

Mary: If we could work together, there are a lot of rides that we can't fill. People on a weekly basis as well. Some reported that it was a difficult to get through scheduling.

Ryan: People first have to sign up for rides. Includes providing information for contact information, emergency contact, etc. including their mobility. In terms of signing up for rides it should be very easy.

Teri: if any provider cannot find a ride, reach out to Scott, who is here to help find rides. And it counts as a referral. Those referrals are important for us to track gaps in the program.

Mary: We try to find rides up until 24 hours before. What happens if we can't fill the ride?

Scott: Send it to me.

Jim: We are open 9AM-3PM. Outside of that we have our voicemail. We have someone coming in at 8AM to lift the voicemails. Drivers are 24/7.

Scott: A lot of ride requests in Conway area are for dialysis and those are difficult due to the time constraints. One more thing I forgot to mention regarding the Bike co-op. Found the AARP Community Bike Audit program. Might be a great opportunity to improve cycling in the area.

Catalina: Is that something that could be under the MWV Age Friendly Communities program? What is the cost?

- Scott: Materials are all free. And if the bike co-op takes off.

4. Review and Comment: Draft RCC Bylaws (SCC) **

No quorum present to vote on the draft bylaws.

Catalina: Multiple members were present yesterday at the listening session. They heard loud and clear from across the state and RCCs. They have collected the feedback and will be creating another draft to consider the feedback and then bring it back to us. What we heard was they want to have some level of consistency across the state. If they come back with another draft and we are not able to reconcile the concerns, it may be that they will not be able to do it.

5. Discussion:

a. Town Hall Meetings

Have held 3 and targeting Chocorua for February. Catalina can make connections for a venue in Chocorua.

b. New Member Outreach

Nick: Could someone get me the contact information for the VA?

- Scott: Have reached out to Lindsey at the VA as well as other Veterans groups to attend.

Mary: VA used to have a bus operating but not anymore. The legion also hosted a bus in the area but did not have a driver so the bus was taken back. I think if we had a vehicle in the area, we could get volunteers from the Legion to operate it.

Teri: Would be good to get citizen members involved. Some RCCs are looking at specific groups like folks who help with disabilities or similar efforts.

c. Other Partner Updates

Carrie: We work for NADO, which is the National professional group for the RPCs and similar areas nationwide. We develop and deliver trainings, conduct research and other studies. We are here this week because we are aiding the region through the USDA Rural Development grant.

- Nick had prepared a list of proposed deliverables and goals.
- Needs to be about moving PEOPLE, not FREIGHT. And has to connect in with economic and community development.
- We have about 12 similar programs right now. Southwestern NM: Paved multi-use path through communities (old coal mining region), Georgia interested in vanpooling. Michigan UP, working to consolidate transit routes in a college town/area.

Mary: Conway has a very progressive view with cycling. Conway Rec path is a great thing to see. Long term view is to connect all the way to Portland.

Catalina: What is the timeline?

- Carrie: have through next August.

Catalina: How can we help?

- Carrie: have done mostly research and preparation right now. Had multiple calls. See our program as kind of free consulting. Who we know is sometimes more important than what we know.

Nick: Prepared the deliverables as options that we can talk about. We have a lot of activities with bicycle and pedestrian and other needs.

Teri: There are many supports out there for bike-ped and alternative transportation. The North Country is a Destination. We need to build out those connections. Through the GACIT hearings we see connections growing all the way down to Massachusetts.

Mary: Paul DeAngelis (town engineer) at Conway town office and Chris Mayers (Cooper Cargill & Champ) are great connections. They were vital for the Conway Rec Path.

Teri: have been hearing that housing is going on the outskirts of town. People need transportation in some way. Want to try and NOT have them just on the road shoulders.

Mary: Housing is on the agenda tonight at Selectboard to sell two town properties to Housing Authority. Hoping to have it go to housing use.

Krishna: Brett and I work with other regions across the country. The work going on here is amazing. These are all good examples. Give your teams kudos for the great work.

Catalina: For those here today, what is the next step?

Carrie: need to get concrete on what to do. Brought along examples of Bikeshare/Co-op program information in other examples.

- Kentucky – Bikeshare program
- NM – Workforce Transportation
- Case studies on transit innovation.

Catalina: Some thoughts as an RCC member for many years. Friendly warning that if you show up with another survey is going to get the response “We have been telling you the same thing for 20+ years, and we still do not have what we need.” While we are a tourist destination, we need to stay rooted in the needs of our most vulnerable residents who need access to vital services and amenities. To allow them to have a stronger and more stable existence.

Mariane: Want to echo what Catalina said. Add a caveat: When we have done the town hall meetings, one of the other things that comes up (surveys, etc.). What we were getting back were very poorly informed suggestions about what we *Should* do were things that were tried and failed 20 years ago. It became very difficult to answer those comments. Asking if people would use various transportation or asking them if they support various means of transportation would be more productive than asking what THEY want.

Fred Butler: Section 5310 Capital Grant solicitation is expected in the next two weeks. Includes vehicles, facilities, other hardware and occasional software. Any application will need to be supported by the RCC. If anything is on anybody’s radar, let the RCC know sooner rather than later. Will provide a solid two months for submittal.

6. Other Business

Sean: Having increased conversations with Midstate RCC about the Coordinated plan. Also increased conversations about ridership and volunteers. Common struggle.

Catalina: October 28th is national prescription take-back day. Bring any unused or unwarranted medications to police stations. Will send Nick the flyer about the program.

Teri: It is still community transportation month. This week is Bike, Ped, and Scooter safety week. Want to focus on kids trick or treating safely. Go to CommuteSmartNH website to find their challenges and rewards. Mobility Managers have been meeting with HR managers and other groups and organizations to get them involved in the challenge and

- Health task force (subcommittee) looking at the social determinants of health. Have only had a couple of meetings so far and we still need to set goals.
- Lots of funding for the next 5-10 years on internet access. Will be important for northern NH region for telehealth. Also includes libraries and other public buildings and areas.

7. Adjourn

Meeting Adjourned at 11:39AM.

******Indicates that a vote of the RCC membership may be required

Next Meeting:
January 23, 2024 (proposed)

Join Zoom Meeting
<https://us02web.zoom.us/j/87857508892>
Meeting ID: 878 5750 8892

**Amended and Restated Bylaws
of
[Enter RCC name here]**

**Article I.
Name**

Section 1. By Statutory Authority, The General Court established the Regional Coordination Councils (RCC) under NH RSA Title XX – Transportation, Chapter 239-B:3-a. These bylaws shall provide the procedures for the conduct of business of the Regional Coordination Council.

Section 2. Name. The name of the RCC shall be *[RCC # & your name here]*, hereinafter called the RCC.

Section 3. Fiscal Year. The Fiscal Year for the RCC will begin on July 1.

Section 4. Definitions.

4.1 “Alternate Designated Representative” shall mean a person assigned by an Organizational Voting Member to represent the Voting Member in the absence of the Designated Representative, “herein referred to as Alternate”.

4.2 “Annual Meeting” shall be defined as the last meeting of the Fiscal Year.

4.3 “Consumer” shall be defined a person using or potentially using transportation services.

4.4 “Designated Representative” shall mean a person assigned by an Organizational Voting Member to represent the Voting Member at any meeting of the RCC which shall also have the right to cast one (1) vote at any formal meeting with a quorum.

4.5 “Ex Officio Member” shall mean non-voting member of the RCC.

4.6 “Executive Committee” shall be defined as the Officers and may include up to two (2) Designated Representatives or Individual Members.

4.7 “Individual Member” shall be defined as an Individual living within the RCC service area who is a Voting Member.

- 33 4.3 “Lead Agency” shall be defined as the fiscal agent for the RCC, as voted in by
34 a Super Majority of the RCC Voting Members. As such, the Lead Agency
35 serves at the behest of and on behalf of the RCC.
- 36 4.4 “Mobility Management” shall mean an innovative passenger-centered
37 transportation strategy for managing and delivering coordinated community
38 transportation services that focuses on meeting individual consumer needs and
39 on addressing changing community needs by collaboratively developing and
40 coordinating community transportation services to achieve an efficient,
41 sustainable transportation service delivery system across various geographic
42 areas
- 43 4.5 “Officer” shall be defined as the Chair, Vice Chair, and Secretary.
- 44 4.6 “Regional Mobility Manager” (RMM) shall mean the designated staff person
45 who leads coordination efforts on behalf of the RCC.
- 46 4.7 “Service Area” shall mean the communities listed in Article II.
- 47 4.8 “Simple Majority” shall mean at least fifty-one percent (51%) of the Voting
48 Members present at meeting.
- 49 4.9 State Coordinating Council” (SCC) shall mean the State Coordinating Council
50 for Community Transportation in New Hampshire as defined by NH RSA 239-
51 B.
- 52 4.10 “Statewide Mobility Manager” (SMM) shall mean an employee hired or
53 subcontracted by New Hampshire Division of Transportation (NHDOT) who
54 is responsible for the coordination of the NH Statewide mobility network.
- 55 4.11 “Super Majority” shall mean at least two-thirds (2/3) of the Voting Members
56 present at meeting.
- 57 4.12 Voting Member shall be defined as an Organizational or Individual Member
58 who is afforded one (1) full vote on any decision put to a vote.
59
60

61 **Article II**

62 **Purpose**

63 **Section 1. RCC Service Area:** [List all municipalities located within the Service Area]

64
65 **Section 2. Shared Statewide Vision:** New Hampshire envisions an integrated system of safe,
66 reliable, and sustainable transportation options that allow residents to maintain independence and
67 participate in work and community life no matter their age or ability.

68
69 **Section 3. Shared Statewide Mission:** The mission of the RCC is to improve the
70 coordination, capacity, accessibility, quality, and sustainability of mobility options in its region.

71
72 **Section 4. Guiding Principles:** The work of the RCC shall be organized around the core
73 philosophy and principles of mobility management.

74
75 **Section 5. Duties of the RCC:**

76 5.1 Facilitate the implementation of coordinated community transportation in the
77 region (NH RSA 239-B:3-a I).

78 5.2 Encourage the development of improved and expanded regional community
79 transportation in the region (NH RSA 239-B:3-a II). Strategies may include, but are
80 not limited to:

81 5.2.1. Transportation planning, resource development, identifying
82 opportunities to braid funding and share services, supporting statewide and
83 regional needs assessments, promoting of all available modes of
84 transportation, developing connection with transportation services outside
85 of the region.

86 5.2.2. Reviewing and making recommendations for options such as mileage
87 reimbursement, rider subsidy programs, volunteer driver programs, vehicle
88 sharing, information referral, call center functions, vehicle procurement,
89 insurance and maintenance, training, and technological support.

5.3 Advise the State Coordinating Council for Community Transportation (SCC) on the status of community transportation in the region (NH RSA 239-B:3-a III).

5.3.1 Provide feedback and recommendations to the SCC relative to SCC policies.

5.3.2 Assist the SCC in implementing statewide coordination policies, procedures, and initiatives within the region.

5.4 Collaborate with and support mobility managers in the delivery of community transportation services.

5.5 Negotiate and enter into a Memorandum of Understanding (MOU) with an Organizational Voting Member to serve as the Lead Agency for the RCC with the approval of the SCC (RSA 239-B:3 (III)). The MOU will include criteria for termination of the Lead Agency.

5.6 The RCC is responsible for assigning regional tasks, assisting the Lead Agency in guiding the Regional Mobility Manager (RMM), and developing workplans and projects with additional input from SCC, NHDOT and the Statewide Mobility Manager. The RCC may assist the Lead Agency with annual performance evaluations of the RMM.

5.7 The RCC is responsible for monitoring and evaluating the work of the Lead Agency, including work done by the RMM as supervised by the Lead Agency. RCC will require timely and transparent financial statements of any funds held on the RCC's behalf no less than quarterly.

5.8 RCC budgets are approved annually by the RCC; any changes must be approved by the RCC.

5.9 Collect, share, and evaluate data related to performance indicators for funded transportation services in the region, functioning of the RCC, and work of the RMM as established by NHDOT, the SCC, and the RCC for use in regional and statewide evaluation and continual improvement.

Section 6. Duties of the Lead Agency:

6.1 Enter into a Memorandum of Understanding with the RCC.

6.2 Serve as the fiscal agent of the RCC.

- 120 6.3 Make expenditures as approved by the RCC budget.
- 121 6.4 If staff are hired to work on behalf of the RCC, the Lead Agency or its
- 122 subcontractor is responsible for oversight of the staff.
- 123 6.4.1 Communicate employment status and activity updates of staff employed
- 124 or contracted on the RCC's behalf.

125

126

127 **Article III**

128 **Membership of the RCC**

129

130 **Section 1. Target Organizations for RCC Participation:** A mix of members from the

131 following list of organizations should be used to ensure that the RCC is operating effectively and

132 with diverse representation and perspectives:

- 133 1.1 Transportation Agencies: Transportation agencies that represent different modes
- 134 of transportation which may include but not limited to public transit, senior shuttles,
- 135 bike/ped, and volunteer driver programs, operating within the RCC Service Area.
- 136 1.2 Local Government: Counties and municipalities within the RCC Service Area.
- 137 1.3 Planning Agencies: Regional planning commissions, metropolitan planning
- 138 organizations or other planning initiatives with a focus on transportation that are
- 139 operating within the RCC Service Area.
- 140 1.4 Human Service Agencies/Providers: Organizations providing essential services or
- 141 support to individuals living in the RCC service area that intersect with
- 142 transportation. Examples include, but are not limited to, food pantries, public
- 143 health networks, hospitals, clinics, refugee assistance, disability assistance, housing
- 144 agencies, etc.
- 145 1.5 Economic & Workforce Agencies: Organizations focused on helping individuals
- 146 remove barriers to find and maintain employment, businesses focused on
- 147 connecting Consumers to their goods and services, and connecting employees to
- 148 their places of employment, chambers of commerce, etc. that intersect with
- 149 transportation and operate within the RCC Service Area.

150 1.6 Stakeholder/Advocacy Organizations: Organizations representing groups of
151 Consumers and/or constituents who rely on public and community transportation
152 services and who would be positively affected by improved transportation
153 coordination, access, and services.

154 1.7 The RCC is encouraged to identify Individual Members to serve as Voting
155 Members. This is above and beyond simple public access compliance
156 requirements. Individual Members may at the RCC's discretion be provided with a
157 stipend to allow for participation by individuals who cannot afford to volunteer
158 their time and/or travel expenses.

159
160 **Section 2. Voting Members:** Voting membership is open to any organization or individual
161 based or operating within the RCC service area that has an interest or stake in the coordination of
162 community transportation services and complies with all requirements and expectations set forth
163 for Voting Members.

164 2.1 Appointment of Voting Members: Appointment of Voting Members requires a
165 Simple Majority vote of the RCC after the execution of the Voting Member
166 Memorandum of Understanding and RCC Conflict of Interest Disclosure.

167 2.2 Term of Voting Member: A Voting Member shall serve until the Member
168 terminates the MOU with thirty-day written notice provided to the RCC Chair or
169 the RCC terminates the MOU for cause.

170 2.3 Designated Representative(s): Each Organizational Voting Member will appoint
171 one (1) Designated Representative.

172 2.4 Alternate Designated Representative (s): An Organizational Voting Member may
173 appoint up to two Alternates to attend meetings and participate in votes. Regardless
174 of the number of Alternates, the Voting Member may only cast one vote for that
175 organization. The name(s) and contact information of the Alternate(s) must be
176 provided to the RCC in advance of the Alternate(s) participation in meetings.

177 2.5 Removal of a Voting Member: The RCC may remove a Voting Member for cause
178 by a Super Majority vote. A Voting Member may be removed if they miss three
179 (3) consecutive meetings without notice.

Section 3. Ex Officio, Non-Voting Members: The positions below shall be considered permanent members who may participate in RCC meetings at their discretion.

3.1 Interested parties from Federal and State agencies

3.2 Representation from NH Department of Transportation (NHDOT)

3.3 Representation from the State Coordinating Council for Community Transportation

3.4 NH Statewide Mobility Manager

3.5 NH Regional Mobility Manager(s) for this RCC

The Regional Mobility Manager is not eligible to serve as the Designated Representative or Alternate of an Organizational Voting Member, nor shall they be eligible to hold an office of the RCC.

Section 4. Rights and Responsibilities of Membership

Each Organizational Voting Member's vote can be cast by their Designated Representative or Alternate. Each Member is required to avoid conflict of interests, comply with bylaws, and participate regularly in meetings.

No member will be permitted to vote unless the Designated Representative or Alternate casting a vote has signed the RCC annual Conflict of Interest Policy.

Article IV

Officers of the RCC

Section 1. Election of Officers: Election of officers will occur at or before the Annual Meeting of the RCC Fiscal Year. Nominations for officers will be made at a regularly scheduled meeting or at a special meeting no later than 30 days prior to the Annual Meeting of the RCC. Officers will be elected by a Simple Majority of those present at the Annual Meeting.

Section 2. Terms & Limits: Officers are elected to a two-year term that begins July 1st. There are no term limits for officers.

Section 3. Vacancies: Vacancies that occur during the Fiscal Year may be filled at any regular or special meeting and the newly elected Officer will serve for the remainder of the current term. Nominations will be accepted from the floor during the meeting at which the vacancy has been announced. Voting will take place at the next meeting. If for whatever reason the RCC is temporarily unable to elect a new Chair or fill that position by a current elected Officer in accordance with these Bylaws, the Chair of the State Coordinating Council for Community Transportation will appoint an Acting Chair. The Acting Chair will serve until a new Chair has been elected in accordance with these Bylaws.

Section 4. Responsibilities of Officers:

4.1 The Chair, or in the event of their absence, the Vice Chair, shall preside at all meetings of the RCC; the Chair shall not be deprived of their right to vote.

4.2 The Chair or Vice Chair shall have such other powers and perform such other duties as may from time to time be voted by the RCC, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the RCC.

4.3 The Secretary shall (a) keep minutes of all meetings of the RCC; (b) see that all required notices are duly given in accordance with the provisions of these Bylaws and as otherwise required by law; (c) maintain a directory of each RCC Member, and (d) in general perform such other duties as from time to time as may be assigned to them by the RCC. In performing such tasks, the Secretary may delegate the performance thereof to another member of the RCC or designated staff member, provided that the Secretary shall directly or indirectly supervise the performance of any such delegated tasks and, in any event, shall remain responsible for their completion.

Section 5: Succession of Officers: If, through vacancy, absence or accusations of wrongdoing, the Chair is unable to perform their duties, those duties will revert to the next Officer in the line of succession: Vice Chair, Secretary.

Section 6: Removal of An Officer

A member of the RCC, or another person, has the right to submit an allegation of wrongdoing regarding an Officer currently serving. This shall be written and should be given to the Chair, unless it is the Chair who is in question, and then it is to be given to the Vice Chair. The remaining Executive Committee members will meet within ten (10) business days. The Executive Committee will meet with the Officer in question and review the allegation(s), which may include meeting with the person who submitted the allegation. During the review process, the Officer in question will be suspended and another Executive Committee Member will assume the responsibilities of the suspended Officer throughout the review period. The review process should be completed as soon as possible, but no more than thirty (30) calendar days from the date of the allegation. Once the review is completed, the Executive Committee will advise the RCC of its findings and make recommendations for corrective action, up to and including removal from office and termination of the Voting Member MOU.

Article V

Meetings of the RCC

Section 1: Regular Meetings

The RCC shall meet not less than 4 times a year. Should a meeting be cancelled by the Chair, the reason(s) for that decision will be provided along with the notice of the cancellation.

At regular meetings, the RCC may take such actions, pass such resolutions, or conduct such other business as are on the agenda or that may otherwise be properly brought before it.

Section 2: Virtual Meetings

Should conditions or circumstances exist that allow for the physical meeting location requirements of NH RSA 91-A to be waived in accordance with applicable law, or should NH RSA 91-A be amended to permit the same, virtual meetings may be held without a quorum present in a physical meeting location, and without a physical meeting location for public attendance, so long as they are done in accordance with applicable law, and the following criteria are met:

- 2.1 The public is provided access to the meeting by telephone with additional access possible by video or other electronic means;
- 2.2 The public is provided notice of the necessary means for accessing the meeting;
- 2.3 A mechanism is provided for the public to alert the committee chair during the meeting if there is a problem with access; and
- 2.4 The meeting will be adjourned if the public is unable to access the meeting.

Section 3: Special Meetings

A special meeting of the RCC may be called by the Chair, Vice Chair or one-third of voting members. Business at special meetings shall be limited to the subject(s) stated in the call to meeting.

Section 4: Meeting Notice and Agenda; Open Meetings

Regular meetings shall require not less than seven (7) days advance notice in writing to all members. Special meetings shall require not less than three (3) business days' notice in writing to all members, such meeting notices shall contain the meeting time, place, and the proposed agenda.

All meetings of the Executive Committee shall be noticed three (3) business days in advance.

The form of the meeting notices shall follow the notice requirements of RSA 91-A:2.

All meetings of the RCC shall be subject to New Hampshire's Right to Know laws (RSA 91-A).

Section 5: Quorum

A Simple Majority of the committee members will constitute a quorum for all committee meetings.

A Simple Majority of the RCC's Voting Members but not less than five (5) Voting Members will constitute a quorum for all other RCC meetings.

Section 6: Structure and Conduct of Meetings

The RCC procedures shall provide an opportunity for all members, and the public to be heard on any given issue and for the efficient conduct of business.

Section 7: Public Participation at Meetings

Meetings of the RCC are open to the general public with the exception of any Nonpublic Sessions as allowed by RSA 91-A:3

Article VII:

Standing Committees of the RCC

On an annual basis, the RCC may establish or continue standing committees as may be necessary or convenient for carrying out the business of the RCC. Standing committees will be chaired by members of the RCC but may include non-RCC members.

All actions of the Executive Committee shall be reported to the RCC at its next meeting succeeding such action. Regular minutes of the proceedings of the Executive Committee shall be kept. A Simple Majority of the members of the Executive Committee in office at the time shall be necessary to constitute a quorum and, in every case, an affirmative vote of a Simple Majority of the members of the Committee present at a meeting shall be necessary for the taking of any action.

The Executive Committee shall, possess and may exercise all the powers and functions of the RCC in the management and direction of the affairs of the RCC in all cases in which specific

direction shall not have been given by the RCC. All actions of the Executive Committee shall be reported to the RCC at its next meeting and ratification by the RCC is required.

Other Committees: The Chair, or in their absence, the Vice Chair may also designate such other committees as they deem necessary or advisable for the efficient conduct of the business of the RCC, which committees may consist of members of the RCC and other persons so long as the committee chair is an Individual Member or Designated Representative. Such committees shall serve at the pleasure of the RCC and may be discontinued at any time.

If the RCC forms a Governance Committee the committee shall (a) assist the RCC in developing, monitoring, and evaluating the organization's Governance Guidelines and Policies, (b) as necessary, make recommendations to the RCC with respect to the Bylaws of the organization, and recommend for approval amendments to the RCC bylaws, (c) assist the RCC in developing, monitoring and evaluating the RCC's Conflict of Interest Policy and make recommendations to the RCC with respect thereto and ensure that the Conflict of Interest Policy is enforced, (d) propose new members for election as RCC Members at the next meeting of the RCC, and (e) recommend persons for consideration as Officers to be elected at the next annual meeting of the RCC.

Article VIII

Conflict of Interest

All Members, Designated Representatives and their Alternate(s) shall avoid conflicts of interest while conducting their RCC duties. Every new Voting Member, Designated Representative and Alternate(s) shall be advised of this conflict provision upon assuming their role and Designated Representative and Alternate(s) will sign the RCC Conflict of Interest Policy, including a statement acknowledging that they understand and agree to this conflict provision and documenting any known conflicts

Article IX

Non-Discrimination

The RCC shall not, in any of its activities, policies or programs, discriminate against any person on the basis of race, age, religion, national origin, sexual orientation, gender, gender expression, and/or disability.

The RCC shall comply with (i) Title VI of the Civil Rights Act of 1964 and the rules, regulations, and order; (ii) the Rehabilitation Act of 1973 and the rules, regulations, and orders thereunder; (iii) the Americans with Disabilities Act of 1990 and the rules, regulations, and orders thereunder; and (iv) any and all applicable laws, rules and regulations prohibiting discriminatory practices.

Article X

Amendments

These Bylaws may be amended or new Bylaws may be adopted by a Super Majority Vote of the RCC at any regular or special meeting of the RCC, provided the recommended changes have been reviewed at a prior RCC meeting. The notice of such meeting shall specify that amendments to the Bylaws will be considered at such meeting. RCC will notify the SCC of any approved changes and the rationale for the changes.

Article XI

Indemnification

Pursuant to NH RSA 239-B:3-a, Members and Representatives of the RCC shall be immune from liability in executing the duties of the RCC.

Article XII:

Effective Date

These bylaws will become effective upon adoption by a Super Majority Vote of the RCC members present.

385

Approved and Adopted by SCC	January 4, 2024

386



January 24'

Transportation Pilot Programs

Vehicle Inspection Program

- **53** individuals have completed the program with **9** in process between March 23' and Dec. 23.' An average of **5.3** people per month.
- Program Manager spend between March 23' and Dec' 23 is **\$6,850** on a budget of **\$10,000** with 5 months remaining.
- Marketing/Advertising spend between March 23' and Dec. 23' is **\$875** on a budget of **\$3,354** with 5 months remaining.
- Vehicle Repair and Labor spend between March 23' and Dec. 23' is **\$36,129.49** on a budget of **\$73,843.45** with 5 months remaining.
- The Average cost of repairs over 53 individuals is **\$681.69**.

Testimonials

- I've been unable to get my vehicle inspected because of the cost. I also couldn't go on a search and rescue because of my car. This program will allow me to get my car fixed and report to work as needed. – local climbing guide
- I wanted to thank you so much for allowing me to participate in the car inspection voucher program. You have probably heard by now. I did pass inspection, which I was very surprised about since I was felt like my RAV was rusting out underneath. I was really worried I'd have lots of repair and this make me feel better about going through the winter with my vehicle.
- Again, thank you so much!
- Deanne Bodemer

Testimonials

- My name is Karen Barron, and I am a driver for RSVP and Meals on Wheels In Ossipee. I heard about this grant, and as I was due for a car inspection, I applied for it with the prompting of Mary Seavey and Michelle Cruise.. I had cut back on driving folks as I felt something was wrong with my car. I had just put 4 new tires on my car, and the thought of another bill was overwhelming. I was very happy when I was told that my application was accepted. Bellen Automotive folks, in Conway, were so very accommodating to get me in so quickly. My car was inspected and the wheel bearing and both rear brakes were found to need attention. They were promptly fixed, and a new sticker was affixed. Gratitude for all involved who helped me get my wheels back on the road. After a camping trip to Vermont this week, to recharge my batteries, I look forward to driving folks to their non emergent medical appointments. Thank you again.
- Thank you for helping us keep an RSVP Non-Emergency Medical Transport Driver and Meals on Wheels Driver volunteering!
RSVP Staff, General Inquiry & Transportation
- RSVP- Retired and Senior Volunteer Program Carroll County NH

Vehicle Inspection Program-Looking ahead

- On an average of **5** individuals per month we anticipate another **25** individuals completing the program for a total of **78**.
- On an average of **\$685** per month for the program manager we anticipate and additional **\$3,425** for a total of **\$10,275**.
- On an average of **\$175** per month for Marketing we anticipate an additional **\$875** for a total of **\$1,750**.
- On an average of **\$681.69** per individual over **25** additional applicants we anticipate at least another **\$17,042.25** spent on repairs/labor for a total of **\$53,171.74**.

Sustainability

Projected sustainability budget is based on prior slide averages covering the next 15 month period.

Budget line item	Original Budget	Spend through Dec. 23'	Projected Budget
Program Manager	\$10,000	\$6,850	\$10,275
Marketing/Advertising	\$3,354	\$875	\$2,500
Repairs/ Labor	\$73,843.45	\$36,129.49	\$53,171.74
# of people served	85	53 (9 in process, booking February)	75
Cost of repair	\$1,000	Avg. \$681.69	\$700 (rounding up)
Total	\$87,197.45	\$43,854.49	\$65,946.74

Carroll County ReCyCled

- **120** Bicycles have been donated between Sept. 23' and Dec. 23' and the **77th** bike was re-distributed back into the Community on 1/5/24.
- Program Manager spend between Sept. 23' and Dec. 23' is **\$975** on a budget of **\$10,000** with 5 months remaining.
- Marketing/Advertising spend between Sept.23' and Dec. 23' is **\$ 629** on a budget of **\$5,000**.
- Bike Repair and Labor spend between Sept. 23' and Dec. 23' is **\$8,899.99** on a budget of **\$10,000**.
- The average cost of repair per bike is **\$44.63** in parts and **\$121.20** in Labor.
- The storage unit cost is **\$1,817** on a budget of **\$5,016** and is paid in full through May 31st.

Re-Distributed Bikes

<https://www.facebook.com/profile.php?id=61552469866030&mibextid=kFxxJD>

- Serviced bicycles have been distributed to the CC Jail, Conway Head start, Whitehorse Recovery, Children's Unlimited, Northeast Woodland Charter School, MWV Adaptive Sports, Northern Human Services, Angels & Elves, Carroll County Adult Education as well as individual families and J1 students working throughout the MWV.
- ReCyCled has a FB page and has been featured in the CDS, Granite Outdoor Alliance, the 104.5 morning radio show, presented in an AARP Rural Lab and even WMUR both the news and u-local FB page.

Donations

J1 Students



MWV Adaptive Sports



ReCyCled- Looking ahead

- With an average of **24** Bikes distributed per month, we could potentially see another **120** bikes distributed in the remaining 5 months for a total of **192**.
- On an average of **\$325** per month for the program manager, we anticipate an additional **\$1,625** for a total of **\$2,600**.
- On an average of **\$209** per month for marketing/advertising, we anticipate an additional **\$1,048** for a total of **\$1,677**.
- On an average cost of **\$165.83** per bike, we could potentially spend another **\$19,899.60** in repair/labor for a total of **\$28,799.59**.

Sustainability

projected sustainability is based on prior slide average covering the next 12 month period

Budget line item	Original Budget	Spend through Dec. 23'	Projected Budget
Program Manager	\$10,000	\$975	\$10,000
Marketing/Advertising	\$5,000	\$629	\$1,677
Repairs/ Labor	\$10,000	\$8,899.99	\$20,000
# of people served	N/A	72	125
Cost of repair	N/A	Avg. \$165.83	Avg. \$160
Storage Cost	\$5,016	\$1,817 <i>(purchase for another year)</i>	\$1,817
Total	\$30,016	\$12,320	\$33,495

Sustainability Explanation

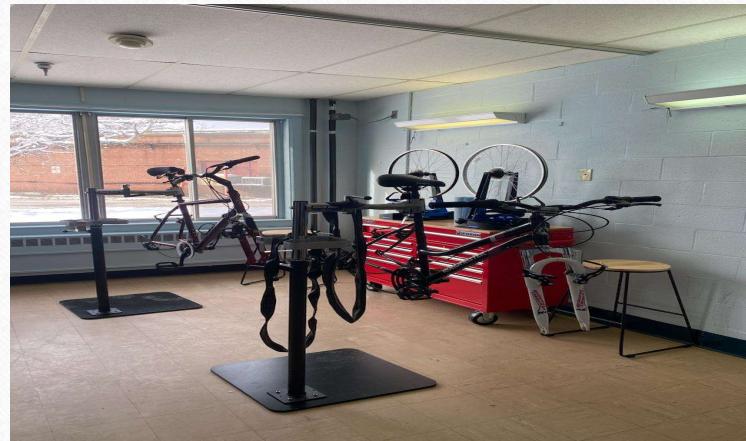
- Program Manager budget should stay @ \$10,000 going forward as my time was not accounted for.
- Outside of Minuteman Press, our marketing was free. CDS, Radio, Social Media, other organizations social media and sites.
- The 125 is a cap per year on bikes distributed based on \$160 per bike repair, knowing that the PBT students will not be charging labor. The # of bikes could be much higher.
- We will purchase the storage unit for the upcoming year now to avoid that cost.

PBT/CCAIE- CC Jail Class

Before



After



PBT/CCAЕ- 1st Class

- The first PBT class started on 12/7/23 with 2 inmates.
- The inmates met on Tuesdays/Thursdays from 8-12.
- With only 2 students the Instructor was able to not only fly through the curriculum but also service 4 additional bikes in less than a month. 2 of those bikes went to the Jail and 2 others (children's bikes) are being donated through CC ReCyCled.
- On 12/29/23 we were able to present the 1st two graduates with their certificate of completion, listing the skills they've learned on the back.

The photo shows a group of seven individuals standing in a room with a grey brick wall. On the left is a whiteboard with handwritten text. In the center background is the Seal of the State of New Hampshire. The group consists of a woman in a grey jacket, a man in a blue jacket, a man in a grey polo shirt, a man in an orange jumpsuit holding a certificate, another man in an orange jumpsuit holding a certificate, and a man in a black police uniform.

Police Reciprocity = "a systematic approach to ensure our state is well trained & prepared to respond"

The 3 Pillars

- Education (from law)
- Experience (from law)
- Reciprocity (from law)

Common Side of Interstate Reciprocity
To legally (exchange)

Thanks! Thanks everyone!

PBT/CCAЕ – Looking forward

- The next class is scheduled to start 1/30/24.
- Lieutenant King is actively seeking eligible inmates from surrounding Counties as well. Inmates willing to transfer to CC to complete the course.
- CC ReCyCled is planning to supplement each class with up to 6 bikes for servicing.
- CCAЕ is also working on resume writing with the students and helping to secure employment.
- Those bikes will go to both the Jail for other inmates and also be distributed back into the community for free.

Sustainability

projected sustainability is based on prior slide average covering the next 12 month period

Budget line item	Original Budget	Spend through Dec. 23'	Projected Budget
Program Manager Salary	\$13,689	\$4,201.66	\$15,000
Repair/Maintenance	\$6,000	\$0	\$2,500 <i>(5 bikes x 10 months)</i>
Office/classroom Supplies	\$1,000	\$194.91	\$250
Insurance/Licensing	\$4,000	\$4,000	<i>(Licensed for 5 years)</i>
Education/Training	\$4,000	\$4,000	<i>(Material for 80 students)</i>
Marketing/Communication	\$1,500	\$0	\$150
Class Curriculum	\$17,000	\$17,000	<i>(Paid in full)</i>
Total	\$47,189	\$29,396.57	\$17,900

Carroll County ReCyCled - Bike Co-Op Inventory Management (December)					
# of Bikes Donated	Donor Site	Date	Service Site	Comments	
20	Gate City Bike Co-OP (Nashua)	4/23/2023	KHS-PBT	6 Serviceable -14 used for parts or scrapped	
52	NCCC- ReCyCled Bike Drive	9/23/2023	Stan & Dan's-Bike Shop-PBT	Ongoing-Workable Inventory	
12	Individual Pickup Donations	Sep-23-Oct-23	Stan & Dan's-Bike Shop-PBT	Ongoing-Workable Inventory	
3	Bike Shop Donations	11/23/2023	Stan & Dan's-Bike Shop-PBT	Ongoing-Workable Inventory	
12	anonymous	11/23/2023	Serviced already	Children's bikes	
# of Bikes Distributed	Donation Site	Date	Comments	Release-Safety Brochure-Voucher Provided	Picture
6	CC Jail	9/23/2023	Bikes for inmates upon release	YES	Y
3	Conway HeadStart Program	10/23/2023	Childrens Bikes	YES	Y
4	White Horse Recovery Center	10/23/2023	Adult Bikes	YES	Y
1	Childrens Unltmd	7/23/2023	Childrens Bike	YES	Y
5	Northeast Woodland School	10/23/2023	Childrens Bikes	YES	Y
1	Ellen Belcastro	11/23/2023	Adult Bike	NO	N
1	Cierra Fall	9/23/2023	Adult Bike	NO	N
1	MWV Adaptive Sports	12/23/2023	Tandem Bike	NO	
5	Northern Human Services	11/1/2023	Teen-Adult bikes	NO	
1	Jason Young	Nov. 2023	Adult	NO	Y
7	Children Unlimited	Nov. 2023	Children's bikes	YES	N
5	Conway HeadStart Program	Nov. 2023	Children's bikes	YES	N
5	Carroll County Adult Ed	Nov. 2023	Adult	YES	N
7	J-1Student workforce	Dec. 2023	Adult	NO	Y
2	Individual Family	Dec. 2023	Children's bikes	NO	Y
54					
# of Bikes Ready	# of Bikes Being Serviced	# of Bikes to Auction		NO	Y
19	13	1/1/1900			Y
Total Donated Bikes	Total Bike Distributed	Total Bikes to be Serviced	# of Bikes Scrapped		
99	54	7	18		