

Grafton-Coos Regional Coordinating Council
At the
AHEAD Conference Room
262 Cottage St., Littleton, NH
And via Zoom
February 14, 2025
11:00AM
Minutes

1. Roll Call

Meeting called to order at 11:08 am by Adams Carroll.

Kathleen Vasconcelos, GCSCC*
Glenn Trefethen, LRPC
Brenda Gagne, TCCAP
Jeanene McDonald, TCCAP*
Adams Carroll, Advance Transit*
Scott Boisvert, TCCAP RMM Carroll County
Tim Josephson, UVRPC*
Teri Palmer, SMM
Taylor Roy, NCC
Courtney Bowler, NCC

Online
Rafah Templeton, Transport Central
Kathleen Stuart, Americorps CAP
Candy Reed, Sullivan County MM

2. Approve Meeting Minutes**

- a. November 8, 2024
- b. January 31, 2025

Jeanene made the motion to accept the minutes from 11/8/2025 and 1/31/2025 as presented.
Tim seconded. Motion carried unanimously.

3. Section 5310 RCC Funding**

Adams introduced the application form for the seven projects: 1) Tri County Community Action Program (TCCAP) Lead Agency, 2) TCCAP contracted services, 3) TCCAP mobility management,

4) Transport Central (TC) mobility management, 5) TC contracted services, 6) Grafton County Senior Citizens Council (GCSCC) contracted services, and 7) GCSCC mobility management.

a. Application form

Brenda: Requested to update the TCCAP trips to 2,800 and the rate to \$15.

Kathleen: Requested update of the GCSCC rate to \$25.37 keeping trip count the same.

Courtney: Shared that Transport Central emailed their requested updates which were 1,832 trips and \$32.50 rate.

- Adams: Stated that the total request for the three project's contracted services was \$190,325.84. Calculating that the remaining amount of available funding is \$195,174.16 with \$50,000 set aside for Regional Mobility Manager leaving \$145,174.16 to designate to the three agencies.

Teri: Asked if other providers completed their Mobility Management activities budget?

- Jeanene: TCCAP is requesting \$26,00 for MM budget
- Rafah: TC budget increased 10% from last year for a total budget of 71,836.88 and a requested funding amount of \$57,469.50.
- Brenda: TCCAP as lead agency is requesting \$53,250
- Kathleen: GCSCC can do the same amount as last year with an 8% increase at \$10,347 for MM budget

Adams: Provided an updated on the calculated estimated total request of the 5310 funding as \$334,466.84

- Rafah: Pointed out that the calculation is off because the contracted services amount was the incorrect total of \$190,325.84 when it should be the 80% requested amount on the spreadsheet \$152,260.67.

Adams: Agreed that the calculation was off, so there's an additional \$38,000 available.

- Rafah: TC could reduce their contracted services because this year's request is almost 50% more than last year. If the money is needed somewhere else.

Teri: Recommended providers increase their trips and if there is still funding left over consider moving that to the RMM budget to support that position.

Kathleen: Asked to increase GCSCC trips to 4000.

- Adams: That increase in trips was a \$10,555.33 to the requested amount. Prior to the increased rides requested amount was calculated at \$296,401 leaving about \$38,000 remaining available.

Kathleen: Supported what Teri recommends dividing the remaining funds between the providers, but if they think there's too much funding to use up, the remainder should be applied to the RMM budget.

- Teri: Reviewed the discussion with NCC about the RMM coming from there. Per Fred there is guaranteed RMM funding however in smaller regions like this one, if the RMM comes from the RPC which is not an MPO, the RPC cannot offset the funding. A possible solution to that issue as discussed with Michelle and Nick is to increase the RMM funding amount to help offset the cost to the RPC. For this year, there's enough funding for the MMs, so there's just the matter of figuring out where the RMM will sit. If TCCAP holds the RMM, their programs will have to figure out the funding to offset the cost of the RMM.

Brenda: Made the clarifying statement that TCCAP is not paying MM salaries, those costs are covered through the 5310 funding.

Adams: Reiterated that there is about \$28,000 that has not been allocated to contracted services, lead agency, or any of the three provider MM activities, or the \$50,000 for RMM activities.

- Scott: Suggested increasing TCCAP MM to \$36,000 requested amount (total budget amount \$45,000).

Adams: Provided the update of the remaining \$18,443 to be allocated.

- Kathleen: Suggested increasing GSCSS requested amount to \$12,000 for a total budget amount \$15,000.

Adams: Reviewed the amounts being requested for MM by TCCAP \$28,800, TCCAP LEAD requested amount \$42,600.

- Kathleen: Asked for the updated remaining amount.

Adams: responded \$162,000 for contracted services, \$42,600 for Lead Agency, \$28,800 for TCCAP MM, \$57,469 for TC MM, \$12,000 for GCSCC for a grand total of \$303,285. And with the added \$50,000 for the RMM, there is \$32,215 not yet allocated.

Teri: Reminded that this is the time to ask if the RMM is going to be part-time or full-time. Additionally, if more money is put toward CS and MM, recommended that those monies be spent because if at the end of those 2-years it isn't spent there could be impacts from that.

Adams: Verified with each of the providers their requested MM amounts are acceptable.

- Kathleen: Confirmed.
- Rafah: Confirmed.

Brenda: Stated in favor of putting \$15,000 toward the RMM to make it more enticing to fill that position. At the same time, wants the additional funding to go the providers who need it to fund their trips.

- Kathleen: Suggested that the remaining amount after the \$15,000 is set aside for RMM, and if everyone has what they need the rest be divided evenly between the three providers for MM activities.

Teri: Reminded that there may be the opportunity to collaborate with Vermont.

- Kathleen: States that if they can do Vermont rides that would change things, but that hasn't been factored into this requested amount.

Scott: Requested an increase of trips to 3,200.

- Adams: Stated that brings the total contracted services amount requested to \$167,216, that change being about \$5,000 increase. Bringing the \$358,085 for the entire request. Leaving \$27,415 remaining to be allocated. If \$15,000 is moved to RMM, that leaves \$12,415 remaining.

Teri: Suggested increasing the trips for GCSCC.

- Kathleen: If going into Vermont is an option, then they could increase the trip count. And there is the understanding that if the money cannot be used by GCSCC it can be moved around by TCCAP Lead Agency as needed.

Scott: Clarified that there is still \$12,415 to split up to the three agencies.

- Adams: Confirmed.

Courtney: Asked what the increased trips for GCSCC would be.

- Kathleen: Responded that to use up that money, the trip count would be 2,489.

Adams: Shared that after the added GCSCC trips, there is a remaining \$2,490.26. If that amount is divided by 3, it's \$830.08 to each provider's MM budget. Adams suggested a motion be made for the requested funding amounts.

b. Funding Requests

Contracted Services \$177,141

LEAD Agency \$42,600

Mobility Management:

TCCAP \$29,630

T.C. \$58,299

GCSCC \$12,830

Regional Mobility Manager \$50,000 + \$15,000

Total Requested Funds \$385,500

Tim made the motion to approve the three projects and the budget for contracted services totaling for the requested amount of funding (80% total project cost) \$177,141 and additionally \$42,600 of requested funds (80% total project cost) for Tri County Community Action Program as Lead Agency, and for the three agencies Mobility Management activities the 80% requested amount of \$29,630 for Tri County Community Action Program, \$58,299 for Transport Central, \$12,830 for Grafton County Senior Citizens Council, and lastly \$65,000 for the Regional Mobility Manager. Jeanene seconded the motion. Motion carried unanimously.

c. Documents Needed

These minutes showing TCCAP designated as the Lead Agency and the approval for all proposed projects, including approval of budgets for each project/provider.

4. Section 5310 Capital Funding (GCSCC) **

a. Application Form

Adams introduced the application which has been reviewed previously by the RCC.

- Kathleen: Noted there was a change on the application of the vehicle type, the new vehicles requested are Ford Transits as they are less expensive. Also requested Letter of Support from the RCC.

b. Funding Request

Jeanene made the motion to authorize the chair of the RCC to write a letter of support in favor of GSCC 5310 Capital funding application. Tim seconded the motion. Motion carried. Kathleen abstained.

5. FY2025 Section 5310 10% Reallocation **

Brenda provided an update on the extra \$27k (estimate) available to be used by the 3 providers in Region 1. The RCC just needs to decide how that will be divided up. The RCC does need to vote on getting that allocated to the three providers.

- Teri: Recommended a 3-way split because there are only 4 months left to spend it.

Brenda will get the exact number to Adams/RCC. But for the time being need a motion stating the allocation of the money to the 3 providers for it to be disbursed.

Tim made the motion to accept and allocate the additional funds from the 5310 10% reallocation to the three providers equally to be used for mobility management activities. Jeanene seconded. Motion carried unanimously.

6. Mobility Manager Update

Teri: Sequential intercept model update for region 1. Coos County SIM planning quarterly meeting was a few weeks ago. The SIM is (regional police, sheriff, judges, mental and substance

abuse workers) a coordinated effort to address mental and substance abuse situations. Coos county has “go bag” containing 2 doses Narcan, contacts for counselors and services, that are given upon release. These “go bags” do not have transportation information in them. The prison/jail uses a taxi service to get people released back into communities or to amenities. An updated will be provided to the RCC when one is available. Grafton County SIM planning quarterly meeting is unknown currently.

The Needs Assessment is progressing. Jen from Impact Consulting has been collecting knowledge about funding and how it works.

7. Other Business

a. Transportation Safety Action Plan (SAP) Survey

Taylor shared flyers and survey information. Provided overview of the project and segments of the population in the region we are trying to fill the gaps.

b. New Member Outreach

Scott shared that he’s been in contact with North Country Recovers Together. Hopefully someone from that organization will attend the next meeting.

Tim is going to work with Dartmouth Health or Upper Valley Public Health Council to see if they are up to joining RCC.

8. Adjourn

Meeting Adjourned at 12:24pm

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

Next Meeting:

April or May (tentative)