



## Southern New Hampshire Planning Commission

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www.snhpc.org

August 5, 2009

Jeanne Ryer, SCC Chair  
Program Director  
Endowment for Health  
14 South Street  
Concord, NH 03301

Kenneth Hazeltine, Chair RCC Approval Committee  
Director of Transportation  
Granite State Independent Living  
21 Chenell Drive  
Concord, NH 03301-8539

RE: Region 8 Request for Recognition of RCC

Dear Ms. Ryer and Mr. Hazeltine:

The formation of the Region 8 Regional Coordinating Council (RCC) began in May 2008 with stakeholder meetings utilizing contacts developed through the completion of the "Coordinated Public Transit – Human Services Transportation Plan for the SNHPC Region". The Region 8 RCC stakeholders, who have been holding regular meetings since August 2008, have accomplished the following to date:

- Conducted an open development process including a diverse group of regional stakeholders developed through the "Coordinated Public Transit-Human Services Transportation Plan for the SNHPC Region"
- Identified the composition of the Region 8 RCC
- Reviewed the "Coordinated Public Transit-Human Services Transportation Plan for the SNHPC Region"
- Developed and approved By-Laws for the Region 8 RCC
- Developed and approved an MOU for the Region 8 RCC
- Recruited a Citizen Member for the Region 8 RCC
- Received 13 signed Region 8 RCC MOU's from stakeholders

The Workplan for the continued development of Region 8 RCC is included with this letter along with the By-Laws, MOU and membership list. Based on the progress made to date, SNHPC would like to request that Region 8 Regional Coordinating Council be formally recognized.

If you have any questions, please do not hesitate to call me at (603) 669-4664 or at [thwhite@snhpc.org](mailto:thwhite@snhpc.org). Thanks for your assistance in this matter.

Very truly yours,

SOUTHERN NEW HAMPSHIRE  
PLANNING COMMISSION

A handwritten signature in cursive script that reads "Tim White".

Timothy H. White, AICP  
Senior Transportation Planner

THW/lm

cc: David J. Preece, AICP

# MEMORANDUM

**TO:** Jeanne Ryer, SCC Chair

**cc:** David Preece, AICP, SNHPC Executive Director

**FROM:** Tim White, AICP, SNHPC Senior Transportation Planner

**SUBJECT:** Region 8 RCC – Work Plan

**DATE:** August 5, 2009

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The Region 8 RCC Workplan identifies the short-term and long-term goals and objectives of the RCC and provides a timeline for implementation. The following short-term elements of the Work Plan have been completed:

- Conducted an open development process including a diverse group of regional stakeholders developed through the “Coordinated Public Transit-Human Services Transportation Plan for the SNHPC Region”
- Identified the composition of the Region 8 RCC
- Reviewed the “Coordinated Public Transit – Human Services Transportation Plan for the SNHPC Region”
- Developed and approved By-Laws for the Region 8 RCC
- Developed and approved an MOU for the Region 8 RCC
- Recruited a Citizen Member for the Region 8 RCC
- Received 13 signed Region 8 RCC MOU’s from stakeholders

The following additional elements of the Region 8 RCC Workplan, contingent upon 1) securing funding and 2) completion of an MOU between the SCC and the New Hampshire Regional Planning Commissions, are scheduled for the next two years:

- Identify a source of funding for the long-term activities of the Region 8 RCC (identified in “Coordinated Public Transit – Human Services Transportation Plan for the SNHPC Region”)
- Continue recruitment of Region 8 RCC membership
- Continue coordination with the SCC (identified in “Coordinated Public Transit – Human Services Transportation Plan for the SNHPC Region”)
- Develop minimum criteria for the Region 8 Regional Transportation Coordinator
- Conduct an open recruitment process leading to identification and selection of a Regional Transportation Coordinator

If you have any questions, please do not hesitate to call me at (603) 669-4664 or at [thwhite@snhpc.org](mailto:thwhite@snhpc.org). Thanks for your assistance in this matter.

# MEMORANDUM

**TO:** Jeanne Ryer, SCC Chair

**cc:** David Preece, AICP, SNHPC Executive Director

**FROM:** Tim White, AICP, SNHPC Senior Transportation Planner

**SUBJECT:** Region 8 RCC – Membership

**DATE:** August 5, 2009

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The following stakeholders have indicated their intention to participate in the continuing development of the Region 8 RCC by signing the Memorandum of Understanding:

<b>Organization</b>	<b>Representative</b>	<b>Dated</b>
Granite State Independent Living	Clyde E. Terry, CEO	April 9, 2009
Easter Seals New Hampshire	Fred Roberge, Vice President	April 13, 2009
Enterprise Rent-a-Car	Ray Moss, Regional Vice-President	April 14, 2009
Manchester Boston Regional Airport	Mark P. Brewer, Director	April 14, 2009
Manchester Community Health Center	Edward G. George, President/CEO	April 16, 2009
Moore Center Services, Inc.	Laura Traficante, Community Support Services Manager	April 16, 2009
Manchester Transit Authority	Mike Whitten, Operations Manager	April 28, 2009
4A Transportation Services, LLC	Sonja A. Gaylon-Kamonika, President & Founder	May 1, 2009
St. Joseph Community Services, Inc.	Meghan Brady, President	May 18, 2009
Southern New Hampshire Planning Commission	David J. Preece, AICP, Executive Director/CEO	May 19, 2009
The Mental Health Center of Greater Manchester	Kendall A. Snow, MSW, ACSW, Vice President of Community Relations	May 27, 2009
Rockingham Nutrition and Meals on Wheels Program	Debra Perou, Executive Director	July 30, 2009
VNA Community Services	Sally Small, Program Manager	July 30, 2009

If you have any questions, please do not hesitate to call me at (603) 669-4664 or at [twhite@snhpc.org](mailto:twhite@snhpc.org). Thanks for your assistance in this matter.

**Region 8  
Regional Coordination Council  
for Community Transportation:**

**Bylaws**

**Article I: Name**

The name of the Council shall be the Region 8 Regional Coordination Council for Community Transportation (hereinafter called the Council). These bylaws shall provide the procedures for conduct of business of the Council.

**Article II: Purpose**

Region 8 includes the City of Manchester and the towns of Auburn, Bedford, Candia, Deerfield, Goffstown, Hooksett, New Boston, Raymond and Weare.

Established by its founding members, the Council is organized to:

- Help develop, implement, and provide guidance for the coordination of shared ride transportation options within the Region 8 so that (1) transportation-dependant individuals and groups including but not limited to seniors, persons with disabilities and human service agency clients can access local and regional transportation services to get to locations within the regions and between regions; and (2) municipalities, human service agencies and other organizations can purchase such shared ride coordinated transportation services for their citizens, clients and customers.
- To recruit, select (with approval from the State Coordination Council for Community Transportation (SCC)), guide assist, monitor, and if necessary replace the Regional Transportation Coordinator which will be responsible for the day-to-day coordination of community transportation in the region.
- Provide feedback to the SCC relative to the policies that this Council has established.

In addition to actual service delivery options, the focus of the Council's mission will encompass transportation options such as mileage reimbursement, subsidy programs, volunteer driver programs, and vehicle sharing, as well as related functions such as travel training, information referral, call center functions, vehicle procurement, insurance and maintenance training, and technological support.

## **Article III: Membership of the Council**

### **III.1 Membership Eligibility Criteria**

The Council shall be composed of organizational and citizen members as follows:

- **Organizational members** - Any of the following organizations are automatically a member of the Council upon formal adoption of the Council's Memorandum of Understanding by that governmental unit or organization, and formal acceptance by the Council:
  - Any public, private non-profit or for-profit organization based in Region 8 which currently funds, arranges or provides such transportation services for its citizens, clients or customers;
  - Any regional public transportation agency or state/regional agency involved in the planning or provision of public/passenger transportation in Region 8;
  - Organizations representing groups of consumers and constituents that would be positively affected by such mobility and access improvements in Region 8:

Each organizational member shall designate one representative and up to two alternate representatives to the Council.

- **Citizen members** - Citizen members must be residents of New Hampshire taking an active interest in improving mobility for transportation-dependant individuals and groups including but not limited to seniors, persons with disabilities and human service agency clients. There shall be at least 1 citizen member on the Council. The maximum number of citizen members on the Council shall equate to no more than 10% of the total organizational members. The term of each citizen member shall be two years. Citizen members may serve multiple terms, but must submit an application at the end

of each term. Applications to be a citizen member must be submitted to the Council Secretary no later than the Council's regular \_\_\_\_\_ meeting. Appointed by the Chair, the Membership Committee will review the applications and recommend the appropriate number of citizen members, to be voted upon by the council at the Council's regular \_\_\_\_\_ meeting. Citizen members have voting rights but do not have the right to designate an alternate.

### **III.2 Rights and Responsibilities of Membership**

Each member is afforded one full vote on any decision put to a vote. Each organizational member's vote can be cast by his/her representative or alternate representative. Citizen members must be present at meetings to vote; proxy votes for citizen members will not be permitted.

To be in "good standing," a member (1) must attend at least 75% of the regular monthly meetings, and miss no more than two consecutive regular monthly meetings in a calendar year; and (2) must participate in some facet of the Council's work program. The Chair may determine if a missed meeting is excused; an excused miss shall not count as non-attendance.

### **III.3 Annual Membership Dues**

There may be annual membership dues to cover the administrative costs and other business of the Council, the amount to be determined annually. Membership dues for any citizen member may be waived per the vote of the Council.

## **Article IV: Officers of the Council**

### **IV.1 Officers and Terms of office**

The Officers of the Council shall be as follows:

- Chair
- Vice Chair
- Treasurer
- Secretary

The term of each officer shall be one year. Officers may serve multiple terms.

## **IV.2 Election of Officers and Operating Year**

The Council's operating year shall begin at the regular \_\_\_\_\_ meeting.

Officers will be elected by majority vote. Nominations for officers shall be given to the Secretary.

## **IV.3 Responsibilities of the Officers**

The Chair, or in the event of his/her absence, the Vice Chair, shall preside at all meetings of the Council; but neither shall be deprived of his/her right to vote.

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 Council, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the Council.

The Treasurer shall be responsible for advising the Council on policy matters pertaining to financial management. The Treasurer shall be responsible for collection of annual dues (if any) and disbursement of funds for the conduct of Council business.

The Secretary shall be responsible for disseminating information to Council members, writing Council correspondence, keeping meeting attendance records, and taking minutes of meetings.

Collectively, the Chair, Vice Chair, and Treasurer shall comprise the Executive Committee. The Chair, Vice Chair, and Treasurer must be members in good standing. It is not required that the Secretary be a member of the Council.

## **IV.4 Vacancies**

If an officer vacates an office for any reason (non-attendance, resignation), the Chair (or Vice Chair if the vacancy is the Chair) shall declare the vacancy at the next regularly scheduled meeting. The Chair (or Vice Chair if the vacancy is the Chair) can wait until the next nomination/election period or may accept nominations from the floor at the meeting at which the vacancy has been declared. If nominations from the floor are accepted, voting will take place at the next scheduled meeting.

## **IV.5 Removal of Officers**

Council members, by 2/3 vote of all membership, may remove an officer, with or without cause. An officer under consideration for removal should have the opportunity to be advised and be able to speak to the concerns of the membership. Such matters and discussions should take place in an executive session. Written notification should be provided to the officer under consideration for removal or the individual should be present at the meeting when the vote is taken. The officer under consideration for removal may be given a 30-day period to correct any deficiencies before the vote is taken.

## **Article V: Meetings of the Council**

### **V.1 Regular Meetings**

The Council shall meet bi-monthly on the third Tuesday of the month from 12:00 PM to 1:00 PM or on another date and/or at another time as determined by the Chair. The Council may vote at a prior meeting not to hold the next regular monthly meeting. The Chair may also cancel a regular monthly meeting.

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

### **V.2 Special Meetings**

The Chair, or in the event of his/her absence, the Vice Chair may call a special meeting of the Council as required and shall call a special meeting at the request of one-third (1/3) of the members. Business at special meetings shall be limited to the subjects stated in the call for them.

### **V.3 Information Meetings**

The Chair may call an informational meeting as may be required for the presentation and dissemination of reports, analyses, or other data, and for the informal discussion thereof by the Council. No formal action by the Council shall be taken at such meetings. Resolutions may be introduced and discussed at such meetings, but formal debate and action on such resolutions may take place only at future regular or special meetings.

#### **V.4 Meeting Notice and Agenda; Open Meetings**

Not less than seven days advance notice in writing of regular or informational meetings shall be given to all members through the use of mail, express mail, e-mail, fax or other appropriate electronic means. Not less than three business days advance notice in writing of special meetings shall be given to all members. Such notices shall contain the time, place, proposed agenda, minutes from previous meetings, proposed resolutions on substantive matters, and the substance of any matter proposed to be voted on. Attendance through use of conference call or similar communications equipment so that all persons participating in the meeting can communicate with each other at the same time may be considered on a case by case basis.

All meetings of the Council shall be subject to the open meetings act.

All meetings of the Executive Committee shall be posted three business days in advance, and shall be open to all Council members in good standing.

#### **V.5 Quorum**

Fifty (50%) of the membership constitutes a quorum.

#### **V.6 Structure and Conduct of Meetings**

Parliamentary discretion for the conduct of meetings shall be vested with the Chair. Council procedures shall provide an opportunity for all members to be heard on any given issue and for the efficient conduct of business.

#### **V.7 Public Participation at Meetings**

Any person is welcome to attend all regular and special meetings of the Council, excluding any required executive sessions, and any person will be permitted to address the Council under direction from the Chair.

There shall be two separate opportunities for public comment in these meetings. The first shall be specific to agenda items, the second specific to the business. The Chair shall dictate when these opportunities shall occur in the agenda. Each public comment shall be limited to 3 minutes. This limit may be extended at the discretion of the Chair.

Prior to these meetings, persons wishing to comment at the meeting are encouraged to provide a written synopsis of the comment, along with his/her name, address, and contact information to the Secretary, who in turn will submit the written synopsis to the Chair. These comments may be added to the meeting agenda subject to the review of the Chair.

## **Article VI: Voting**

### **VI.1 Voting**

No vote on a substantive matter shall be taken unless the issue to be voted on has been listed in the proposed agenda, and timely notice (see Article V.4) has been given to all members. Election of Officers and Citizen Members are considered to be substantive issues. Dues payments or financial commitments of Council members are also considered substantive issues. A quorum must exist before any formal vote is taken (see Article V.5). Voting on substantive issues through use of conference call or similar communications equipment so that all persons participating in the meeting can communicate with each other at the same time may be utilized subject to the discretion of the Chair.

Each member is afforded one vote on any decision put to a vote and must be present to vote. In the absence of a voting organizational member representative, a designated alternative may cast the vote if present at the meeting. Otherwise, no proxy voting is permitted.

All decisions put to a vote, with the following exceptions, require a majority vote of all members present to pass. The exceptions which require a 2/3 vote of all members present to pass include changes or amendments to these by-laws (see Article VIII) and officer removals (see Article IV.5).

### **VI.2 Conflict of Interest – Disclosure**

Any duality of interest or possible conflict of interest on the part of any Council member shall be disclosed to the members of the Council and made a matter of record when the interest becomes a matter of Council action. Any Council member having a duality of interest or possible conflict of interest on any matter will physically absent himself/herself when the subject is being discussed.

## **Article VII: Committees of the Council**

On an annual basis, Council shall establish or continue standing committees as may be necessary or convenient for carrying out the business of the Council. Standing committees will be chaired by members of the Council but can include non-Council members. Standing committees may include but may not be limited to:

- Advocacy Committee
- Consumer Liaison Committee
- Design/Operations Committee
- Executive Committee
- Finance Committee
- Intergoverance Committee
- Land Use/Transportation Planning Committee
- Marketing/Public Information Committee
- Nominating/Membership Committee
- Regulatory/Policy Committee
- Regional Transportation Coordinator Selection Committee

Additional standing committees can be established if deemed necessary or convenient to conduct the business of the Council. These committees can be established upon the affirmative vote of the majority of the Council members present at a regular or special meeting.

The Chair, or in the Chair's absence, the Vice Chair, shall establish ad-hoc committees and appoint committee members as may be necessary or convenient for carrying out the business of the Council. Non-members, because of their special expertise or association with particular issues, and at the discretion of the Chair, may be appointed to ad-hoc committees.

## **Article VIII: Amendments**

These by-laws may be amended by the affirmative vote of 2/3 vote of the Council present at a regular meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment. Amendments are considered a substantive issue.

## **Article IX: Effective Date**

These by-laws will become effective upon adoption by 2/3 vote of the Council present.

**Region 8  
Regional Coordination Council  
for Community Transportation:**

**Memorandum of Understanding**

*WHEREAS* There are several different transportation programs currently providing service within the City of Manchester and the towns of Auburn, Bedford, Candia, Deerfield, Goffstown, Hooksett, New Boston, Raymond and Weare to transportation-dependant individuals and groups including but not limited to seniors, persons with disabilities, and human service agency clients;

*WHEREAS* there are significant unmet needs for individuals requiring such transportation services;

*WHEREAS* this service gap is anticipated to grow significantly during the next twenty years due to demographic trends in this region;

*WHEREAS* coordination efforts have been shown to result in increased service through improved cost efficiency, elimination of duplication, and access to additional funding; and

*WHEREAS* there is a need - and an opportunity - to create a balanced network of diverse transportation services and options by coordinating transportation in this region,

*BE IT KNOWN THAT*

\_\_\_\_\_ intends to participate in the establishment and functioning of the Region 8 Regional Coordination Council for Community Transportation. This Memorandum of Understanding documents this intent and the organization's commitment to the primary mission of the Council.

Region 8 includes the City of Manchester and the towns of Auburn, Bedford, Candia, Deerfield, Goffstown, Hooksett, New Boston, Raymond and Weare.

The primary mission of the Region 8 Regional Coordination Council is to:

- Help develop, implement, and provide guidance for the coordination of shared ride transportation options within Region 8 so that (1) transportation-dependant individuals and groups including but not limited to seniors, persons with disabilities, and human service agency clients can access local and regional transportation services to travel within the regions and between regions; and (2) municipalities, human service agencies and other organizations can purchase such shared ride coordinated transportation services for their citizens, clients, and customers.
- To recruit, select (with approval from the SCC), guide, assist, monitor, and if necessary replace the Regional Transportation Coordinator which will be responsible for the day-to-day coordination of community transportation in the region.
- To provide feedback to the State Coordination Council for Community Transportation relative to the coordination of community transportation and to the policies that this Council has established.
- To assist in the identification of feasible options for funding required for coordination of regional transit services.
- To facilitate the dissemination of information on those transportation resources available to the public and to those transportation-dependant populations in the region.

In addition to actual service delivery options, the focus of the Council’s mission will encompass transportation options such as mileage reimbursement, subsidy programs, volunteer driver programs, and vehicle sharing, as well as related functions such as travel training, information referral, call center functions, vehicle procurement, insurance and maintenance, training, and technological support.

In signifying this intention and commitment, \_\_\_\_\_  
pledges to:

- Designate one representative (and/or up to two alternate representatives) to the Region 8 Regional Coordination Council for Community Transportation, and ensure that the representative attends regularly scheduled meetings of the Council and is active in the functioning of the Council and Committees established by the Council.

- Provide meeting space for the Council and/or Committees, as needed.

Signing this Memorandum of Understanding does not signify a commitment of funding at this time.

Either party may cancel this Memorandum of Understanding with 14 days written notice.

*IN WITNESS WHEREOF*, indicates its support and intent:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*ACCEPTANCE BY:*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_