

May 17, 2016
Meeting Minutes

**Transportation Policy Advisory Committee
Public Transportation Sub-Committee**

Members Present:

Sheila Zakre, Chair
Dean Williams, CNHRPC
Cathy Wyrenbeck
Heather Shank (Staff Representative)
Larisa Djuvelek-Ruggiero (CAP-BMCI)

Members Absent:

Councilor Brent Todd
Dick Lemieux
Patricia Hutchins
Jim Sudak, CAT
Laura Aibel (Staff Representative)
Ed Roberge (Staff Representative)

Others Attending:

Rob Mack (Staff Representative)

I. Call to Order and Introductions

The Chair called the meeting to order and welcomed attendee introductions.

II. Approval of Minutes

The minutes of the March 15, 2016 meeting were approved with minor amendment (motion Shank; second Williams; unanimous).

III. Referrals

None.

IV. Public Comments

None.

V. Updates/Old Business

- i. **Bus Stop Snow Maintenance** – In follow-up to the last meeting, Tom Irwin prepared a draft report (ultimately to be submitted to TPAC for consideration) outlining the need to maintain bus stop locations in winter conditions and including suggestions on ways to improve on snow removal at bus stops. Members reviewed the draft document and then discussed aspects of it. Attendees concurred that the recommendations in the draft were somewhat general and that some more specificity would be helpful in documenting a suggested solution(s). Dean Williams offered to prepare a map that will overlay the following: CAT bus routes and bus stops; the city's sidewalk snow plowing priority routes; available boarding/alighting numbers at bus stops; and whether stop locations are in the ROW or on private property. Attendees concurred that this map would facilitate a more specific review of snow maintenance needs/issues at specific bus stops, including problem identification and prioritization. It was suggested that it might be helpful to invite a staff representative from General Services or Administration to discuss sidewalk snow plowing issues at a future meeting. Further discussion of this item was deferred until the map can be compiled.

Larisa Djuvelek-Ruggiero noted that pursuant to last meeting's discussion of snow maintenance at the Horseshoe Pond Lane bus stop, the Travel Trainer will be asked to keep track of snow conditions at CAT bus stops starting next winter.

- ii. **CAT Quick Report** – Larisa Djuvelek-Ruggiero distributed copies of the CAT Quick Report for the period December 2015 through February 2016. Attendees discussed the Quick Report as well as handouts showing monthly/annual statistics on CAT Travel Training services as well as CAT ridership.

VI. Other Discussions

- i. **CAT/City coordination needs** – Larisa Djuvelek-Ruggiero noted that CAT needs a place to display temporary notices (i.e. route/schedule changes) at the Eagle Square stop. A posting is typically an 8.5 x 11 laminated page. Another issue is that CAT is not consistently made aware of city events that close streets (e.g. Rock n Race, Market days, etc.) whereas CAT needs to plan for and post advance notice of potential route/schedule changes at affected bus stops. Rob Mack would follow up with appropriate city staff and respond back to CAT.
- ii. **Volunteer Driver Program statistics** – Dean Williams distributed (for information only) a summary of driver destinations across Merrimack/Belknap counties by frequency. Concord Hospital was by far the most frequently requested trip destination.

VII. New Business

None.

VIII. Upcoming Meetings

The next meeting is scheduled for June 21, 2016. Attendees concurred that it would be helpful if future agendas could include dates of meetings beyond the next one.

The meeting was adjourned at 8:00 PM (motion Shank; second Williams; unanimous).