

June 21, 2016  
Meeting Minutes

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

**Members Present:**

Sheila Zakre, Chair  
Dean Williams (CNHRPC)  
Dick Lemieux  
Patricia Hutchins  
Cathy Wyrenbeck

**Members Absent:**

Councilor Brent Todd

**Others Attending:**

Rob Mack (Staff Representative)  
Ed Roberge (Staff Representative)  
Heather Shank (Staff Representative)  
Larisa Djuvelek-Ruggiero (CAP-BMCI)  
Jim Sudak, (CAT)  
Karen Davies (Guest)

**I. Call to Order and Introductions**

The Chair called the meeting to order and attendees were introduced.

**II. Approval of Minutes**

The minutes of the May 17, 2016 meeting were approved with minor amendments (motion Williams; second Wyrenbeck; unanimous).

**III. Referrals**

None.

**IV. Public Comment**

None.

**V. Updates/Old Business**

- a. Bus Stop Snow Maintenance** – Dean Williams presented three city-wide maps locating and categorizing all current CAT bus stop locations by: sidewalk snow-plowing priority; average number of boardings; and ownership. He suggested further review of the CAT Boarding and Alighting Study to identify a ‘top-ten’ list of stops which might help in prioritizing locations under a potential snow-maintenance plan. Attendee suggestions included sending letters to select high-use-stop owners and inviting General Services Division (GSD) to a future meeting for feedback on snow maintenance. The potential to use existing city staff for snow removal at select stops could be further explored. Could Main Street maintenance staff service select stops north to I-393, or could GSD/CFD expand on their joint efforts to clear snow at hydrants to include select bus stop locations?

Dean Williams will fine-tune the bus stop location maps with more detailed information from the Boarding and Alighting Study. The Chair suggested that the updated maps could be further reviewed by the subcommittee at the July meeting, and perhaps the August meeting could include participation by GSD. Ed Roberge offered to coordinate with GSD.

- b. CAT Vehicle Replacement Program** - Jim Sudak reported that CAT and NHDOT are meeting at the end of the month to finalize the bus-purchase bid documents. After that, the documents will be forwarded to NHDOT purchasing/property department for processing and

formal bid request. Following awarding of the bid, payment is usually due about one month after the delivery date is set, and actual delivery can be expected about eight months after the bid award.

- c. **CAT Quick Report** – Jim Sudak distributed copies of the May 2016 CAT Quick Report. Attendees discussed the Quick Report as well as handouts showing monthly/annual statistics on CAT Travel Training services as well as CAT ridership. Jim Sudak noted that CAT buses are still experiencing difficulties with Main Street delivery vehicles parking in the bus stop at Eagle Square. Also, CAT is issuing a new ride-cancellation and no-show policy in July in an effort to reduce an increasing burden of no-shows on the paratransit and senior transit services.

#### **VI. Other Discussions**

Attendees inquired as to whom on the subcommittee was eligible to vote. Larisa Djuvelek-Ruggiero and Jim Sudak noted that CAP-BMCI and CAT representatives should not be considered as voting members. Staff will check with the City Clerk and report back at the next meeting as to limitations on who can or cannot vote.

#### **VII. New Business**

- a. **NHDOT's CAT Bus Service Study** – Ed Roberge reported that CAT, City staff, and CNHRPC are working with NHDOT to scope out a new bus service study. NHDOT has a bus transit consultant that will do the study under a federal funded program (80/20 Federal/local match). It is suggested that the study begin with the results of the 2012 Nelson/Nygaard CAT study and update relevant topics such as:

Community Profile and Transit Needs. City, CAT, and CNHRPC to update community profile and develop public outreach program. Consultant to review previous study and new information.

Route Profiles. City, CAT, and CNHRPC to provide boarding and alighting data over past 3 years (or more). Consultant to update service design and make system opportunity recommendations.

System Profile. CAT to provide consultant with financial resource information. Consultant to develop service improvement opportunities.

Service Change Concepts. With new information and public outreach, the consultant will develop service change concepts.

Preferred Alternatives and System Recommendations. Consultant to develop final recommendations and alternatives.

Additional considerations should include use of bus shelters, better signage as stops and identification of potential grant funding for these. The study duration is expected to be on the order of 6-8 months and would include several public meetings. The Chair requested that this item be kept on upcoming agendas for purpose of updating the subcommittee as the study progresses.

#### **VIII. Upcoming Meetings**

Attendees discussed the need to meet monthly or at less frequent intervals. Attendees concurred to plan ahead for monthly meetings on the third Tuesday of each month, however, prior to each meeting date and subject to the Chair's discretion, a meeting could be cancelled if there were no significant items to consider. The next meeting is scheduled for July 19, 2016.

The meeting was adjourned at about 8:20 PM.