

July 19, 2016
Meeting Minutes

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

Members Present:

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

Members Absent:

None

Others Attending:

Rob Mack (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 June 21, 2016 meeting were approved with minor amendments (motion Lemieux; second Hutchins; unanimous).

III. Referrals

None.

IV. Public Comment

None.

V. Updates/Old Business

- a. Bus Stop Snow Maintenance** – Dean Williams distributed a city-wide map showing bus stop locations, sidewalk plowing priorities and boarding/alighting data at each stop. The new map was discussed. It was noted that GSD hires several subcontractors to assist with snow plowing at select city locations (such as parking garages); perhaps there is an option to use them for bus stop locations. At many bus stops, the snow windrow remains on the grass strip effectively cutting off the sidewalk area from the curb where the bus stops; options to mitigate this issue could be discussed with GSD. Jim Sudak noted that Federal grants are available to supplement snow maintenance needs at transit stops; attendees concurred that this possibility could also be discussed with GSD.

Attendees formulated a list of potential questions for GSD regarding their snow maintenance practice. Included were: potential snow removal at bus stop buffer zones; options for storing snow elsewhere; GSD use of contractors for special locations; and details on GSD's sidewalk plowing priority plan. Staff will coordinate with GSD regarding the availability of a representative to attend the August meeting.

It was noted that snow banking on the east side of Storrs Street precludes the use of the bus stop at the Capital Shopping Center and that the bus instead stops for passengers at the southeast corner of the plaza's southern driveway (by the former liquor store). This corner is

heavily traveled by vehicles turning in/out of the driveway and felt an unsafe place to wait for a bus. Staff reported that the upcoming Storrs Street extension study would include consideration of bus-stop locations along the corridor. The chair also noted it would be appropriate to discuss this item with GSD when they next visit.

For informational purposes, Larisa Djuvelek-Ruggiero distributed a copy of snow and ice removal guidelines published by the FHWA and Easter Seals.

- b. **CAT Vehicle Replacement Program** - Jim Sudak reported that CAT and NHDOT are still finalizing the bus-purchase bid documents. It is hoped that the first two bus purchases can be incorporated into this first round of bids.
- c. **CAT Quick Report** – Jim Sudak distributed copies of the June 2016 CAT Quick Report. Attendees discussed the Quick Report as well as handouts showing monthly/annual statistics on 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. Larisa Djuvelek-Ruggiero presented statistics from the travel training program and noted that in FY16, 83% of trainees reported using the CAT system. Also distributed and discussed were rider ‘comment cards’ received by CAT between 3/30/2015 and 7/5/2016. CAT noted that it had initiated its new ride-cancellation and no-show policy on July 1, 2016; statistics on the new policy would be available at next month’s meeting. A copy of the new policy will be emailed to attendees.
- d. **NHDOT’s CAT Bus Service Study** – NHDOT is still refining the scope of this study with its consultant. Several attendees inquired why service to Manchester Street had been discontinued last year. Jim Sudak noted that it was discontinued due to very low ridership coupled with the high cost of maintaining the route service. He noted that the potential need for service in this corridor will again be addressed in the updated study. Staff will email members a copy of the former Nelson-Nygaard CAT study for reference purposes.

VI. Other Discussions

Rob Mack followed up with the city clerk on the membership voting inquiry from the Chair last month. The Clerk advised that TPAC-PT members are approved by TPAC and are eligible to vote. Staff, CAT representatives and guests are generally considered not eligible to vote. The attendance list in the meeting minutes has been revised to better reflect memberships.

The Chair suggested that a future meeting discussion item be added that considers ways that riders might contact CAT to check on the status of bus schedules in inclement weather conditions.

VII. New Business

None.

VIII. Upcoming Meetings

The next meeting is scheduled for August 16, 2016.

The meeting was adjourned at about 8:00 PM.