



CITY OF CONCORD

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MINUTES

Public Transportation Subcommittee of the Transportation Policy Advisory Committee

August 16, 2016, 6:00 PM
2nd floor Conference Room
City Hall, 41 Green Street, Concord, NH

Members Present:

Sheila Zakre, Chair
Brent Todd
Dick Lemieux
Dean Williams (CNHRPC)
Pat Hutchins

Members Absent:

Cathy Wyrenbeck

Staff and Guests:

Rob Mack (Traffic Engineer)
Heather Shank (Assistant City Planner)
Jim Sudak (CAT)
Larisa Djuvelek-Ruggiero (CAP-BMCI)
Chip Chesley (General Services Director)
Karen Davies

1. Call to Order

The Chair called the meeting to order. Attendees were introduced.

2. Approval of Minutes

The minutes of the July 19, 2016 meeting were approved as submitted (motion Williams; second Hutchins; unanimous)

3. Referrals - None

4. Public Comment - None

5. Updates/Old Business

a. Bus Stop Snow Maintenance

The Chair summarized last month's discussion including: the city-wide bus stop/sidewalk map prepared by Dean Williams; and the list of questions posed by members regarding the city's snow-plowing practices.

Chip Chesley noted that snow and ice removal was a significant, single-line item in the City's annual budget; it is a maintenance item as opposed to a value-added item. As such, general

Services Division (GSD) has limited resources and cannot clear the entire city's street and sidewalk network at once. There are 200 miles of streets to plow, including 170 miles of sidewalks that are maintained by up to 8 sidewalk tractors. Following a storm, the clearing of streets is the first priority as most of the travel (including emergency responders) is via vehicles. Snow is initially plowed onto the roadsides, including any adjacent sidewalk areas. Sidewalks are cleared next based on the city-wide sidewalk plowing priority map (downtown area first, followed by select walk-to-school routes). The City budget currently limits staff sidewalk plowing to straight-time hours only; no overtime is provided for. General Services uses private contractors to assist during heavy snow events as well as to clear parking garages.

The potential to use FTA grants to fund bus stop snow maintenance was discussed. Chip Chesley felt that it would be inappropriate for GSD to manage an FTA-funded bus stop maintenance program, and that CAT would be best suited to manage the grant, hire a contractor and determine the level of maintenance needed along its bus-stop network. GSD could certainly collaborate with a CAT-administered contractor. Larisa Djuvelek-Ruggiero offered to research FTA rules on sidewalk plowing and potential funding opportunities and will report back at the next meeting. The Chair suggested that this winter season could be a good opportunity to survey problem bus stop locations and scope out the level of effort needed to maintain the bus stop system. This information would be helpful in the event a scope of work need to be prepared for contractor bids.

b. CAT Vehicle Replacement Program

Jim Sudak reported that CAT and NHDOT are still finalizing the specifications for the bid package.

c. CAT Quick Report

Jim Sudak distributed copies of the July 2016 CAT Quick Report. Attendees discussed the Quick Report as well as handouts showing monthly/annual statistics on CAT ridership. Jim Sudak noted that the aging CAT buses are experiencing increased breakdowns. CAT has begun working with the NHDOT consultant on the new CAT study. CAT is working on filling two vacant driver positions. Implementation of the new ride-cancellation and no-show policy began July 1, 2016; as there is a 90-day action period on each case, there is nothing new to report yet.

d. NHDOT's CAT Bus Service Study

There was nothing new to report.

6. Other Discussions

An August 12, 2016 letter to CAP-BMCI and the City of Concord by CAT patron John Hilger was reviewed. At issue is a complaint that buses don't always provide bike racks as advertised. Jim Sudak noted that not all of CAT's buses have bike racks. Because of vehicle breakdowns, the old trolley buses are used to fill in on bus service routes but cannot be fitted with racks without blocking headlights (a violation). The new buses will all have bike racks. For now he suggested that riders can call ahead if they need to use bike racks and that CAT will plan the bus assignments as best as practicable. Larisa Djuvelek-Ruggiero noted that CAT will formally reply to Mr. Hilger's letter with copy to the city.

7. New Business - None

8. Upcoming Meetings

The next meeting is scheduled for September 20, 2016 at 6:00 PM.

9. Adjourn

The meeting was adjourned by unanimous consent at about 7:55 PM.