



CITY OF CONCORD

New Hampshire's Main Street™

MINUTES

Public Transportation Subcommittee of the Transportation Policy Advisory Committee

September 20, 2016, 6:00 PM
2nd floor Conference Room
City Hall, 41 Green Street, Concord, NH

Members Present:

Sheila Zakre, Chair
Dean Williams (CNHRPC)

Members Absent:

Cathy Wyrenbeck
Brent Todd
Dick Lemieux
Pat Hutchins

Staff and Guests:

Rob Mack (Traffic Engineer)
Jim Sudak (CAT)
Larisa Djuvelek-Ruggiero (CAP-BMCI)

1. Call to Order

The Chair called the meeting to order.

2. Approval of Minutes

The minutes of the August 16, 2016 meeting were approved by unanimous consent.

3. Referrals - None

4. Public Comment - None

5. Updates/Old Business

a. Bus Stop Snow Maintenance

Attendees discussed a summary prepared by Larisa Djuvelek-Ruggiero of on-line information related to select Federal regulations, guidelines and practices of select local governments regarding snow maintenance of bus stops. NHDOT informed Jim Sudak that snow maintenance would be a billable CAT expense, but would have to come out of CAT's annual operating budget. Potential Federal funding is available through a 5339 grant, but such funds are for capital equipment only (such as a snow blower); not eligible would be related operating expenses such as

labor. The annual application deadline this grant has just lapsed, so further consideration would have to wait until next year.

It was suggested that TPAC might consider making a recommendation to City Council to authorize GSD to clear bus stops at the same time that the adjacent sidewalks are done. The option of developing a plowing priority for select high-use bus stops was also discussed. Larisa Djuvelek-Ruggiero would plan to observe bus stop conditions this coming winter and compile information that would assist in the development of such a priority plan. The Chair will share the subcommittee's discussion of this topic with TPAC at its meeting this coming Thursday.

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 August 2016 CAT Quick Report. Attendees discussed the Quick Report as well as handouts showing monthly/annual statistics on CAT ridership. Jim Sudak noted that pursuant to discussions at last TPAC-PT meeting, CAT is further reviewing select aspects of its ride cancellation and no-show policy.

Jim Sudak noted that street closures are scheduled on S. Main Street next week and will result in a number of short-term bus route/stop changes in the downtown area. Larisa Djuvelek-Ruggiero noted that City-CAT communication of pending street closures has improved over the last few months, but there was still one occurrence of a utility company doing its work on Main Street and surprising CAT with street closure at one of its stops. Rob Mack offered to share the concern with Engineering staff that permit/monitoring street closures.

d. NHDOT's CAT Bus Service Study

Jim Sudak reported that CAT is currently working with NHDOT, CNHRPC and the City of Concord on the new CAT bus study and schedule design.

6. Other Discussions

Dean Williams noted that CNHRPC is planning another CAT boarding and alighting study during the week before Thanksgiving (Tuesday November 15 through Thursday November 17; 6:00 AM to 6:30 PM) and that volunteers were sought to assist staff on various shifts. Sheila Zakre will inquire if any other TPAC-PT members would be interested in helping.

Larisa Djuvelek-Ruggiero noted that there will be a New Hampshire Statewide Coordinated Transportation Services Plan Public Meeting in Concord at 26 Horseshoe Pond Place on Tuesday, October 4, 2016 at 3:00 PM. The meeting announcement will be emailed to members.

7. New Business - None

8. Upcoming Meetings

The next meeting is scheduled for October 18, 2016 at 6:00 PM.

9. Adjourn

The meeting was adjourned by unanimous consent at about 7:35 PM.