



# CITY OF CONCORD

*New Hampshire's Main Street™*

## MINUTES

### Public Transportation Subcommittee of the Transportation Policy Advisory Committee

December 13, 2016, 6:00 PM  
2<sup>nd</sup> floor Conference Room  
City Hall, 41 Green Street, Concord, NH

**Members Present:**

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

**Staff and Guests:**

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

**Members Absent:**

Brent Todd  
Cathy Wyrenbeck

**1. Call to Order**

The Chair called the meeting to order.

**2. Approval of Minutes**

The minutes of the October 18, 2016 meeting were approved with minor amendments (Motion-Lemieux; Second-Williams; Unanimous).

**3. Referrals - None**

**4. Public Comment - None**

**5. Updates/Old Business**

**a. Bus Stop Snow Maintenance**

In late November, informational fliers were posted on CAT buses recommending that riders use the city's on-line Request Tracker to report snow maintenance issues at bus stops. General Services expressed concern that the fliers would develop a sense of false expectations among CAT's ridership as GSD's snow-clearing program requires street clearing first followed by sidewalks under an established priority (downtown first, followed by school walking routes, then arterial and collector street sidewalks, and lastly local street sidewalks). CAT removed the fliers

from buses after a few days as they felt their use was not fully vetted. Attendees had mixed opinions on the appropriateness of the subject postings.

The snow maintenance routine in the new Main Street area was discussed. One member observed sidewalk conditions near the State House bus stop at Capital Street after Monday's snow storm. The street, sidewalks and crosswalk ramps were fairly clear by 10 AM, with only the windrows along the curbs. However windrow along N. Main was still continuous along the curb between the bus shelter and the street at that bus stop by the evening commute; it was to be cleared Tuesday night. The committee asked if staff could pass on a recommendation/request for the downtown maintenance team to maintain a small pass-thru (wide enough for a wheelchair) at downtown bus stops between the sidewalk and the street with similar priority as pass-thrus to the street's crosswalk ramps are maintained. Four primary bus stops downtown (high use) include: Eagle Square; State House; Pleasant @ Main – Pitchfork; and Pleasant @ Main – Bridal Shop. Other downtown stops where riders have noted concerns include: Storrs @ Market Basket; and S. Main @ Thompson (Kennedy Apartments).

**b. CAT Vehicle Replacement Program**

Jim Sudak reported that the bid package is under review by NHDOT Purchasing and Property. A number of potential revisions are being discussed with CAT.

**c. CAT Quick Report - None**

**d. NHDOT's CAT Bus Service Study**

Dean Williams noted that NHDOT was still refining the study's scope of work with its consultant, RLS.

**e. CNHRPC's CAT Boarding and Alighting Study**

Dean Williams reported that November's three-day data collection went well and that data is still being summarized. Sheila Zakre and Pat Hutchins noted that they had participated in the survey and noted a few issues during their riding of the bus routes. There were some bus stop locations that had poor lighting.

**6. Other Discussions**

- a. Jim Sudak noted a bus driver's concern on the new S. Main Street bus stop on the southwest corner of Thompson Street. A bus stopping here fully extends across the Thompson Street approach. Because of the steepness of Thompson Street, the driver felt that a Thompson Street vehicle might slide into the bus in slippery conditions. Rob Mack would look into the condition.
- b. Larisa Djuvelek-Ruggiero reported that CAT buses were unexpectedly restricted from the busy N. Main Street bus stops at the State House and at Eagle Square due to GSD's temporary 4-hour road closure to unload and erect the Christmas tree on the State House Plaza. The unexpected change resulted in a number of complaints from riders waiting at the two bus stops. Rob Mack offered to communicate the concern to General Services.

**7. New Business - None**

**8. Upcoming Meetings**

The next meeting is scheduled for January 17, 2016 at 6:00 PM.

**9. Adjourn**

The meeting was adjourned by unanimous consent at about 7:45 PM.