



# CITY OF CONCORD

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## MINUTES

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

May 16, 2017, 3:30 PM  
2<sup>nd</sup> floor Conference Room  
City Hall, 41 Green Street, Concord, NH

**Members Present:**

Sheila Zakre, Chair  
Dean Williams (CNHRPC)  
Pat Hutchins

**Staff and Guests:**

Rob Mack (Traffic Engineer)  
Ed Roberge (City Engineer)  
John Stoll (Senior Planner)  
Jim Sudak (CAT)

**Members Absent:**

Dick Lemieux  
Brent Todd  
Cathy Wyrenbeck

**1. Call to Order**

The Chair called the meeting to order.

**2. Approval of Minutes**

The minutes of the April 18, 2017 meeting were approved (motion-Williams; second-Hutchins; unanimous).

**3. Referrals - None**

**4. Public Comment - None**

**5. Updates/Old Business**

**a. Bus Stop Snow Maintenance**

The Chair planned to present the subcommittee's recommendation from last month on the ten high-priority bus stops to TPAC at its May 24, 2017 meeting. If TPAC concurs, it is hoped that TPAC would communicate the recommendation to City Council for their consideration.

**b. CAT Vehicle Replacement Program**

Jim Sudak noted that the bus procurement re-bid had just closed on May 11, 2017 and two bids were received. NHDOT is currently reviewing the bids. Ed Roberge requested information on the approved purchase price as soon as possible because the appropriation of the City's share will need to be approved by City Council.

**c. CAT Quick Report**

Attendees reviewed the CAT Quick Report for April 2017 and related CAT ridership statistics. Jim Sudak noted that the Mobility Manager, Larisa Djuvelek-Ruggiero, would be moving to another position at CAPBMCI and that other CAT staff would be helping to fill the Mobility Manager's duties for now. The Winnepesaukee Transit System is being discontinued on July 1, 2017. Dean Williams noted that NHDOT is retaining the remainder of WTS's allocated funds for potential redistribution to other NH travel services. These funds could be made available to implement potential recommendations from NHDOT's CAT Bus Service Study (Item 5d below), or the upcoming Concord-Franklin transit service study. The latter study, anticipated to be complete in June 2017, is being coordinated by CNHRPC and will examine the feasibility of potential transit service between Penacook and Franklin, including the Merrimack County facilities in Boscawen.

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

Dean Williams reported that the study had a kick-off meeting on May 2, 2017. A user survey questionnaire was being developed by RLS and would be coordinated with CNHRPC's updated boarding and alighting study to be conducted in early June. CNHRPC and City staff are currently compiling Concord-area demographic data for RLS. A draft copy of the survey was distributed and reviewed, with attendees offering several suggestions. Rob Mack will forward the suggestions to the study team.

**6. Other Discussions - None**

**7. New Business**

**a. Potential Use of Taxi Voucher Program**

At the request of the Chair at the last meeting, discussion continued on the potential use of Taxi Voucher Program funds for Concord-area travel. Dean Williams noted that the Regional Coordinating Council had funding for the Taxi Voucher Program which can pay 80% of the cost for user travel services in areas or at times that other transit services are not available (say, a trip to the hospital on Sunday). Those eligible for reimbursements include seniors 60 years or older as well as persons with disabilities. The current annual funding amount includes approximately \$30,000 from the FTA and anticipates matching funds from user contributions. He noted that this program could fill in for the loss of regular service in the southern Lakes Region due to the July 1 discontinuance of the Winnepesaukee Transit System.

**8. Upcoming Meetings**

While all present concurred with the earlier meeting start time, the Chair noted a personal conflict with this time on the subcommittee's regular meeting day of the third Tuesday of the month. Attendees concurred to schedule the next meeting for June 27, 2017 at 3:30 PM (the fourth Tuesday of the month) and would further discuss the issue at that time.

**9. Adjourn**

The meeting was adjourned by unanimous consent at about 5:00 PM.