



CITY OF CONCORD

New Hampshire's Main Street™

MINUTES

Public Transportation Subcommittee of the Transportation Policy Advisory Committee

October 17, 2017, 6:00 PM
2nd Floor Conference Room
City Hall, 41 Green Street, Concord, NH

Members Present:

Sheila Zakre, Chair
Dean Williams (CNHRPC)

Staff and Guests:

Rob Mack (Traffic Engineer)
Jim Sudak (CAT)
Karen Davies

Members Absent:

Dick Lemieux
Brent Todd
Cathy Wyrenbeck

1. Call to Order

The Chair called the meeting to order. As there was no quorum, attendees would discuss updates on select agenda items.

2. Approval of Minutes

The minutes of the September 19, 2017 meeting were accepted by unanimous consent.

3. Referrals - None

4. Public Comment – None.

5. Updates/Old Business

a. Bus Stop Snow Maintenance

The Chair reported that she had met again with the City Manager on October 3, 2017 to further discuss TPAC's planned recommendation to have the city provide priority sidewalk snow-maintenance in the areas around the ten highest-use bus-stop locations. The Manager suggested to her that TPAC might consider two options and make a recommendation to Council. The first option would be to fund a \$20,000 item in next year's budget to hire two part-time employees to clear these 10 bus stop areas during and after snow storms. A second option would be to

authorize the Manager to expend up to \$10,000 this year to hire one part-time employee to clear the 10 bus stop areas after the storm ended (comparable to the priority sidewalk plowing schedule downtown and along school walking routes). This latter option would also act as a first-year test to better define actual costs. Attendees concurred that that the latter option might be more cost-effective as snow cleared from sidewalks during storms could easily be returned to the area by street-plowing activity during the storm. The Chair will present this recommendation to TPAC next week for its consideration. She noted that the Manager would need to have TPAC's recommendation in the form of a consent report to Council by November 1, 2017.

b. CAT Vehicle Replacement Program

Jim Sudak noted that City Council approved appropriation of the City's funding match for these two vehicles on October 10, 2017. Delivery of the first two buses is expected in spring 2018. Attendees suggested CAT consider providing a hand-sanitizer dispenser on buses for patrons.

c. CAT Quick Report

Jim Sudak distributed a copy of the September 2017 CAT Quick Report. He noted that last month CAT staff and volunteers had assisted with the Governor's Puerto Rico Relief Effort by helping to deliver about 20,000 pounds of relief items.

d. NHDOT's CAT Bus Service Study

Dean Williams reported that RLS continues work on the study. He distributed a summary of public comments on CAT service received at the September 19, 2017 public meeting. A summary of rider-survey responses was being developed and would be distributed to committee members when available.

6. Other Discussions - None

7. New Business

a. New Events Process – Notification to CAT

The Chair noted a concern that CAT is still not made aware of all special events with street closures that affect bus stops. One new event on Main Street last summer was not noticed by CAT. CAT requires advance notice of all potential bus stop impacts so that it can post notices at affected stops giving times and alternate bus stop locations during the event. Rob Mack reported that he had recently reviewed the issue with Code Enforcement – Health and Licensing Services. As a result, the City's event application form has been updated to include CAT contact information and a requirement that all event applicants confirm (to Health and Licensing Services) in writing that notification to CAT of the proposed event has been made.

8. Upcoming Meetings

Due to the Chair being unavailable during November and December, attendees concurred to schedule the next meeting for January 16, 2018 at 6:00 PM. If a critical item needing TPAC-PT consideration comes up beforehand, staff will coordinate the scheduling of an interim meeting.

9. Adjourn

The meeting was adjourned by unanimous consent at about 7:00 PM.