



# CITY OF CONCORD

*New Hampshire's Main Street™*

## MINUTES

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

January 16, 2018, 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)

**Members Absent:**

Dick Lemieux  
Brent Todd  
Cathy Wyrenbeck

**Staff and Guests:**

Rob Mack (Traffic Engineer)  
Jim Sudak (CAT)  
Karen Davies  
J. St. Hillaire

**1. Call to Order**

The Chair called the meeting to order.

**2. Approval of Minutes**

The minutes of the October 17, 2017 meeting were accepted by unanimous consent.

**3. Referrals - None**

**4. Public Comment – None.**

**5. Updates/Old Business**

**a. CAT Web Site Update**

Jim Sudak reported that the updated CAT website went live earlier today. The new site has a '.com' domain, while the prior and previously-hacked '.org' site has been discontinued. He noted that there are still some minor edits needed on the site. Attendees reviewed select pages on the new site and suggested a few more edits. Jim Sudak said that the former CAT Facebook page has been discontinued. The Chair asked if Rob Mack could investigate getting a link to the website on the City's web page.

**b. Bus Stop Snow Maintenance**

Attendees discussed observations of sidewalk conditions at downtown bus stop locations pursuant to the recent City decision to priority-clear the top-ten bus stop areas, including a pass-through in snow banks for bus riders to access stopping buses. The Chair noted that the Main Street bus stop at Park Street was cleared of snow with a pass-through in the snow bank by the day after the January 4 snow storm.

J. St. Hillaire noted that she has seen the USPS truck park for up to two hours in the Eagle Square bus stop while doing downtown deliveries. Jim Sudak added that this was a continuing problem for CAT drivers. A new issue was an observation of the USPS vehicle parked in front of the newly-shoveled pass-through in the snow berm for bus patrons to access the bus. Rob Mack would make note of this concern to Parking Enforcement staff.

**c. CAT Vehicle Replacement Program**

Jim Sudak noted that delivery of the first two buses is expected in mid-February 2018. They will need some final retrofitting, with equipment such as Wi-Fi, and should be ready for transit service by mid-March.

**d. CAT Quick Report**

Jim Sudak summarized items presented in the October-December 2017 CAT Quick Report. Jim and other CAT staff members continue to handle the duties of the Mobility Manager until the position is filled. CAT staff will be interviewed by RLS as part of their data-gathering program for the CAT Bus Service Study. Two new buses are anticipated next month, and the CAT website has been upgraded.

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

Dean Williams reported that RLS continues work on the study and plans to meet with CAT and study team members around the end of January. RLS plans to interview CAT drivers at that time. The study has seen some delays and a final study report is anticipated this summer.

**6. Other Discussions**

Regarding membership, Concord resident Karen Davies expressed an interest in joining the subcommittee. The Chair will bring her request to TPAC next week. The Chair will also try to follow up with member Cathy Wyrenbeck to verify her interest in continuing as a subcommittee member as she has not attended a meeting for a considerable time.

**7. New Business - None**

**8. Upcoming Meetings**

Attendees discussed the meeting time and preferred a 5:30 PM start on the third Tuesday of the month. As such, the next meeting was scheduled for February 20, 2018 at 5:30 PM.

**9. Adjourn**

The meeting was adjourned by unanimous consent at about 7:40 PM.