

March 22, 2013
Meeting Minutes

**Transportation Policy Advisory Committee
Public Transportation Sub-Committee**

Members Present:

Jennifer Kretovic, Chair
Dick Lemieux
Ruairi O'Mahony
Laura Aibel (Staff Representative)
Steve Henninger (Staff Representative)

Members Absent:

Ken Hazeltine
Brent Todd
Ed Roberge (Staff Representative)

Others Attending:

Ralph Littlefield
Jim Sudak
Terri Paige
Kevin Curdie

I. Call to Order/Introductions

Ms. Kretovic called the meeting to order and reviewed the agenda.

II. Approval of Minutes

The minutes from the December 11, 2012 meeting were approved. There were no comments on the January 29, 2013 notes.

III. Public Comments

Mr. Curdie reported witnessing an incident when the driver trainer was very rude to somebody at the State House bus stop. He was concerned with both the way the trainer spoke to the person and that others were witness to the behavior. This behavior can only harm CAT's reputation. Mr. Sudak and Ms. Paige requested additional detail regarding this specific incident. Ms. Paige gave Mr. Curdie her contact information, requesting he contact her immediately if he witnesses or hears anything like this again so it can be dealt with right away.

Mr. Curdie also noted a situation where a driver did a patron a "favor" and stopped at the post office, no longer an official stop. He suggested drivers be warned against doing this because extra stops add time to the route, throwing off the schedule and some patrons may grow to expect the bus to stop at the location in the future.

IV. Referrals/ City Council Actions

There were no referrals.

The bus stop at Friendly Kitchen was approved by City Council.

V. Updates/Old Business

- i. DOT/City Application Update-** Mr. Littlefield and Mr. Sudak distributed copies of CAPBMCI/CAT's FY014 Grant application to the City. The details of the application are not public and the gentlemen requested copies not be made.

Lengthy discuss followed regarding CAPBMCI's application to NHDoT as it relates to budget cuts to 5311 funding and congressional sequestration. At the time of the meeting, it appears the Department of Transportation funding is being reduced by 5.2%. Mr. Lemieux asked what portion of the gas tax comes to 5311. Mr. Littlefield believed 14% goes to mass transit in general, but didn't know what portion of that money funds rural transit. FHWA (Federal Highway Administration) is funded by the Highway Trust Fund, so it won't be affected by sequestration and the portion of the funding that comes from the Gas Tax should not be, either. NHDoT requested an 11.5% reduction in funding request for FY2014. CAPBMCI submitted a funding request with a 9.7% reduction, which amounted to eliminating some of the flexibility usually included in their request. If the proposed reduction is not adequate, CAPBMCI will consider eliminating the Director of Transportation position in order to maintain the same level of service provided in FY2013. CAPBMCI's submittal to NHDoT will probably change when NHDoT is notified about the federal spending cuts.

Mr. Littlefield outlined changes made to the applications from FY2013, including transferring the Penacook Route out of Job Access & Reverse Commute JARC funds and back to 5311. The travel trainer funding has been moved back to 5317 funding, similar to FY2012. Administration, Operation and ADA costs have been reduced while the maintenance costs increased slightly. Overall, CAPBMCI is losing up to \$1.2 million due to sequestration across their full program complement. This includes a cut of \$40,000 between January 1 and July 1, 2013. Mr. Littlefield expects to have more definitive numbers at the April 2013 meeting.

- ii. **Boarding and Alighting Study- Draft-** Due to time constraints, the study was not discussed.
- iii. **2nd Quarter Report** – Ms. Kretovic requested this report be distributed at a later date and approved electronically.
- iv. **CAT Quick Report-** Mr. Sudak did not have a quick report this month.
- v. **Downtown Streetscape Improvement Project** – Mr. Lemieux asked about the bus stop locations in the corridor. Because the stop in front of Pitchfork Records is being eliminated, will there definitely be a stop added between the Co-op parking lot driveways? This would be a good location for a couple of reasons; 1. Patrons of the Coop would not have to carry heavy grocery bags a long distance and 2. Because a bus will only occupy that space for a small amount of time, the gap in parked cars on South Main Street will improve the sight distance for vehicles exiting the parking lot. Ms. Aibel will follow up with the design team.

VI. NEW BUSINESS

- i. **Driver Staffing Levels/Double Shifts/Complaints-** Ms. Kretovic was contacted concerning a driver taking a nap at a traffic signal, missing the turn arrow. Mr. Sudak explained the driver intentionally held back from entering the intersection because there was an accident in the lane where he was headed. He was looking down at a map when the citizen must have observed what appeared to be him napping. Ms. Kretovic will follow up with the resident.
- ii. **Other New Business** –
 - 1. **RESERVED-** New development and Capital Improvement Projects – Staff updated the Subcommittee on some new private development projects submitted to the Planning Board this month.
 - 2. **CAPBMCI/CAT Staff Updates** – CAT has a full complement of drivers at this time.
 - 3. **Subcommittee Members** - Staff updated the subcommittee regarding additional members. To date, nobody has come forward. Mr. Littlefield offered to speak to Polly Fife about possibilities.
 - 4. **Manchester/Concord Transit study** - Mr. O'Mahoney updated the subcommittee on the scope of services being developed for the feasibility study for transit service between Manchester and Concord. The scope of service has been expanded to include all modes of transit.

VII. Adjournment

The meeting adjourned at 1:30PM.