

May 13, 2014
Meeting Minutes

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

Members Present:

Tom Irwin, Chair
Councilor Brent Todd
Councilor Byron Champlin
Dick Lemieux
Laura Aibel (Staff Representative)

Members Absent:

Ruairi O'Mahony
Ed Roberge (Staff Representative)
Steve Henninger (Staff Representative)

Others Attending:

Jim Sudak
Larisa Djuvelek-Ruggiero

I. Call to Order

II. Introductions

Mr. Irwin called the meeting to order and reviewed the agenda.

III. Approval of Minutes

Minutes from the April 15, 2014 were approved.

IV. Public Comments

There was no public comment.

V. Referrals

There were no council referrals this month.

VI. Updates/Old Business

- i. Ridership Report** –While reviewing the ridership report, Mr. Sudak explained the possible drop in Complementary Paratransit may be due to the new programming software which optimizes the paratransit pick ups and drop offs. A trip with multiple stops is logged as a single trip. A discussion of CAT vehicle inventory and replacement program prompted Chairman Irwin to request an overview description of the fleet, including a description of the buses, their anticipated years of further service, and the routes they are used on. It was agreed that this would be a useful tool, particularly for orienting new members of the subcommittee. Mr. Sudak will provide this information for the next meeting. A lengthy discussion followed regarding the service life and costs of various transit vehicles.

Mr. Sudak will brief new subcommittee members on funding, billing and operations at the next subcommittee meeting.

Ms. Djuvelek-Ruggiero indicated requests for ADA certification have increased. She reviewed the certification process to the subcommittee. This process may take 4-6 weeks, due, in part to required approvals from multiple agencies.

- ii. CAT Quick Report** –The Volunteer Driver Program (VDP) continues to expand. CAT's request to NHDoT for 5311 funds to study feeder routes was denied. NHDoT suggested CAT apply for 5304 planning monies to study feeder routes from the Lake Region to Concord. These monies are awarded on a rolling basis. CAT will rewrite an application after the fiscal year, which ends in June.

- iii. **Penacook Community Center (PCC) Senior Bus Service** – CAT and PCC are continuing to establish parameters for a 6 month pilot program for pick up at the Briar Hydro apartments and drop off at PCC. CAT is currently working to time its senior service with existing runs to Salisbury, and is trying to work out timing of PCC service with Ms. Cuddahy.

VII. New Business – No New Business.

VIII. Other Discussions

- i. **Capital Improvement/Private Development Projects**
- ii. **CAPBMCI/CAT Staff Updates** – CAT is currently looking for a driver.
- iii. **CAT Program Goals** – Chairman Irwin commented the CAT Program Goals report distributed resemble more of a work plan than program goals. He suggested the format of the CAT Program Goals report be revised to include measurable goals. Councilor Todd suggested including metric to show an increase in efficiency, a snapshot from the Nelson/Nygaard study and one from current costs. It was agreed that identifying and establishing metrics could be a good tool for establishing setting ambitious long-term goals for CAT’s service. It was further agreed that CAT would provide suggested metrics for discussion at the subcommittee’s next meeting.

IX. Adjournment

The meeting adjourned at 7:40 PM.