

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

Members Present:

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

Members Absent:

None

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 September 16, 2014 meeting were approved with minor modifications.

IV. Public Comments

There was no public comment.

V. Referrals

There were no council referrals this month.

VI. Updates/Old Business

- i. Ridership Report** –Mr. Sudak reported the ridership for the Fixed Routes were up over September FY14. Chairman Irwin requested a “total” column be added to each ridership graphic. The complementary paratransit has remained at approximately 200 rides per month, down from the first half of FY14. Mr. Sudak will research route match software to determine if the change in ridership is due to the route match software reporting, which was installed at approximately the same time as the decrease in paratransit ridership, stricter enforcement regarding eligibility certificates or some combination of the two. Mr. Lemieux requested a notation be made indicating the number of permanent and temporary ADA eligibility certificates that are current each month.
Senior transit ridership was up, which is expected during more temperate weather.
- ii. CAT Quick Report** –Mr. Sudak summarized the Quick Report. The Volunteer Driver Program (VDP) continues to expand. Chairman Irwin requested the VDP ridership summary be reformatted to read all years in a single chart.
The new travel training video is in final editing. The video should be posted on CAT’s website and CCTV in 2 months. CAT is working to post this video in additional languages, besides English.
Ms. Djuvelek-Ruggiero will add the travel trainer outreach statistics to the quick report starting next month.

When asked, Mr. Sudak indicated the number of customer comments had dropped over the past year. A brief discussion followed regarding what types of comments have been received. The most frequent comments include;

- adding a bus to Manchester Street,
- extending hours of service and
- service on weekends.

Included also, have been comments about the timing of the Subcommittee meetings. The Subcommittee decided to schedule the January 2015 meeting during the day so that riders may attend using CAT. Ms. Aibel will inquire about using the conference room at the SMILE! Building.

- iii. Vehicle Replacement Program** –CAT has 3 heavy duty vehicles scheduled for replacement. Indications from NHDOT are that individual systems may receive money for replacement of a single vehicle only. CAT has requested a medium duty vehicle, which has a shorter life expectancy than the heavy duty vehicle it would replace, but addresses the needs of CAT more appropriately. CAT is looking to replace a single vehicle for each of the next three years. In the past, the City has provided the 20% local match for these vehicles. CAT is looking for a recommendation from TPAC to City Council to provide a 20% match during the replacement program.

A lengthy discussion followed regarding the size and make up of CAT's fleet and how best to optimize requests for available federal funds.

The subcommittee developed the following schedule for getting a recommendation before City Council;

1. Vehicle alternatives discussion at TPAC meeting October 23, 2014.
2. Adoption of recommendation at TPAC meeting November 20, 2014.
3. Recommendation placed on City Council's consent agenda for December 9, 2014 meeting.

VII. Other Discussions

- i. Capital Improvement/Private Development Projects** - No update.
- ii. CAPBMCI/CAT Staff Updates** – CAT continues to hire staff as needed.
- iii. Nelson/Nygaard Study** – Ms. Aibel and Mr. Sudak were not prepared to discuss the recommendations of this study at the time of the meeting. The recommendations will be discussed at the November meeting.
- iv. CAT Program Goals** – Chairman Irwin had distributed draft Mission/Vision/Goals for TPAC Public Transit Subcommittee. These will be discussed at the November meeting.

VIII. New Business

- i. Boardings and Alightings Study**- The Boardings and Alightings study is scheduled for Tuesday, November 18, 2014-Thursday, November 20, 2014. There are eighteen slots for volunteers to count. After some discussion, city staff will fill six of the eighteen slots and CAT will work with CNHRPC and CAT staff to fill the rest.

IX. Adjournment

The meeting adjourned at 8:30 PM.