

September 22, 2015
Meeting Minutes

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

Members Present:

Tom Irwin, Chair
Dick Lemieux
Councilor Brent Todd
Dean Williams, CNHRPC
Cathy Wyrenbeck
Laura Aibel (Staff Representative)
Heather Shank (Staff Representative)

Members Absent:

Councilor Byron Champlin
Ed Roberge (Staff Representative)

Others Attending:

Jim Sudak
Larisa Djuvelek-Ruggiero

I. Call to Order

II. Approval of Minutes

No meeting minutes were presented for approval. Minutes from the May meeting will be reviewed at the October meeting. There were no Subcommittee meetings in June, July and August 2015.

III. Referrals

There were no referrals.

IV. Public Comments

There were no public comments.

V. Updates/Old Business

- i. Ridership Report-** The ridership report was distributed. Year to date ridership is down from last year. On the Penacook route, this may be due to the delay from the Route 3 construction.
- ii. CAT Quick Report** Mr. Sudak informed the Subcommittee NHDOT has eliminated the New Freedom funds. This means the salaries and benefits previously covered in full under this program for the Mobility Manager and Travel Trainer will now require a match.
- iii. Vehicle Replacement Program-** The DoT money for the vehicle replacement was approved by the Governor and Council at their May meeting. The city match was included in the FY2016 budget approved on June 25, 2015. Mr. Sudak reviewed the NHDOT bidding process for the vehicles, including detailing vehicle specifications. Subcommittee members asked if a letter outlining preferred design elements should be sent to the NHDOT. Chairman Irwin will prepare a draft for review at the next meeting.

VI. Other Discussions

- i. CAT Program Goals** –Chairman Irwin reported that he has been discussing Mission & Goals with the Strafford County Regional Planning Commission. When this group finishes writing their Public Transportation goals, he'll share the information with the subcommittee.

- ii. **Vehicle temperature-** Ms. Wyrenbeck commended CAT on the temperature control of the buses during the heat of the summer.
- iii. **Bus Kneeling Policy** – Mr. Sudak distributed a letter with background information regarding CAT’s new policy to kneel the vehicles at each stop instead of upon request. A lengthy discussion ensued in which the following points were covered;
 - Some passengers are dissatisfied because of the additional time it takes to lower and raise the vehicle at each stop.
 - Some passengers feel unsafe because they aren’t expecting the vehicle to be lowered and misstep upon boarding or alighting.
 - Some passengers like the new policy.

The subcommittee did not reach consensus or provide CAT with direction at this time.

VII. New Business –

- i. Mr. Williams asked about performing a Boarding and Alighting Study this November. Does it make sense to do counts on Main Street during construction? More discussion to follow at the October Subcommittee meeting.

VIII. Adjournment

The meeting adjourned at 8:50 PM.