



# CITY OF CONCORD

*New Hampshire's Main Street™*

## MINUTES

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

April 17, 2018, 5:30 PM  
2<sup>nd</sup> Floor Conference Room  
City Hall, 41 Green Street, Concord, NH

**Members Present:**

Sheila Zakre, Chair  
Dean Williams (CNHRPC)  
Karen Davies

**Staff and Guests:**

Rob Mack (Traffic Engineer)  
Jim Sudak (CAT)

**Members Absent:**

Dick Lemieux  
Brent Todd  
Cathy Wyrenbeck

#### 1. Call to Order

The Chair called the meeting to order. It was noted that member Cathy Wyrenbeck has not attended a TPAC-PT meeting in well over a year. The Chair has been unable to contact her. As her continuance on the roster makes attaining quorum more difficult, the Chair determined to rescind her subcommittee membership. The Chair will formalize this action in a note to the City Clerk.

#### 2. Approval of Minutes

The minutes of the March 20, 2018 meeting were approved with amendments added (Motion-Zakre, Second-Davies, unanimous). Added to 5d was: *'An attendee mentioned that it could be due to issues on the bus and it would be beneficial if riders filled out a comment card if they experience concerns.'* Added to 5e was: *'Attendees concurred that it would be appropriate for the bus schedule signs to be repositioned to face the sidewalk. Staff will check to see if the planned Loudon Road bus schedule sign replacements can also be so positioned, if not yet installed.'*

#### 3. Referrals - None

#### 4. Public Comment – None.

## **5. Updates/Old Business**

### **a. CAT Web Site Update**

Jim Sudak noted that CAT staff are learning WordPress and will be making minor updates to the new web site in the near future.

### **b. Bus Stop Snow Maintenance**

Jim Sudak noted that he was not aware of any bus stop issues over the past month. The Chair noted that further discussion of this item can be ended now that snow season is over. The item will be removed from future agendas.

### **c. CAT Vehicle Replacement Program**

Jim Sudak noted that the two, new para-transit buses were put into service in March. The two, new large buses are still being fitted up by Alliance Bus Group and a late-May delivery is anticipated. The large buses will be painted white with a green stripe and have bicycle and grocery racks. Advertising wrapping will also be added.

### **d. CAT Quick Report**

Attendees discussed the CAT Quick Report for March 2018. Jim Sudak noted that CAT received notice from General Services that the bridge on Washington Street in Penacook would be closed for repairs this summer and that CAT is communicating with Briar Pipe residents regarding temporary bus routes and schedule.

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

Jim Sudak reported that RLS interviewed CAT drivers on March 17, 2018. CAT staff, drivers and RLS concurred that the meetings provided an information-sharing forum that was well received by all participants. Items discussed included: bus shelters; Eagle Square issues related to Post Office parking; potential relocation of the downtown bus-transfer point to Storrs Street; and bus route coverage and direction.

Attendees further discussed the potential option of relocating the bus-transfer location from the State House to the east side of Storrs Street under the Loudon Road overpass. Jim Sudak noted that the routing of individual buses would still allow riders that transfer on Storrs Street to continue on the bus to/from potential Main Street stops.

## **6. Other Discussions - None**

## **7. New Business**

Karen Davies wanted to compliment several CAT drivers on the customer service they provide. Notable was a driver's interaction with a pair of tourists from Ohio that were visting NH for the first time. Jim Sudak noted that all drivers receive customer-service training.

## **8. Upcoming Meetings**

The next meeting was tentatively scheduled for May 15, 2018 at 5:30 PM. This meeting could be deferred to June if the Chair determines that there are no critical items to consider in the coming weeks.

## **9. Adjourn**

The meeting was adjourned by unanimous consent at about 7:00 PM.