September 1, 2011 Meeting Minutes

Transportation Policy Advisory Committee Public Transportation Committee

Members Present:

Jennifer Kretovic, Chair Kim Murdoch Brent Todd Dick Lemieux Ed Roberge (Staff Representative) Laura Aibel (Staff Representative) Steve Henninger (Staff Representative)

Members Absent:

Ruairi O'Mahony Ken Hazeltine

Others Attending:

Mike Rossi Jim Sudak Councillor Keith E. Nyhan Brian F. Hoffman Ralph Clarke Harwood Kevin Curdie

I. Call to Order/Introductions

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

II. Approval of Minutes

Minutes of TPAC- Public Transportation meeting dated August 4, 2011 were reviewed and approved with minor changes.

III. Public Comments

Kevin Curdie, a Concord resident, relayed an incident when a driver was criticized by a patron for not stopping at the northbound Trolley route stop located at the Merrimack County Savings Bank on North Main Street properly. Kevin said the patron was difficult to see and the driver did stop appropriately.

Councillor Nyhan noticed there are bus stops without any amenities. Is there a way somebody could donate a bench for these stops? Jennifer suggested CAT approach David Gill to learn how the Parks and Recreation Department accepts donations of benches at City parks.

Ralph Harwood commented there were two afternoons this week when the vehicle serving the Penacook route did not have air conditioning. Jim Sudak said the Penacook bus air conditioning broke down this morning and a substitute vehicle was placed in service this afternoon.

Mr. Harwood also commented that the schedules at the State House and Eagle Square have been altered so the arrivals are two minutes earlier. Jim Sudak indicated there was a clerical error when printing for these stops only and he will be sure to have the proper schedules posted Friday, September 02, 2011.

IV. Old Business

i. Status Report of CAT Route Changes- Jim Sudak reported the route changes will be effective end of October or early November. CTAA will be in Concord the week of September 12, 2011 to time the proposed routes for scheduling purposes. CAT will be conducting surveys of passengers to determine the preference for an out and back route along Regional Drive or a loop that goes from Regional Drive to Industrial Drive to Pembroke Road within the new Crosstown Route. The timing and mileage for both options is nearly the same, so neither option would affect the remainder of the Crosstown Route.

Kim Murdoch asked if there is any way to query potential riders. Jim was not aware of any way to ask.

ii. CAT Program Goals for FY2012

Councilor Nyhan was concerned about the delays for getting this report to Council. Ed Roberge indicated it would be possible to suspend the usual procedure of submitting subcommittee reports to the full TPAC prior to forwarding a report to Council to save a months delay. Councilor Nyhan said it was appropriate for the subcommittee to submit an informational item delineating the schedule for reporting, perhaps a brief report in October, then full reports in November, January and April. He stressed the importance of communicating as much as possible with the Council. Over communicating is better than leaving the Council in the dark.

Jennifer asked if passengers are going to be confused when the routes change in late October and the new 10 week Saturday service trial is started on November 5th. CAT has two marketing plans, one for the route changes and another for the Saturday Service. Jennifer asked if progress is being made towards implementing the Saturday service trial. Jim Sudak is ready to go, he has drivers, a schedule and ADA service covered for the Penacook and Heights Routes.

iii. Other Old Business

1. Updated FY2011 Budget- Version 1 CAT Attachment A FY12 - A revised Attachment A was provided by CAT for discussion purposes. A lengthy discussion followed. A few main points were the theme of the discussion. 1. Ed Roberge will be requesting the City's portion of the match grant be converted to a reimbursement grant. This is a format similar to most of the grants the City receives. 2. B/MCAP applies for the maximum amount of federal funding from NHDoT annually independent of the matching funds obtained at the time of the application submittal. So, when the actual numbers are determined, the budgeting numbers can be much larger than the actual expenses and/or actual income. 3. B/MCAP's application includes the City's contribution to senior transit as part of the 5311 matching funds even though senior transit is not part of the 531l program.

V. NEW BUSINESS

i. July Productivity & Ridership Report – Steve Henninger noted the additional cost per ride for Senior Transit is 27% and Paratransit is 9% above a fixed route ride.

ii. CAT Quick Report Provided by CAT

1. Bus stop amenities/bus sign status report – One response to the RFP was received. The respondent did not include the construction phase in their proposal.

- **2.** CAT website- status update –The website is being tested and reviewed. A prototype has been developed. A focus group will be established along with an email survey by CNHRPC.
- **3.** CAT Communications Plan Ginny received emailed comments. Terry will be incorporating them into a new draft which will include a timeline.

iii. Other New Business -

- 1. Advance Transit Meeting- Jennifer reviewed her notes from a meeting she, Dick Lemieux and Ed Roberge had with Van Chestnut from Advance Transit. Attached are her notes. Following are additional items mentioned while reviewing the notes.
 - **a.** Headways are 60 minutes for the fixed routes.
 - **b.** Headways for the shuttle between Dartmouth-Hitchcock and Dartmouth College are 30 minutes for off-peak and 10-15 minutes for peak periods.

VI. Adjournment

MOTION to adjourn was made, seconded and carried.