

January 29, 2013  
Meeting Notes

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

**Members Present:**

Jennifer Kretovic, Chair  
Brent Todd  
Laura Aibel (Staff Representative)  
Steve Henninger (Staff Representative)

**Members Absent:**

Ken Hazeltine  
Dick Lemieux  
Ruairi O'Mahony  
Ed Roberge (Staff Representative)

**Others Attending:**

Ralph Littlefield  
Jim Sudak  
Kevin Curdie

**I. Call to Order/Introductions**

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

**II. Approval of Minutes**

Due to a lack of quorum, the minutes from the December 11, 2012 meeting were not reviewed or approved.

**III. Public Comments**

Mr. Curdie has spoken to a rider who was concerned about bus stop relocation on Village and Main Streets. Ms. Aibel indicated staff will be meeting with Mr. Sudak to review any bus stop relocations within these projects.

Mr. Curdie asked if there is a process to deal with unruly passengers. Mr. Sudak outlined the protocols CAT has in place with all drivers to deal with unruly passengers. Mr. Sudak explained the drivers also have protocols to follow if a passenger is panhandling on the bus.

**IV. Referrals**

There were no referrals.

**V. Updates/Old Business**

- i. Status and Follow up from Public Hearing/Schedule Changes** - Mr. Sudak distributed the new schedule for the revised timing. The new schedules will be posted February 4, 2013 with the new service commencing February 11, 2013.
- ii. Saturday Service-Final Update** Mr. Sudak distributed the final ridership numbers for the 8 week Saturday service period. The numbers were down slightly.
- iii. Downtown Complete Streets Improvement Project** – Ms. Kretovic updated the Subcommittee on the status of the project.

- iv. **Fundraising Update-** Mr. Sudak distributed a summary of fundraising efforts for FY2013, which is attached. The advertising revenue for the current year is higher at this time than last year.
- v. **CAT Quick Report-** Mr. Sudak distributed the January Quick Report, which is attached.

**VI. NEW BUSINESS**

- i. **Theft and Alcohol Use on Buses** – Mr. Sudak reminded the Subcommittee CAT does not permit any food or open beverages on the buses. He also reviewed the protocols CAT has in place to deal with unruly passengers, any reports of theft and problems with panhandling.
- ii. **FY-2014 Budget Preparations** – Mr. Sudak distributed an email from Shelley Winters, NHDOT, regarding the grant application schedule and funding potentials for FY2014. Mr. Littlefield indicated CAT may lose as much as \$90,000 in federal funding in FY14. Mr. Sudak asked about City grant applications and deadlines. Ms. Aibel will follow up.
- iii. **Other New Business** –
  - 1. **RESERVED-** New development and Capital Improvement Projects – Staff updated the Subcommittee on some new private development projects submitted to the Planning Board this month.
  - 2. **CAPBMCI/CAT Staff Updates** – CAP/BMCI has advertised for the position of Transportation Director again.
  - 3. **Subcommittee Members** - Staff updated the subcommittee regarding additional members. To date, nobody has come forward. Mr. Littlefield offered to speak to Polly Fife about possibilities.

**VII. Adjournment**

The meeting ended at 7:32PM.

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