

November 18, 2014
Meeting Notes

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

Members Present:

Tom Irwin, Chair
Councilor Brent Todd
Ed Roberge (Staff Representative)
Laura Aibel (Staff Representative)

Members Absent:

Councilor Byron Champlin
Dick Lemieux

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 21, 2014 meeting were not approved due to a lack of quorum.

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 was down from 10,031 last October to 8,532 this October. This reduction may be due to the decrease in gasoline prices.

Mr. Sudak explained that the sudden increase in Senior Transit was due to the manner the Route Match software tracks ridership. Before utilizing this software, ridership for Complementary Paratransit and Senior Transit was tracked by vehicle, independent of the number of riders in the vehicle. The Route Match software allows for tracking multiple riders within a single vehicle, so the ridership increased with the implementation of the software. Mr. Sudak has changed the tracking in the Route Match software to track the vehicle and not the number of riders within the vehicle as of November 2014.

Mr. Sudak distributed a compilation of CAT-ADA Paratransit applications received, approved and denied annually from May FY11 through November FY15. He explained that ADA Certifications may be awarded for any length of time, most being for one year. Ms. Djuvelek-Ruggiero will bring an ADA Certification application to the TPAC-PT meeting in December. Mr. Sudak also distributed a record of Travel Trainer Trainees on an annual basis.

- 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 under review by BMCAP Executive Director Ralph Littlefield.

- iii. **Vehicle Replacement Program** – Mr. Roberge outlined three sizes of possible replacement vehicles for CAT. Mr. Roberge described information he found which details the costs of and associated with different size transit vehicles using various fuels. He will assemble a matrix for discussion at the TPAC-PT and full TPAC meetings in December.

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** – No discussion this month.
- iv. **CAT Program Goals** – Chairman Irwin will review draft Mission/Vision/Goals for TPAC Public Transit Subcommittee when a quorum of the subcommittee is present.

VIII. New Business

- i. **Boardings and Alightings Study**- The Boardings and Alightings study was cancelled due to a lack of counters.
- ii. **Reports to Council** - After some discussion, the members present felt TPAC-PT should submit two reports to Council.
 - 1. The January report should include
 - a. Mid-year revenue, comments from riders, capital expenses, bus purchases, ridership (current and projected) and special events.
 - 2. The July report should consist of the annual work plan.

IX. Adjournment

The meeting adjourned at 8:37. PM.