



CITY OF CONCORD

New Hampshire's Main Street™

MINUTES

Public Transportation Subcommittee of the Transportation Policy Advisory Committee

October 18, 2016, 6:00 PM
2nd floor Conference Room
City Hall, 41 Green Street, Concord, NH

Members Present:

Sheila Zakre, Chair
Dean Williams (CNHRPC)
Cathy Wyrenbeck

Staff and Guests:

Rob Mack (Traffic Engineer)
Jim Sudak (CAT)
Larisa Djuvelek-Ruggiero (CAP-BMCI)

Members Absent:

Brent Todd
Dick Lemieux
Pat Hutchins

1. Call to Order

The Chair called the meeting to order.

2. Approval of Minutes

The minutes of the September 20, 2016 meeting were approved (Motion-Zakre; Second-Williams; Unanimous).

3. Referrals - None

4. Public Comment - None

5. Updates/Old Business

a. Bus Stop Snow Maintenance

Larisa Djuvelek-Ruggiero discussed her research into bus stop snow maintenance practices of other NH communities that have public transportation providers. Practices range from full snow clearing along with municipal sidewalks to no snow maintenance at all. Many bus stops on private property are maintained by the property owners. In some locations, purchasers of advertisements posted on bus shelters are required to keep related shelter areas clear of snow.

The latter is not an option in Concord as the city zoning ordinance does not allow posting of commercial advertising materials in the public right of way.

b. CAT Vehicle Replacement Program

Jim Sudak reported that CAT and NHDOT are still finalizing the specifications for the bid package.

c. CAT Quick Report

Jim Sudak distributed copies of the September 2016 CAT Quick Report. Attendees discussed the Quick Report as well as handouts showing monthly/annual statistics on CAT ridership. Jim Sudak noted that a number of downtown bus patrons have been irritated due to frequent changes in bus stop locations because of construction activities. Main street construction activity should be completed by November 10.

d. NHDOT's CAT Bus Service Study

Dean Williams reported that RLS, NHDOT's bus transit consultant, will begin working on the bus service study when their scope of work is finalized.

6. Other Discussions

a. Potential Bus Shelter Funding

Jim Sudak noted an email message by Karen Davies regarding her independent inquiries to NHDOT about potential funding source for bus shelters. NHDOT indicated that bus shelters could be eligible for funds if available. TPAC-PT members discussed other items needed (beyond the physical shelters) such as location/design, construction of foundation pads, and possible property acquisition/easements.

b. CAT No-Show Policy Update

CAT has updated portions of its new Late Cancellation and No-Show Policy for ADA Paratransit and Concord Senior Transit patrons. Larisa Djuvelek-Ruggiero presented the updated policy which includes removal of the permanent suspension, revision of the number of late cancellations/no shows that trigger policy action, and inclusion of a requirement to contact CAT, rather than a driver, of cancellation notices. There is an appeal process and Sheila Zakre and Ralph Littlefield are on the appeal panel. Actions recorded since the policy became effective this summer will be voided; monitoring per the updated policy will begin anew in November.

7. New Business

a. Pleasant Street at Main Street – Potential Bus Shelter Relocation

Rob Mack reported that city staff was looking into the potential relocation of the permanent bus stop location on Pleasant Street eastbound at S. Main Street. Suggested was the relocation of this low-use stop to about one block west, near the crosswalk by Riverbend just west of S. State Street. Staff was coordinating the inquiry with Jim Sudak.

8. Upcoming Meetings

The next meeting is scheduled for December 13, 2016 at 6:00 PM. Because of a conflict with CNHRPC's CAT boarding and alighting study, TPAC-PT will not meet in November.

9. Adjourn

The meeting was adjourned by unanimous consent at about 7:40 PM.