

December 11, 2012
Meeting Minutes

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

Members Present:

Jennifer Kretovic, Chair
Ruairi O'Mahony
Brent Todd
Dick Lemieux
Laura Aibel (Staff Representative)

Members Absent:

Ken Hazeltine
Ed Roberge (Staff Representative)
Steve Henninger (Staff Representative)

Others Attending:

Jim Sudak
Kevin Curdie

I. Call to Order/Introductions

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

II. Approval of Minutes

The minutes from the October 16, 2012 meeting were reviewed and approved.

III. Public Comments

Mr. Curdie mentioned both the drivers and passengers have said the Crosstown Route is too long. Mr. Sudak responded that the new timing will shorten the route by eliminating some of the stops at the bus station on Stickney Avenue.

Mr. Curdie called attention to a driver waiting 13 minutes before leaving Eagle's Square for the last trip to Penacook because there was a passenger heading in on the Heights route. He appreciated the attention the driver paid to his patrons.

IV. Referrals

The subcommittee reviewed the draft report regarding the Perkins/Houde matter on Horseshoe Pond Lane. The report was approved with minor revisions.

V. Updates/Old Business

- i. Status Report of CAT Route Changes/Route timing-** Mr. Sudak distributed a draft schedule for the revised timing. Subcommittee members noted positive changes, such as delaying the last Penacook departure so the Heights connection can be made more easily.
- ii. Saturday Service-** Mr. Sudak reviewed the ridership to date. The Subcommittee noted the reduced numbers from 2011/2012.

VI. NEW BUSINESS

- i. CAT Quick Report-** Mr. Sudak distributed the November Quick Report, which is attached.
- ii. Downtown Complete Streets Improvement Project**

iii. Other New Business –

1. RESERVED- New development and Capital Improvement Projects – Staff requested input from the Subcommittee regarding relocation of the southbound Penacook Street stop on North State Street. Due to the proposed Langley Parkway expansion of the intersection, the location of the stop may not be optimal. The subcommittee discussed moving the stop southerly to frontage along the Walker school property. When a formal application for redevelopment of the Sovereign Bank property is submitted, the Subcommittee will revisit the location of this bus stop.
2. CAPBMCI/CAT Staff Updates – Mr. Sudak has reached the required number of full-time drivers, so substitute drivers are not working at present.
3. Mr. O’Mahoney is working with AARP to find a new member for the Subcommittee who would represent the seniors in the community.

VII. Adjournment

The meeting adjourned at 7:50PM.

CONCORD AREA TRANSIT

OCTOBER 2012 QUICK REPORT

The Saturday Schedule has been completed as of October 15, 2012 and is scheduled to start November 3, 2012 and run through January 5, 2013. Schedules will be available at Concord Area Transit ticket outlets, on all Concord Area Transit vehicles, Concord Area Transit website and upon request from Dispatch.

Concord Area Transit has decided to design the new route schedule in house in order reduce the expense of developing a schedule. Any consult from outside vendors will be kept to a minimum. See attachment A for a draft of the timeline pending approval and comments from the Transportation Policy Advisory Subcommittee.

During the public comments portion of the September Transportation Policy Advisory Subcommittee meeting, it came to our attention that there were still some trolley signs and other signage left on some of the CAT routes. They were removed in mid-September.

New Hampshire Department of Transportation Bureau of Rail & Transit has notified Concord Area Transit on September 18, 2012 that for FY2013 we were approved for an additional \$15,764.00 in ARRA funding to be used only in operational salaries.

The Concord Area Transit Travel Trainer Rosa Burtt was approved on October 4, 2012, by the New Hampshire Department of Transportation Bureau of Rail & Transit to attend the Easter Seals Project Action-Introduction to Travel Training Workshop. She is scheduled to attend October 24 – 26, 2012. Funding for the training was through the New Hampshire Rural Transit Assistance Program (RTAP) scholarship program.

The Volunteer Driver Program continues to provide a portion of the unmet transportation needs within the Mid-State Regional Coordinating Council area.

January	82	February	130	March	222
April	224	May	160	June	171
July	159	August	253	September	238

Attachment A

Concord Area Transit (CAT) Route Revision Plan 10/01/12

Week Of
10/15/12

- Complete editing and feedback gathering on two remaining route options.
- Finalize timing schedules.

10/22/12

- Review schedules and make timing modifications internally.
- Review for incorporation of feedback from customer comments.
- Review for incorporation of feedback from CAT drivers and dispatch staff.
- Select route option.

10/29/12

- Road test route option timings using CAT drivers, dispatchers and management staff.
- Make timing modifications resulting from road testing.
- Set date and find and book venue for public hearing.

11/05/12

- Review final route option using outside firm.

11/12/12

- Finalize route option and prepare for presentations
- Announce date and venue for public hearing to be held the week of 11/26/12.

11/19/12

- Present final route option to the Public Transportation subcommittee of the City of Concord Transportation Advisory Committee
- Make any adjustments using feedback from the presentation.
- Prepare for public hearing to present final route option to public.

11/26/12

- Present final route option at public hearing.
- Process and release feedback from public hearing.
- Make adjustments to route option using feedback.
- Make decision about having a kick-off event for the route launch.

12/03/12

- Routes map and schedules completed.
- Revision of CAT Map and Schedule brochure completed and sent to printer.
- Design poster for buses, stops, shelters, pass outlets, and schedule locations.
- Create time schedule replacements for bus stops sign boxes.

12/10/12

- Materials are printed
- News release crafted and issued with start date of new route.

12/17/12

- Flyers about new route are posted on the buses, at bus stops, at pass outlets, at schedule locations at employers on the route and social service agencies.
- Mail out route maps and schedules and route change information.
- Post notices on bus stops of pending change.
- Issue News releases.

12/24/12

- Print, laminate and organize new time schedules for bus stop sign boxes.

1/04-05/13

- Replace maps and schedules at pass outlets and schedule locations.
- Replace bus stops signs on the new route and pull unused signs.

1/07/13

- First day of revised route service.