

April 17, 2012
Meeting Notes

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

Members Present:

Jennifer Kretovic, Chair
Ruairi O'Mahony
Ed Roberge (Staff Representative)
Steve Henninger (Staff Representative)
Laura Aibel (Staff Representative)

Members Absent:

Dick Lemieux
Brent Todd
Ken Hazeltine
Kim Murdoch

Others Attending:

Ralph Littlefield
Kevin Curdie

I. Call to Order/Introductions

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

II. Approval of Minutes

Minutes from the March 20, 2012 meeting were not reviewed and approved due to a lack of quorum.

III. Public Comments

Mr. Curdie reminded the subcommittee they had discussed ways to make CAT more useful to non-english speaking residents. Is there an update? Ms. Kretovic replied the Travel Trainer works in the ESL classroom to assist new arrivals with public transportation usage. Long term, the subcommittee has discussed asking the Travel Trainer to develop a demonstration/training DVD with Concord TV. Mr. Littlefield said he'd look into training programs available to longer term residents.

Mr. Curdie said the link to CAT's new website is not working. Any update? Mr. O'Mahoney explained the new website is being tested by a focus group. It should go live in a couple of weeks.

Mr. Curdie said a passenger stumbled leaving the Crosstown bus. The driver did not check to see if she was okay. However, he did ask and apparently the passenger gave two thumbs up.

Mr. Curdie asked why there aren't any bicycle racks on the Trolleys? Mr. Littlefield will check and respond.

IV. Referrals

There were no referrals this month.

V. Updates/Old Business

- i. NHDOT Application- Mr. Littlefield reported he has not heard from NHDOT regarding the level of funding for CAT. NHDOT has mentioned shifting the funding for the Penacook route to JARC(Job Access Reverse Commute). The benefit to CAT is the funding is 80/20

(Federal/State) versus 50/50(Federal/State) for 5311 funding. Apparently, all systems will be receiving less funding this year.

- ii. Ridership Reports – Ridership reports were distributed, but not discussed.
- iii. **Status Report of CAT Route Changes** – Mr. Crikelair has visited CAT and worked on the route changes. He should have two scenarios by end of next week. He will look at the retiming of existing routes and changes to the routes including disconnecting the hospital loop from the Crosstown and Penacook routes, adding a hospital loop on its own and combining the Heights and Crosstown routes. Ms. Kretovic emphasized feedback from passengers via the drivers that the Crosstown route is too long.
- iv. **Bus Stop Signs-** Mr. Littlefield showed the subcommittee a sample of the new bus stop signs with route timing information. Mr. Roberge suggested trimming the bottom to allow for a larger border by the CAT logo. Mr. Littlefield stated sign replacement will commence within the next two weeks. The sign frame color is black.
- v. **Staff Updates-** Mr. Littlefield indicated CAP/BMCI has not received any applicants with grant writing/development/fundraising experience. Mr. Roberge suggested CAP/BMCI work with CNHRPC, who has grant writers. Mr. Littlefield will speak to Mike Tardiff, Executive Director at CNHRPC about potential opportunities.

VI. NEW BUSINESS

- i. **CAT Quick Report-**
- ii. **Jan-March Productivity Report-** Ms. Kretovic suggested the subcommittee not review this report until all members may see it and comment. Mr. Littlefield will bring a sample of the DOT billing report that is sent monthly.
- iii. Other New Business –
 - 1. **RESERVED-** New development and Capital Improvement Projects – No update.

VII. Adjournment

MOTION to adjourn was made, seconded and carried.