

January 6, 2011
Meeting Minutes

**Transportation Policy Advisory Committee
Public Transportation Committee**

Members Present:

Jennifer Kretovic, Chair
Brent Todd
Dick Lemiux
Ken Hazeltine
Kim Murdoch
Laura Aibel (Staff Representative)
Steve Henninger (Staff Representative)

Members Absent:

Brent Todd

Others Attending:

James Sudak, Concord Area Transit (CAT)
Kevin Curdie
Ralph Littlefield
Brian Hoffman
Ginny Schneider

I. Call to Order/Introductions

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

II. Approval of Minutes- November 4, 2010 and December 2, 2010.

Minutes from the November 4, 2010 and December 2, 2010 were reviewed and commented upon.

MOTIONS to approve the minutes were made and seconded. Motions to approve the minutes were carried.

III. Public Comment Period

Doug Hall emailed Jennifer Kretovic with a list of signs needed for bus and trolley stops. He mentioned he had fulfilled his commitment of one year for monitoring the temporary and permanent sign conditions. Kevin Curdie volunteered to take over the monitoring and offered to coordinate with Terri Page.

IV. Communications and Referrals

i. CAT's Quarterly Report for Q2

1. Update of Program Goals

Ginny will provide Jennifer with an update as to the progress of certain tasks included in the Program Goals. Ginny will also provide ridership data for inclusion in the report.

The Q2 report will go to TPAC for the January meeting and then follow at City Council for March 2011.

2. Assistance from CNHRPC

Because BMCAP has hired Ginny Schneider and Terry Page, CNHRPC will be assisting BMCAP on the Communications Plan instead of taking the lead. Kevin Curdie suggested CAT produce a newsletter.

ii. New referrals

1. Daytime Meeting during Bus Service Hours

Jennifer reminded the subcommittee of recent discussions about holding a regular subcommittee meeting during bus service hours. April 14, 2011 from 3-5 p.m. was suggested with St Paul's Church or CDFA on Dixon Ave. as possible locations. It was suggested that the City Council third quarter report could be part of the agenda at that meeting.

V. Old Business

i. Coordinated Transit & Human Services Plan

Region 3 RCC has submitted a Letter of Interest to NHDOT regarding the volunteer ride program. BMCAP has been designated the lead agency for the RCC.

ii. Bus Stops/Bus Shelters

CAT has not received a decision from NHDOT regarding the transfer of funds from bus shelters to bus signs. Ginny Schneider is researching possible shelter locations and will prepare an RFP for shelters if the transfer is not approved.

iii. Other Old Business

VI. New Business

i. CAT Ridership – Update

Jim Sudak distributed the ridership information for December. The Trolleys were down a bit, probably due to the early release of students at the end of the semester.

ii. Opportunities for New CAT logo

Ginny Schneider mentioned she's looking into developing a new logo for CAT. She may propose a competition.

iii. Other New Business

VII. December Meeting Follow Up

i. Update on CAT Route Changes

Ralph Littlefield reviewed the history following BMCAP's 2011 grant submission to NHDOT. The agency requested funds for dial-a-ride service due to the possible elimination of the Industrial Park Drive route. This funding was requested in a 5316 grant (not in the main grant under 5311) and was in line with the CAT Transit Service Plan recommendations.

Following submission of the grant request, BMCAP/CAT in working with the subcommittee developed a prioritization of the goals outlined in the CAT Transit Plan. Elimination of the Industrial Park Drive route and the addition of Saturday Service were not identified as goals or action items for FY2011. Based on the subcommittee's recommendations City Council approved CAT's program goals for the next three years. The chronology for implementation of the goals are not in line with the 5316 grant request submitted and approved by NHDOT. It was an unintended oversight resulting from differing deadlines for funding requests between the City of Concord and NHDOT. Ralph acknowledged that communication could have been better on BMCAP's part related to the requirements of the 5316 application and the modifications that NHDOT made in the BMCAP's contract regarding Saturday service.

NOTE: Although not discussed at the January 6th meeting, it is important to remember that before any changes to the system, BMCAP must conduct a public hearing, propose scheduling changes and prepare public information materials. Creating new schedules, and a map and guide involve bringing in a consultant to do this type of work. NHDOT approval is required in advance of moving forward with any route modification.

1. Trolley Routes and Fixed Route Plan
Ralph stated that if BMCAP cannot find private matching funds to continue the Trolley route through June 30, 2011, BMCAP will provide the matching funds.
2. Public Notification Timeline
BMCAP will need additional money before the end of FY11 to make the anticipated schedule changes, one Trolley, discontinuing Indy Park, and providing as much Saturday service as the budget will allow.
3. Jennifer requested the equipment inventory for the Capital Program.

VIII. Adjournment

There being no other items to discuss, **MOTION** to adjourn was made, seconded and carried.