

February 3, 2011
Meeting Minutes

**Transportation Policy Advisory Committee
Public Transportation Committee**

Members Present:

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

Members Absent:

Ken Hazeltine

Others Attending:

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

I. Call to Order/Introductions

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

II. Approval of Minutes- January 6, 2011

Minutes from the January 6, 2011 were reviewed and commented upon. Ginny Schneider felt that the description of Ralph Littlefield's summary in item VII- December meeting was not accurate. Ginny will provide revised language. It was decided the revised minutes would be reviewed at the March meeting.

III. Public Comment Period

Kevin Curdie volunteered to take over the monitoring of the bus stop signs and offered to coordinate with Terri Page. He has photos of the Commercial Street stop where there is no room for standing. There are signs missing at the Market Basket stop on Trolley 1 and Pitchfork Records.

Ginny Schneider commented on the excellent job the regular plow person does on the State House/Eagle Square area. She also asked whose responsibility it is to clear bus stops.

IV. Communications and Referrals

i. CAT's Quarterly Report for Q2

Jennifer distributed copies of the draft Q2 report. The subcommittee reviewed the report, which is attached.

1. Update of Program Goals
Included in report.
2. Assistance from CNHRPC
Included in report.

ii. New referrals

1. Daytime Meeting during Bus Service Hours

Kim Murdoch was able to secure St. Paul's Church, 21 Centre Street on April 14, 2011 from 3-5 pm for the April Public Transportation Subcommittee meeting.

V. Old Business

- i. Region 3 RCC
Region 3 RCC has submitted a request for a Purchase of Service grant to coordinate and expand a volunteer driver program.
- ii. Bus Stops/Bus Shelters
Ginny Schneider is working with an RFP for shelters prepared by Keene. Following is the list of attachments;
 1. A shelter location map with back up locations if Right-of-Way can't be obtained
 2. If Right-of-Way agreements are in place, a copy of those agreements
 3. Typical site design and installation plan
 4. Maintenance plan
 5. Installation timeframe
- iii. Trolley Routes and Fixed Route Plan
 1. Pulse System- It was reported there is enough room to accommodate a pulse system on North Main Street.
 2. Trolleys- Ralph met with DoT about Trolleys and the rest of the Fixed Route System. Members of the subcommittee reiterated their priorities for funding the Public Transportation System as follows;
 - a. Heights, Penacook routes to remain with minor route adjustments.
 - b. Continue service on the "Trolley Route" with whatever vehicle is available.(Downtown Loop Route)
 - c. Provide as much Saturday service as possible.
 - d. CAT may review costs for providing a Demand-Response service for the Indy Park Route Area, however service to this area is not priority of the subcommittee .

The proposal for NHDOT is due March 1, 2011, before the next scheduled TPAC Public Transportation meeting. Ralph requested a special meeting to review BMCAP's proposal. A tentative date of February 23, 2011 was selected. Laura will schedule the meeting and send notices.
- iv. CAT Logo
No report.
- v. 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. Other New Business
Ginny proposed diversifying the membership of the Subcommittee to comply with Title VI. Jennifer knows some one from the refugee community who might be interested in participating as a resource for language barriers. Appointments to the Subcommittee must be done through TPAC.

VIII. Adjournment

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