

**CITY OF CONCORD
PUBLIC TRANSPORTATION SUBCOMMITTEE
of the
TRANSPORTATION POLICY ADVISORY COMMITTEE
MINUTES OF FEBRUARY 2, 2021**

The Public Transportation Subcommittee of the Transportation Policy Advisory Committee (TPAC) met at 12:00 p.m., on February 2, 2021. Due to the Covid-19/Coronavirus Pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Public Transportation Subcommittee was authorized to meet electronically. The City of Concord utilized the WebEx platform for this electronic meeting. There was no physical location to observe and listen to the meeting, which was authorized pursuant to Governor Sununu's emergency Order #12 pursuant to Executive Order 2020-04. All members of the Committee had the ability to communicate during this meeting through the WebEx platform, and the public had access to listen and participate in this meeting as necessary.

Attendees: Terri Paige, Chair
Dean Williams
Dick Lemieux
Councilor Brent Todd

Absent: Rebecca McWilliams

Staff: Karen Hill, Transportation Engineer
Dave Cedarholm, City Engineer

Guests Present: Cindy Yanksi, Mobility Manager CAPBMCI

1. Call to Order

The Chair called the meeting to order at 12:05 pm.

2. Introduction of invited guests and potential new members

Terri introduced Cindy Yanski, mobility manager for CAPBMCI. She is attending to provide input on route updates and re-branding project.

3. Approval of Minutes

The minutes of the October 6, 2020 meeting were approved. (Motion – Williams; Second –Paige; Unanimous- Lemieux abstained)

4. Referrals - None

5. Public Comment - None

6. Updates/Old Business

a. CAT Quick Report

Terri Paige briefly reviewed the December CAT Quick Report and presented the recently completed December CAT Ride Data Reports. As an update to the report she noted that while the catalytic

converter thefts that happened this past fall have been resolved, CAT was hit again this past Monday night and one catalytic converter was stolen off of an 18 passenger cut-away vehicle. Terri went over the security measures that have been put into place to discourage future thefts. Councilor Todd asks Terri to provide estimated dollar amounts for annual fare revenue to be used in future discussions about operating fare free. Dick Lemieux requested that Terri provide sources of revenue for the projected fare revenue if the system went fare free. Terri explained that one of the recently approved tasks on the CAT Bus Service Study is to explore what would be required to go fare free, including possible funding options. Dick also requested that Terri indicate on the ridership charts when the COVID ridership restrictions went into effect, when they were lifted and when the collection of fare was suspended.

b. NHDOT's CAT Bus Service Study

Terri reported that NHDOT is still working on finalizing and approving the new tasks that have been added to the final report. Once the tasks are approved work can begin again on the study. The new task order includes tasks for refining and testing the proposed route and stop changes and developing a schedule as part of an implementation plan. Reviewing additional capital needs, including technology and marketing/branding materials will also be included in the plan. As well as a fare free study.

Terri shared a map view of the proposed route changes and gave a report out on the trial run that was done with three buses and CAT staff on 1/22/21. The trial run went really well. Staff participating felt that the route changes as proposed work well. Several duplicate runs have been removed and under-performing sections of the existing routes have been addressed. There is some concern about the gap in timing between the Penacook and Heights routes and how that might make it difficult to facilitate efficient transfers for riders. All of the timings and feedback have been recorded and sent to the consultants to be reviewed and compiled for further study. Key elements of the new route structure include expansion of service to Manchester and Green streets utilizing a reconfigured Crosstown route and the use of the Stickney Ave Bus Station as the transfer point for all routes. Once the consultants have plugged in the trial timings the routes will be reviewed again and further adjustments made if necessary.

c. CAT Vehicle Replacement Program

It is anticipated that we will be receiving three more demand response vehicles, 2 CAT ADA & Senior and 1 RTS senior, in late March or early April. The delivery date of the last 27 passenger Passport vehicle has been moved out to August of 2021. We have received word from both retail businesses that the manufacturing process is still being affected by the pandemic.

7. Other Discussions

a. Fare Structure

Terri reported that the decision to suspend fare is still in place and will continue through FY 2021. She also reported that while doing research into technology upgrades she is also looking at contactless fare systems as a way to reduce the risk of contamination and COVID infection spread from cash and tickets being handled. As noted above in the Quick Report section Terri will be working on putting together a study on going fare free long term.

b. Bus Shelter Cleaning and Winter Maintenance

Terri reported that the bus shelters were cleaned again in January. A new vendor was contracted and 8 of the 9 bus shelters in the city were cleaned for a third time. They did not clean the State House shelter because General Services takes care of that one downtown. The shelters have signs noting they were recently cleaned. She reported that cleaning will continue throughout the winter when the weather allows.

8. New Business**a. Bus stop location adjustment 95 Village Street**

Karen presented drawings depicting the proposed relocation of the CAT bus stop located at 95 Village Street in Penacook. There is a new CATCH housing development going in at that location and the current bus stop is located where the new driveway for the development would be constructed. The proposed new location for the bus stop would move it north closer to the stone wall of the cemetery. Terri noted that she has some concerns about the constraints this location would put on the ability for the buses to be able to safely deploy either the lift or ramp used for passengers using mobility devices like scooter or wheelchairs. After some discussion Councilor Todd suggested that the design team take a look at moving the bus stop to the south of the driveway instead of the north of the driveway. Karen also suggested that if the bus stop was moved north perhaps a wider landing 8-ft landing zone would provide enough flexibility to make it work in that location. Both could be viable options and will be explored. As part of the discussion the planned relocation of the bus stop in front of the Homeless Resource Center on North Main Street came up. Terri and Cedarholm will follow up with General Services to get the project completed as soon as the ground is thawed enough to relocate the signage. The move will be put on the next meeting agenda for follow up.

b. Manchester Street Bus Stops

Karen suggested that it would be a good idea to reach out to Martha in the City Engineering department to discuss the possibility of service going out to Manchester Street and if it would be possible to include bus stop in the plans for the redesign for Manchester Street that is currently being finalized. She will contact Martha to start the conversation going.

c. Rebranding and Marketing

CAPBMCI received a grant through a NADTC Innovations in Accessible Mobility program. This will be used to create a fresh new image for CAT and the other CAP transportation programs. This will provide a uniform image for the system and generate some new interest, positively increase awareness about all of the services and increase ridership. The consultants hired for the project have come up with a draft logo and color scheme which will be shared at the next meeting.

9. Upcoming Meetings

The subcommittee agreed to set the next virtual meeting for March 2nd, 2021 (first Tuesday of the month) at 12:00pm.

10. Adjourn

The meeting was adjourned at 1:25 p.m. (Motion – Todd Second –Paige; Unanimous)