

**CITY OF CONCORD
PUBLIC TRANSPORTATION SUBCOMMITTEE
of the
TRANSPORTATION POLICY ADVISORY COMMITTEE
MINUTES OF DECEMBER 6, 2022**

The Public Transportation subcommittee of the Transportation Policy Advisory Committee (TPAC) met at 12:00 noon, on December 6, 2022 in the Second Floor Conference Room, City Hall, 41 Green Street.

Attendees: Terri Paige, Chair
Councilor Stacy Brown
Matt Baronas – Regional Planner, CNHRPC
James Ziegra, Disability Rights Center NH

Absent: Kelly McCammon
Councilor Brent Todd

Staff: Karen Hill, Transportation Engineer City of Concord

Guests Present:
Meredith Cooley – Concord Green Space Coalition
Judith Kurtz – Concord Green Space Coalition

1. Call to Order

The Chair called the meeting to order at 12:08pm.

2. Introduction of invited guests and potential new members

The Chair welcomed attendees and brief introductions were made.

3. Approval of Minutes

The minutes of the May 3, 2022 and August 2, 2022 meetings were presented for approval.
(Motion-Ziegra; Second-Baronas; Unanimous)

4. Referrals- None

5. Public Comment

Meredith Cooley suggested that Smart Growth America is a great model for combining local art and culture with public transportation in an effort to connect with underserved communities. She also asked about the City of Concord's Zero emission goal for 2050 and where is CAT in the plan for meeting that goal. Her final question was how CAT was involved in the City Master Plan for transportation regarding inclusion of underserved individuals, sidewalk maintenance and bus shelters installations. Paige noted this input and these items will be added to future meeting agendas for discussion.

Judith Kurtz asked a question about the City winter sidewalk maintenance hierarchy and how it impacts access to the buses. Paige responded that Concord General Services has been very responsive in clearing access to bus shelters and stops. Some of the more remote bus stops may take longer to get cleared, but that is truly just a matter of distance from the main sidewalk infrastructure.

Councilor Brown inquired about adding a bus stop to the route to access proposed new community center and Penacook Library which are relocating to a building on Dolphin Street in Penacook. After some discussion Paige stated that this request would be taken into consideration as the larger route restructuring takes place over the next year.

6. Updates/Old Business

a. CAT Quick Report

Paige did a summary presentation of the Quick report. Discussions included:

- Paige gave a quick overview of the new electronic vehicle inspection tool that is being deployed. The tablets are being set up now with the templates test inspections are being done now and the templates are being adjusted to customize them for our vehicles. Once that is done drivers will all be individually trained on the program. This new tool will allow CAT to improve mileage tracking, track and report on maintenance and repair data and ensure DOT compliance.
- CAPBM Transportation successfully completed several compliance reviews this past quarter. The NHDOT Technical Assistance Review (TAR) for our DOT Drug and Alcohol program was completed and responses to two findings submitted in October when CAT was notified that FTA was sending a compliance team to do an official FTA review of our DOT Drug and Alcohol program in November. CAT cleared that review with just four minor findings which have all been addressed and submitted for approval. Also, in October NHDOT performed a TAR on the full 5311 grant program. This was completed with 7 minor findings which CAT is in the process of addressing now. NHDOT has launched a 5311 financial TAR which began the week of 11/28/22. These reviews were done for all NHDOT subrecipients and they all landed in this time frame because previous reviews were suspended during the pandemic.
- There was a brief discussion regarding higher than normal ADA Paratransit applications received this quarter. Paige suggested that this might be due to increased outreach done by the Region 3 Mobility Manager.
- There was some discussion generated by the Mobility Managers report and the highlighted topics there.
- There was a brief discussion about how the Travel Training service is advertised and how individuals using English as a second language can access the service. Paige explained that the Travel Trainer works closely with Ascentria Care Alliance and their New American services to do group and individual training sessions.

Paige went over the data reports provided, she noted the continuing increases in ridership across all routes.

1. NHDOT's CAT Bus Service Study update

Paige reported that she has reached out to the consultant to restart the route change project and begin the planning process for the proposed expansion route from Penacook out to the new Merchants Way development, the Merrimack County complex and on to Franklin and Laconia.

b. CAT Vehicle Replacement Program

Paige reported that 2 replacement cut-aways were applied for in the last FTA 5339 solicitation. One will be used for the MST service and one for the CAT demand response service. She noted that due to supply change issues it is likely that these replacement vehicles may not be delivered for up to two years.

In addition to the replacement vehicles, Paige has applied for FTA 5339 funding to match DHHS inequities grant funding that was obtained to purchase and install customer enhancement technologies on all of the fixed route CAT buses. This would include real time bus location, and automatic stop announcements.

c. 2020 Census Impact

Paige reported that if the 2020 census results will not be available now until the spring of 2023. Which means that FTA will not be making any decisions about redesignations until FY2024. This gives CAT a little more time before any funding changes go into effect.

d. New Service Model – Micro Transit

Paige reported that Cindy Yanski has been attending webinars and has reached out to Wilson NC to introduce ourselves and see if we can set up a time to meet to discuss their process and experience. CAT is still working on finding a mutual date for the meeting. Paige and Yanski will be working with NHDOT, Central NH Planning Commission and RLS to put together a feasibility study and plan.

7. Other Discussions**a. Catalytic converter theft**

At 1 am on December 5th thieves removed the catalytic converters from 7 of the vehicles in the CAPBM transportation bus fleet. This included all of the demand response vehicles and the two 16 passenger vehicles utilized for the Crosstown bus route. The three larger Passport (28 passenger) vehicles were not affected. Paige was able to pull together enough vehicles to run all services Monday. She will be utilizing a few loaner vehicles from partners in the transportation community and pulling a couple of MST vehicles down to Concord to continue to run routes until the vandalized vehicles can be repaired. Obtaining replacement catalytic converters has already become a challenge. Paige also reported that a positive outcome from this situation is that it looks like CAPBM will be renting additional garage space in the existing complex that is big enough to house all of the fleet inside a locked building going forward.

b. Concord to Laconia Inter-City route

Paige reported that she received a proposed route map and suggested timings from RLS a couple of weeks ago. Paige is going to be applying for a Merrimack County ARPA grant to cover the match needed for operating fund for the route through FY 25. She is hopeful that a spring 2023 launch for the route will be possible.

c. Replacement of bus stop signs which are currently facing the street.

Paige and Yanski will be working with Concord General Services to get an inventory of the existing signs which need to be turned 90 degrees to face the sidewalk.

8. New Business**a. Covered Bike Parking Shelter – Tim Blagden from the Concord-Lake Sunapee Rail Trail, and Central NH Bicycle Coalition.**

Paige had a conversation with Blagden regarding their mobile bike parking shelter. He is looking for a placement for the shelter for the winter. It is currently loaded onto a trailer and can be moved to any location Paige came to the Committee looking for advise on where it might be used in the City. Concerns that came up were how would maintenance and snow removal happen? How much prep work would need to be done in order to place it? The other consideration is that he is planning on moving it in early spring down to the Exit 15 parking lot for the summer. Can site work be done in time to use it before snow falls? It was suggested that it be located in one of the higher use areas where underserved customers live. Paige will reach out to NHTI to see if they are interested in having it placed on the inbound side stop.

9. Upcoming Meetings

The Subcommittee agreed to set the next meeting for March 07, 2023 (first Tuesday of the month) at 12:00pm.

10. Adjourn

The meeting was adjourned at 1:26 p.m. (Motion – Brown; Second – Ziegra; Unanimous)