

July 16, 2013
Meeting Minutes

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

Members Present:

Councilor Jennifer Kretovic, Chair
Brent Todd
Dick Lemieux
Ruairi O'Mahony
Laura Aibel (Staff Representative)
Steve Henninger (Staff Representative)

Members Absent:

Ken Hazeltine
Ed Roberge (Staff Representative)

Others Attending:

Terri Paige
Jim Sudak
Kevin Moore

I. Call to Order/Introductions

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

II. Approval of Minutes

Minutes from the March 19, 2013 and May 28, 2013 meetings were approved. Notes from the April 30, 2013 meeting were approved.

III. Public Comments

Mr. Moore expressed concern regarding the level of maintenance on the CAT vehicles. He wanted to know if the City was aware of the level of maintenance CAT was performing on the Public Transit vehicles. Mr. Sudak replied each commercial vehicle is required to pass a state inspection every six months. Councilor Kretovic asked what is done in an emergency. Mr. Sudak stated the vehicle is removed from service right away and an alternative vehicle is placed on the route, transferring passengers if necessary.

Mr. Moore mentioned at least one vehicle always seems to have non-functioning air conditioning. Councilor Kretovic mentioned she received an email from Ralph Harwood indicating the air conditioning on the vehicle on the Penacook route was broken. Mr. Sudak replied CAT is working with their climate control contractor (ThermoKing) to ensure proper functioning of all equipment. The larger vehicles are climate controlled, as opposed to air conditioned. When passengers open the windows because they are cold, it causes the units to run continuously and freeze. CAT is working with the drivers to remind passengers to keep the windows closed so the climate control can continue to work properly. During the particularly hot weather, CAT is using alternative vehicles on the routes. The capacity is less, but all vehicles have functioning air conditioning.

Mr. Moore indicated the brakes on Trolley #112 squeal. Mr. Sudak indicated the brakes on Trolley #111 have been fixed. He will have Trolley #112 inspected. Mr. Sudak mentioned squeaking brakes, while annoying do not present a safety issue.

Mr. Moore asked if any additional bus routes are proposed for the Main Street project. Councilor Kretovic responded there is ongoing discussion regarding detouring routes during construction. As far as additional routes are concerned, no additional funding is available for more routes.

Mr. Moore indicated there weren't any pencils to fill out comment cards on the buses. Ms. Paige replied the drivers check for pencils/pens each morning starting out. CAT has requested the drivers have a writing utensil with them to loan a passenger wanting to complete a card, if a pencil is not handy. He encouraged Mr. Moore to ask the driver to borrow a pen/pencil if he cannot find one easily the next time he wants to fill out a card. Mr. Sudak suggested Mr. Moore take a card with him to fill out and return later, if need be.

IV. Referrals

There were no council referrals this month.

V. Updates/Old Business

- i. Ridership Report** – Mr. Sudak distributed the ridership reports. It was noted ridership is down. Mr. Sudak indicated people do not use the bus as much in the hot weather because waiting at the stops in the hot sun is uncomfortable. Mr. Sudak mentioned CAT is considering starting a shopping bus. The purpose of this bus would be to drop patrons off at a shopping area and have pick up in an hour or so. Manchester has something similar and the program is very successful. The retailers pay for the bus to run. By regularly scheduling trips to shopping destinations, demand for special transit may be reduced because riders know when they can go shopping.
- ii. CAT Quick Report** – Mr. Sudak distributed the Quick Report. Mr. O'Mahony indicated the Volunteer Driver Program (VDP), which is run by the Mid-State Coordinating Council, may be opening up to the general ridership. Currently, the program is available to senior citizens and paratransit only. Mr. O'Mahony is speaking to the Concord taxi companies about establishing a voucher program to work in concert with the VDP. Ms. Paige mentioned the Special Education curriculum in Concord High School includes training students on bus usage. Councilor Kretovic asked whether Merrimack Valley HS's Special Education program had a similar program. Mr. Sudak indicated no, but CAT is working to get a program established there. Mr. Todd asked about the status of service to St. Paul's School. Mr. Sudak indicated the school is interested in nights and weekend service, which is not part of CAT's current schedule. Mr. Todd suggested the Quick Reports mention Travel Trainer outreach efforts have saved CAT money by converting passengers from demand response to the fixed route system.

VI. New Business

i. TPAC Accomplishments- PT

Councilor Kretovic reviewed the accomplishments listed for TPAC-PT in the previous report to Council. Members of the subcommittee suggested removing some accomplishments dealing with the Nelson/Nygaard report that are outdated. Mr. Sudak suggested adding bullets about the recreation/senior bus links, comment cards, and Travel Trainer programs. Councilor Kretovic will update the accomplishments and distribute electronically for review.

VII. Other Discussions

- i. Reserved for CIP/Private Development Projects-** Mr. Henninger reviewed various private development projects under review and construction.
- ii. CAPBMCI/CAT Staff Updates** – Mr. Sudak mentioned he's looking for drivers for the Demand Response system, as well as, the afternoon Heights Route.
- iii. September meeting agenda** – Subcommittee members suggested reviewing the previous goals listed in the quarterly reports at the September meeting. It was also suggested a ridership meeting be scheduled in the next few months.

VIII. Adjournment

The meeting adjourned at 7:45PM.