

October 16, 2012
Meeting Minutes

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

Members Present:

Jennifer Kretovic, Chair
Ruairi O'Mahony
Brent Todd
Ken Hazeltine
Steve Henninger (Staff Representative)
Laura Aibel (Staff Representative)

Members Absent:

Dick Lemieux
Ed Roberge (Staff Representative)

Others Attending:

Jim Sudak
Kevin Curdie
Terri Paige

I. Call to Order/Introductions

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

II. Approval of Minutes

The minutes from the September 18, 2012 meeting were reviewed and approved.

III. Public Comments

Ms. Kretovic mentioned the Penacook bus has been spotted driving through the Penacook Family Physicians parking lot. Mr. Sudak indicated the buses are turning around there and drivers have relocated their break to this location. The numbers of passengers using CAT services to go to this facility continue to increase.

Mr. Curdie reminded the subcommittee the last bus leaving Eagle Square labeled for the Penacook Route does not proceed north, but heads back to BM/CAP. The notation on the schedule that this is a regular route is misleading. Ms. Paige will have the last time removed on this sign and the signs at Pitchfork Records and the Kennedy Building.

Ms. Paige announced the Volunteer Driver Program will be awarded the "Volunteer service Award" for the 2012 Spirit of NH Award on Thursday 10/18/12 at a ceremony at the Capital Center for the Arts in Concord. Several of the volunteer drivers will be in attendance to receive this recognition.

IV. Referrals

The subcommittee received a referral from City Council in September regarding the location of bus stops and frequency of service at Horseshoe Pond Place. Ms. Kretovic continues to work with Ms. Paige on a response to this referral.

V. Updates/Old Business

- i. Status Report of CAT Route Changes/Route timing-** Mr. Sudak was spotted driving the routes to verify timing for the changes. An implementation timeline is attached as part of the October Quick Report.

- ii. **Saturday Service-** Ms. Paige reviewed the schedules prepared. Mr. Curdie requested a map be generated and posted on each vehicle to allow passengers to see the different Saturday route. Mr. O'Mahoney indicated CNHRPC could help prepare these larger maps.

VI. NEW BUSINESS

- i. CAT Quick Report- Mr. Sudak distributed the October Quick Report, which is attached.
- ii. Downtown Complete Streets Improvement Project
 - 1. Following is a summary of the Subcommittee's discussion regarding various alternative presented:
 - **As to the potential to move the main transfer space to a new location, the following locations were considered:**
 - a. Center/Pleasant/Main intersections at some location – does not seem workable due to heavy traffic volumes
 - b. Storrs St gov't parking garage – not viewed as a “friendly” environment despite that it provides protection from weather. Off the path of Main St shopping.
 - c. In front of St. John's church – too far south.
 - d. Next to former Sen. Judd Gregg's office (Prescription Center) – concern that there could be back-up and congestion into the intersection
 - e. It was noted much difficulty has been encountered on previous attempts to locate stops along Main St. – merchants do not want them in front of their stores.
 - **Regarding shortening the bus stops:**
 - a. Current size of bus pullovers already not in compliance with AASHTO regulations.
 - b. Tour buses also use the Main St stops, not just CAT
 - **General comments on the proposed alternatives for Main St:**
 - a. 10' (120") travel lanes are tight to accommodate a 102" wide bus (not including mirrors) – leaving 9" on either side of vehicle.
 - b. Options that allow drivers to drift back and forth out of lane area may better accommodate bus width, so options with bike lanes seem better from bus perspective
 - c. Sidewalks at 11' wide do not allow room for amenities including shelters. Need 16' sidewalks to achieve ADA compliant shelter, which requires 8' from the curb to the back of the shelter.
 - d. Bump-outs could also accommodate shelters
 - e. **Conclusion: alternatives that best suit bus transit are 9a, 5a, 6a, with 9a and 5a preferred.**
- iii. Other New Business –
 - 1. RESERVED- New development and Capital Improvement Projects – Staff requested input from the Subcommittee regarding relocation of the southbound Penacook Street stop on North State Street. Due to the proposed Langley Parkway expansion of the intersection, the location of the stop may not be optimal. The subcommittee discussed moving the stop southerly to frontage along the Walker school property. When a formal application for redevelopment of the Sovereign Bank property is submitted, the Subcommittee will revisit the location of this bus stop.
 - 2. CAPBMCI/CAT Staff Updates – Mr. Sudak continues to advertise for full-time drivers and substitutes.
 - 3. Mr. O'Mahoney is working with AARP to find a new member for the Subcommittee who would represent the seniors in the community.

VII. Adjournment

The meeting adjourned at 7:40PM.

CONCORD AREA TRANSIT

OCTOBER 2012 QUICK REPORT

The Saturday Schedule has been completed as of October 15, 2012 and is scheduled to start November 3, 2012 and run through January 5, 2013. Schedules will be available at Concord Area Transit ticket outlets, on all Concord Area Transit vehicles, Concord Area Transit website and upon request from Dispatch.

Concord Area Transit has decided to design the new route schedule in house in order reduce the expense of developing a schedule. Any consult from outside vendors will be kept to a minimum. See attachment A for a draft of the timeline pending approval and comments from the Transportation Policy Advisory Subcommittee.

During the public comments portion of the September Transportation Policy Advisory Subcommittee meeting, it came to our attention that there were still some trolley signs and other signage left on some of the CAT routes. They were removed in mid-September.

New Hampshire Department of Transportation Bureau of Rail & Transit has notified Concord Area Transit on September 18, 2012 that for FY2013 we were approved for an additional \$15,764.00 in ARRA funding to be used only in operational salaries.

The Concord Area Transit Travel Trainer Rosa Burtt was approved on October 4, 2012, by the New Hampshire Department of Transportation Bureau of Rail & Transit to attend the Easter Seals Project Action-Introduction to Travel Training Workshop. She is scheduled to attend October 24 – 26, 2012. Funding for the training was through the New Hampshire Rural Transit Assistance Program (RTAP) scholarship program.

The Volunteer Driver Program continues to provide a portion of the unmet transportation needs within the Mid-State Regional Coordinating Council area.

January	82	February	130	March	222
April	224	May	160	June	171
July	159	August	253	September	238

Attachment A

Concord Area Transit (CAT) Route Revision Plan 10/01/12

Week Of
10/15/12

- Complete editing and feedback gathering on two remaining route options.
- Finalize timing schedules.

10/22/12

- Review schedules and make timing modifications internally.
- Review for incorporation of feedback from customer comments.
- Review for incorporation of feedback from CAT drivers and dispatch staff.
- Select route option.

10/29/12

- Road test route option timings using CAT drivers, dispatchers and management staff.
- Make timing modifications resulting from road testing.
- Set date and find and book venue for public hearing.

11/05/12

- Review final route option using outside firm.

11/12/12

- Finalize route option and prepare for presentations
- Announce date and venue for public hearing to be held the week of 11/26/12.

11/19/12

- Present final route option to the Public Transportation subcommittee of the City of Concord Transportation Advisory Committee
- Make any adjustments using feedback from the presentation.
- Prepare for public hearing to present final route option to public.

11/26/12

- Present final route option at public hearing.
- Process and release feedback from public hearing.
- Make adjustments to route option using feedback.
- Make decision about having a kick-off event for the route launch.

12/03/12

- Routes map and schedules completed.
- Revision of CAT Map and Schedule brochure completed and sent to printer.
- Design poster for buses, stops, shelters, pass outlets, and schedule locations.
- Create time schedule replacements for bus stops sign boxes.

12/10/12

- Materials are printed
- News release crafted and issued with start date of new route.

12/17/12

- Flyers about new route are posted on the buses, at bus stops, at pass outlets, at schedule locations at employers on the route and social service agencies.
- Mail out route maps and schedules and route change information.
- Post notices on bus stops of pending change.
- Issue News releases.

12/24/12

- Print, laminate and organize new time schedules for bus stop sign boxes.

1/04-05/13

- Replace maps and schedules at pass outlets and schedule locations.
- Replace bus stops signs on the new route and pull unused signs.

1/07/13

- First day of revised route service.