

May 5, 2011
Meeting Minutes

**Transportation Policy Advisory Committee
Public Transportation Committee**

Members Present:

Jennifer Kretovic, Chair
Ken Hazeltine
Kim Murdoch
Dick Lemieux
Laura Aibel (Staff Representative)
Steve Henninger (Staff Representative)

Members Absent:

Brent Todd
Ruairi O'Mahony
Ed Roberge (Staff Representative)

Others Attending:

Jim Sudak
Ginny Schneider
Kevin Curdie

I. Call to Order/Introductions

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

II. Approval of Minutes

The revised minutes for the April 14, 2011 meeting were reviewed and approved.

Follow up to April- Public Comments

III. Public Comment Period

Kevin reported only five signs were down this month. That's a reduction from 20 in previous months. He has developed a more rigorous method of securing the signs to the posts.

Kevin reported he was left waiting at a trolley stop for over an hour.

Jim will contact Concord Police Department about holding traffic control training for new officers. A concern was raised about busses waiting in the construction zone on North State Street.

IV. Old Business

i. Discussion of route modifications for FY2012

1. FY2012-13 Contract- status and update

Ginny reported that NHDoT is looking at providing more money to CAT through the rollover of left over funds. CAT is working with DoT on the awarded amount because of a discrepancy. DoT thought CAT was awarded a 6% increase over FY2011, but CAT says the award is actually a \$4,000 decrease. Ginny said if CAT can get an additional \$18,000 match, CAT can operate the Heights, Penacook, Indy Park and one Trolley routes.

2. FY2012-13 City Grant Request – status and update

The City Manager will be recommending level funding for the City's match to CAT.

a. Allocation summary of City's match-

There was a lengthy discussion regarding the manner in which the City pays CAT for its services. Jennifer reported that Brian Lebrun, Deputy City Manager, Finance, said the City can request itemized bills. Currently, the City pays CAT in four equal payments, once each quarter.

When questioned about the order in which funds are dispersed, Ginny replied that CAT first spends the advertising money, then the State funds received, then the City's match money. If there is still match outstanding, BM/CAP will cover the short fall.

Dick Lemeiux motioned that Indy Park be eliminated and Saturday service be implemented if the budget permits. Ken Hazeltine seconded the motion. **Motion Passed.**

3. CAT Recommended route structure for FY2012

Jennifer requested information regarding the following impacts;

- a. Service area impacts/bus stop reductions
- b. Ridership impacts
- c. Staffing impacts
- d. Timeline to Public Hearing

The information was not available at the time.

ii. CAT Status Report

1. Bus stop amenities/bus sign status report – Ken asked when these amenities would be installed. Ginny replied by snowfall.
2. CATs new web site – status update- CNHRPC is working on it.
3. CATs Communications Plan- status update- Ginny and Terry Paige are working on the communication plan.

iii. Other Old Business- None.

V. NEW BUSINESS

- i. CAT Ridership – April CAT ridership was distributed. The increase in numbers from March appear to have returned to more normal ridership.
- ii. CAT Mission Statement- Ginny handed out the CAT mission statement. Kim suggested the mission statement should answer the question “We do what for whom so that?”
- iii. ADA Certification - Ginny and Terry are refining the ADA Certification process for public transportation riders.
- iv. Other New Business

Re-thinking Main Street– Jennifer presented the RTMS project. Concern was expressed that all modes of transportation be balanced. Subcommittee members suggested adding a bus stop on South Main St.

VI. Adjournment

MOTION to adjourn was made, seconded and carried.