

October 6, 2011  
Meeting Minutes

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

**Members Present:**

Jennifer Kretovic, Chair  
Dick Lemieux  
Ruairi O'Mahony  
Ken Hazeltine  
Ed Roberge (Staff Representative)  
Laura Aibel (Staff Representative)  
Steve Henninger (Staff Representative)

**Members Absent:**

Brent Todd  
Kim Murdoch

**Others Attending:**

Mike Rossi  
Jim Sudak  
Ginny Schneider  
Ralph Clarke Harwood  
Kevin Curdie

**I. Call to Order/Introductions**

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

**II. Approval of Minutes**

Minutes of TPAC- Public Transportation meeting dated September 1, 2011 were reviewed and approved with minor changes.

Correspondence from Ginny Schneider relative to requested changes to the August 4, 2011 meeting minutes. Recognizing the August minutes had already been approved and forward to TPAC, the Subcommittee took no action on Ms. Schneider's request. The correspondence is included as part of the public record of this meeting and is attached.

**III. Public Comments**

There was a lengthy discussion with regard to methods by which to measure passenger counts.

**IV. Old Business**

- i.** Status Report of CAT Route Changes-
- ii.** Review of CAT Program Goals for FY2012  
Ginny emailed to the Subcommittee and distributed copies of revised program goals for CAT. There was discussion as to how the revised goals aligned with the previous goals the Subcommittee had been using that were developed from recommendations contained within the Nelson/Nygaard report. Ed Roberge requested the two spreadsheets be combined into a single document. City staff will facilitate merging the documents.
- iii.** Other Old Business

1. City Council Report to be discussed at Council Meeting on October 11, 2011 – Jennifer said the report was submitted to Council as approved by email voting by both members of the Subcommittee and members of TPAC.

**V. NEW BUSINESS**

- i. August Productivity & Ridership Report –  
The August ridership report was emailed to Subcommittee members. A lengthy discussion followed regarding monthly productivity reports. Currently, CAPBMCI submits quarterly productivity reports to NHDOT. Monthly productivity reports to TPAC-PT would be incomplete, as some expenses are incurred once a quarter, not monthly.
- ii. CAT Quarterly Progress Report – Ginny provided the subcommittee with this report prior to the meeting for review.
- iii. Other New Business –
  1. Transportation Impact Fees- Staff Presentation/Discussion – This presentation was deferred to full TPAC meeting.

**VI. Adjournment**

**MOTION** to adjourn was made, seconded and carried.

Correspondence received by Ginny Schneider to revise August 4<sup>th</sup> minutes

Public Transportation Committee be changed to Public Transportation Subcommittee (unless it is Committee).

**Under V. Old Business, i, paragraph 3** – Please change Demand Response Service to on-demand service.

**Under V. Old Business, i, paragraph 4** – Please change to read, “CNHRPC’s contract with NHDOT to support CAT.”

**Under V. Old Business, ii, paragraph 1** – It is not clear where the deadline for the goals came from that is recorded in the minutes. I had said that we would be able to work on the goals as soon as the ARRA RFPs had been released and grant deadline had been met. There seemed to be agreement on the part of the subcommittee members to this sequence of events.

**Under V. Old Business, ii, paragraph 3** – Delta Dental has not committed to provide \$25,000 in match. Please change the minutes to read, “Delta Dental has committed to provide match to fund CAT’s deficit. Ginny suggested support of \$20,000 to 40,000 to Delta Dental management. Funds will be available after January 1, 2012. Ginny will draft a letter of request to Delta Dental in September.

**Under V. Old Business, iii, #3-** Please revise it to read, “Ginny asked for subcommittee members to email their comments on the draft Communications Plan to her by August 12, 2012. The calendar of implementation will be drafted after the comments are incorporated into the plan.”

**VI. New Business, i, paragraph 4** – Please revise to read, “CAT would like to have boardings and alightings counted in October and November.”

**Other New Business** – Please revise to read, “Ginny has been asked to attend the Greater Concord Safe Community Coalition to discuss winter bus stop safety.”