

December 1, 2011
Meeting Minutes

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

Members Present:

Jennifer Kretovic, Chair
Brent Todd
Ken Hazeltine
Ruairi O'Mahony
Kim Murdoch
Ed Roberge (Staff Representative)
Laura Aibel (Staff Representative)

Members Absent:

Dick Lemieux
Steve Henninger (Staff Representative)

Others Attending:

Mike Rossi
Ralph Littlefield
Kevin Curdie

I. Call to Order/Introductions

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

II. Approval of Minutes

Minutes from the October 6, 2011 and November 3, 2011 meeting were reviewed and approved.

III. Public Comments

Ms. Kretovic commented she had heard from four people who had missed the last connection of the day between the Heights and Penacook Routes in downtown, leaving them stranded. Mr. Littlefield said CAT is aware the Heights route is running late in the afternoon. They are working on correcting the situation. In the meantime, the Heights driver is contacting the Penacook driver when there are transfers aboard and requesting the Penacook driver wait for these passengers. Mr. O'Mahony indicated the boarding and alighting data collected is showing the Heights route running early in the mornings and late in the afternoons. When the data is fully analyzed, a solution can be implemented to alleviate the situation.

Mr. Curdie said the Saturday driver on the Penacook route passed by him at the Franklin St stop. Mr. Curdie waved and the driver waved back. Apparently, the driver didn't realize Mr. Curdie was flagging him down to stop. Mr. Curdie mentioned the new schedule is difficult to remember because the headways are no longer 60 minutes.

IV. Old Business

- i. Status Report of CAT Route Changes- Mr. O'Mahony reported the boarding and alighting counts and analysis will be ready for the January meeting. CNHRPC won't finalize the website with Google Transit until the routes and stops are settled. Mr. Littlefield requested CNHRPC complete this work with the current timing structure. If the website needs amending later, CAT will find the money to do the work.

Ms. Kretovic reported the buses on the Penacook route have more passengers. She asked if CAT had observed the 10% ridership reduction expected with the new route implementation and lengthened headways. Mr. Littlefield said Mr. Sudak thought the reduction was less than expected.

- ii. Status Report of Saturday Service – Mr. Littlefield reported there is very little bus activity at the hospital on Saturdays. Perhaps next year, the Saturday service could include the Fort Eddy shopping area and eliminate stopping at the hospital. Mr. Littlefield said the Demand Response has been lower than anticipated. CAT is looking into why. Because of the lack of demand response requests, the cost of providing Saturday service is lower than expected.
- iii. Review of CAT Program Goals for FY2012- Ms. Kretovic emailed a draft of the goals to the subcommittee for review and comment at January's meeting.
- iv. Other Old Business
 1. City Council Report approved by TPAC- Ms. Kretovic reported TPAC approved the 2nd quarterly report for Council. A lengthy discussion followed regarding ways to improve communication between CAT, CAPBMI, the Sub-committee , TPAC, City Administration and the City Council.

Mr. Littlefield requested a list of expected deliverables in writing. He expressed concern with the amount of reports CAT is producing monthly. The subcommittee concurred there were many reports. Ms. Kretovic and Mr. Roberge will provide a draft of items requested for review. Some items need to be reported monthly, while many can be reported quarterly, with updates each month in the Quick Report.
 2. Update on request to eliminate covenant at Exit 17 – Ms. Kretovic attended the public hearing at the Planning Board meeting. TPAC's statement was accepted and referred to during the hearing. The developers have subsequently withdrawn their request to have the covenants relaxed.

V. NEW BUSINESS

- i. First Quarter Productivity & Ridership Report
 1. FY 2011 Productivity Report included for referencing (from Nov.)
 2. Fundraising Update (from Nov.)- Mr. Littlefield asked if the format was acceptable. The Subcommittee was pleased with the format. Itemizing the efforts of CAPBMI to secure matching funds should help at budgeting time in the City.
 3. Discuss new meeting time/days for 2012 –
 - a. Regular Monthly meetings-After some discussion, the Subcommittee decided to reschedule their meetings for the third Tuesday of each month, starting in January, from 6-8 PM in the second floor conference room of City Hall.
 - b. PT Subcommittee - day time meeting-Ms. Kretovic suggested the Subcommittee have another day time meeting in January in particular to hear feedback on the Crosstown Route. She will look into locations for a meeting on Monday, January 23, 2012 from 12- 1:15 PM.
- ii. Other New Business –
 1. RESERVED- New development projects – There are no new development projects on which to report. Mr. Roberge requested this item include Capital projects.

VI. Adjournment

MOTION to adjourn was made, seconded and carried.

Correspondence received by Ginny Schneider to revise August 4th 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.”