

**CITY OF CONCORD
PUBLIC TRANSPORTATION SUBCOMMITTEE
of the
TRANSPORTATION POLICY ADVISORY COMMITTEE
MINUTES OF July 6, 2021**

The Public Transportation Subcommittee of the Transportation Policy Advisory Committee (TPAC) met at 12:00 p.m., on July 6, 2021.

Attendees: Terri Paige, Chair

Dick Lemieux
Councilor Brent Todd

Absent: Rebecca McWilliams
Dean Williams

Staff: Karen Hill, City Transportation Engineer
Dave Cedarholm, City Engineer

Guests Present:
Cindy Yanski, CAPBMCI-Region 3 Mobility Manager

1. Call to Order

The Chair called the meeting to order at 12:03 pm.

2. Introduction of invited guests and potential new members

No introductions required.

3. Approval of Minutes

The minutes of the April 6, 2021 meeting were approved. (Motion – Todd; Second – Lemieux; Unanimous)

4. Referrals- None

5. Public Comment - None

6. Updates/Old Business

a. CAT Quick Report

Terri Paige briefly reviewed the June CAT Quick Report and presented the June CAT Ride Data Reports. The group approved of the revisions that Paige made to the reports which reflect the ongoing need for COVID-19 ridership comparisons.

b. NHDOT's CAT Bus Service Study

Paige reported that there has not been any significant progress made on the implementation of the route changes proposed in the CAT Bus Service Study. This is mostly due to the ongoing staffing driver shortage. Dispatch and support staff are covering vacant driver positions which results in Paige and Yanski covering dispatch duties.

c. CAT Vehicle Replacement Program

Shepard Bros. reports that the delivery of ordered Cut-Away vehicles is now pushed out by at least 6 months. The delivery date of the last 27 passenger Passport vehicle has been moved out to August of 2021. We have received word from both retail businesses that the manufacturing process is still being affected by the pandemic.

d. Relocation of North Main Street outbound bus stop (Homeless Resource Center)

Hill reported that she met with City staff regarding the proposed bus stop relocation. They suggested that it would make more sense to consolidate the two bus stops into one that will be located half-way between the two existing stops. The group reviewed the new locations on the map and agreed that this seemed to be a good solution. A motion was made to approve the consolidation of the two existing stops into one new bus stop that will be located half-way between the existing stops. (Motion- Todd; Second- Paige; Unanimous) Paige will work with the mobility manager and CNHRPC to get Google maps updated with the new location. Paige will coordinate with General Services to get a notice out to riders about the change before it happens.

e. Rebranding update – new schedule review

Cindy Yanski, Region 3 Mobility Manager, presented the new CAPBMCI Transportation branding and image. CAT and MST have separate but complimentary colors and logos. The route schedule brochure for CAT has been updated and revised to more clearly present route schedules and information. The MST brochures explain the demand response service provided and give guidelines on service area coverage. The buses are all going to be wrapped with the new logos and colors in the coming months. The new branding can be seen on the CAT website at <http://concordareatransit.com/>

7. Other Discussions**a. Fare Structure**

Paige reported that she is making some headway in securing funds to replace fare revenue beyond FY 22. She has submitted two grant requests and is engaged with a funding option with NHDHHS using CARES funding that they have received which could result in additional funding for transportation through FY 2023. There was a discussion about the issue of fare revenue not being allowed as local match for FTA funds. Fares collected are subtracted from total operating costs that are submitted for reimbursement from the FTA grant. Thus, the match requirement is reduced, but so is the allowable reimbursement for operating expenses. Paige noted that CAT receives several calls weekly from people asking about when the fares will be reinstated. They express worry that they will need to begin paying for rides again. It was suggested that dispatch staff start asking people why they are asking about fares and what the impact would be on them if fares were charged again. Paige agreed that this would be a good practice and will start collecting

that data. Paige will get a copy of the white paper produced by Advance Transit in Grafton County to support their decision to remain fare free.

b. Bus Shelter Cleaning and Winter Maintenance

Paige reported that the bus shelters will be cleaned again in late summer. She reported that cleaning will continue as long as the weather and funding allows.

c. City budget approval result

Paige noted that she had not received official notification of the letter of award from the City regarding the annual donation for FY 22. Councilor Todd reported that he did not hear of any issues and believes that everything should be on track. Cederholm agreed. Paige reported that they have the luxury this year of having about 2 ½ months of city money unspent due to the receipt of CARES funding. With the proposed budget this year the same as last year things should be sound fiscally going into FY 22. She anticipates any available funding will be used as incentives to retain and recruit drivers and support staff.

8. New Business

a. Market Days 2021 and Storrs St. Parking Garage Construction

Paige checked with Cedarholm to see if the City had any suggestions on where to locate temporary bus stops on Storrs street during Main Street closures. Since the parking garage is under construction the usual temporary stop locations are not accessible. It was decided by the group to relocate the temporary stops down to the section of Storrs Street in front of Market Basket.

b. Concord to Laconia Inter-City route

Paige reported that NHDOT had approved the submitted funding request for the proposed route for FY 2023. The route would run from Penacook to Laconia via Route 3 through Boscawen, Franklin, Tilton. Dick Lemieux asked about projected ridership for the route. He recalled that a previous study had estimated about 4 riders per day for the route. Paige did not recall an earlier study on the proposed route but will look for it and bring the proposed route based on the most recent study including ridership estimates to the next meeting. Paige also noted that this route was not considered a pilot project, but an ongoing service.

9. Upcoming Meetings

The subcommittee agreed to move to a quarterly meeting schedule, with the understanding that a meeting can be convened between quarterly dates if needed. The next meeting will be held November 2, 2021 (first Tuesday of the month) at 12:00pm.

10. Adjourn

The meeting was adjourned at 1:17 p.m. (Motion – Paige Second – Todd; Unanimous)