

**CITY OF CONCORD  
PUBLIC TRANSPORTATION SUBCOMMITTEE  
of the  
TRANSPORTATION POLICY ADVISORY COMMITTEE  
MINUTES OF AUGUST 4<sup>th</sup>, 2020**

The Public Transportation Subcommittee of the Transportation Policy Advisory Committee (TPAC) met at 12:00 p.m., on August 4, 2020. Due to the Covid-19/Coronavirus Pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Public Transportation Subcommittee was authorized to meet electronically. The City of Concord utilized the WebEx platform for this electronic meeting. There was no physical location to observe and listen to the meeting, which was authorized pursuant to Governor Sununu's emergency Order #12 pursuant to Executive Order 2020-04. All members of the Committee had the ability to communicate during this meeting through the WebEx platform, and the public had access to listen and participate in this meeting as necessary.

**Attendees:** Terri Paige, Chair  
Councilor Brent Todd  
Dean Williams  
Dick Lemieux

**Absent:** Rebecca McWilliams

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

**Guests Present:** Cindy Yanski, Regional Mobility Manager -CAPBMCI

**1. Call to Order**

The Chair called the meeting to order at 12:08pm.

**2. Approval of Minutes**

The minutes of the January 22, 2020 meeting were approved. (Motion – Williams; Second – Paige; Unanimous)

**3. Referrals- None**

**4. Public Comment - None**

## 5. Updates/Old Business

### a. CAT Quick Report

Terri Paige briefly reviewed the March CAT Quick Report and presented the recently completed June CAT Quick Report. She reported the following declines in ridership from previous years to the past few months during the Covid-19 pandemic.

CAPBMCI-CAT Ridership Declines COVID-19 Related March - June 2020				
	March	April	May	June
Fixed Rts	27%	56%	75%	4%
ADA	0.87%	44%	50%	18%
Senior	2%	33%	10%	4%

She noted that June ridership had surged to very close to previous years suggesting ridership was very quickly trending back to normal numbers. Dean Williams commented that there seemed to be a general trend that May and June typically had the lowest ridership. Terri added that she believed the weather plays a role in that trend.

Councilor Todd questioned what Terri thought the ridership numbers would look like at the end of the calendar year. She believed ridership would stay level or increase if changes to the system are implemented. Karen Hill asked whether CAT was collecting fares still. Terri said that due to safety concerns CAT is still not collecting fares and that may also be playing a role in the increasing number of riders since the low in April. Councilor Todd commented that he had been involved with the committee for many years and there had been conversations about how a free fare system would work. This somewhat forced test has become an opportunity to understand how a free fare system would affect CAT. Terri added that the money they receive on fares comes off of their FTA grants and that even though it's not a large sum, collecting fares also comes with a cost to CAT and its staff. Without fares CAT may not lose very much at all and what they do lose can be substituted with donations which can be used for full match of FTA grants, unlike fares. Councilor Todd added that he has noticed some charitable grants are changing due to needs shifting to different areas because of the Covid-19 pandemic.

### b. NHDOT's CAT Bus Service Study

Terri presented the proposed Task Order that the consultant, RLS, had put together. The proposed Task Order includes tasks for refining and testing the proposed route and stop changes and developing a schedule as part of an implementation plan. The route changes will be based on increasing frequency and expanding routes to Manchester Street and Exit 17 in the future. Additional capital needs, including technology and marketing/branding materials will also be included in the plan. Terri added that she thought the timing of the CARES Act funding would be helpful for purchasing new technology. She asked the committee to weigh in on any other tasks that the consultant could be asked to assist with. Karen noted that they may be able to help with providing more information on the logistics of a free fare system.

**c. CAT Vehicle Replacement Program**

Terri noted that the Eldorado Passport for CAT's fixed route was delayed and is scheduled to be delivered in December. She noted that they are scheduled to received 1 new cutaway in August and there will be two more following that. The cutaways will be replacing 3 that CAT currently owns with over 190k miles on them. She added that she is looking to purchase at least one 60 passenger bus from Manchester Transit Authority for the price they got for the last one that was auctioned off which was less than \$1,000. Although the bus is past it's serviceable life, they are still well maintained, safe and usable. CAT will use them as a backup or possibly as an expansion route.

Terri also noted that a bus that was involved in a vehicular crash on June 1<sup>st</sup>, required major repairs. She expects to have that bus back from the repair shop this week.

**6. Other Discussions****a. Fare Structure**

Terri recapped the previous discussion around a free Fare System. Dick Lemieux noted that he would not be in favor of a free fare system if it resulted in CAT requesting more funds from the City. The consensus was to continue the free fare structure and evaluate the pros and cons.

**7. New Business****a. Bus Stop Location Adjustments**

The committee reviewed sight distance issues at the Market Basket Stop on Storrs Street for traffic pulling out of Market Baskets parking lot onto Storrs Street. When the bus is parked at the stop on the corner, they may impede driver's ability to see traffic coming from the north on Storrs Street. In general, the stop does not experience a high number of boarding and alightings but sometimes drivers use that spot to wait when they are ahead of schedule. The committee felt, rather than move the stop, that the drivers should pull into Market Basket if they are ahead of schedule and need to take up time on their route.

Dave Cederholm informed the committee that the development on Whitney road would be going through a design review in the near future. Karen added that the existing design concept included a bus stop at the proposed Market Basket. Terri confirmed the developers had contacted her and she will review the concept design to make sure it is suitable for CAT buses and their riders.

**b. Bus Shelter Cleaning and Winter Maintenance**

Cindy Yanski reported that CAT had recently hired a contractor to clean 8 of the 9 bus shelters in the city. They did not clean the State House shelter because general services takes care of that one downtown. The shelters have signs noting they were recently cleaned. Councilor Todd suggested that an effort like that could be included in the City

Managers newsletter. Terri said they will plan to have a regular cleaning schedule for the future. Dean also suggested they review google transit and check bus stop reviews for concerns and improvements.

**c. Traffic Signal Priority**

Terri suggested the City consider working with CAT on implementing signal priority for buses. This could include light cycles with prolonged greens to ensure buses get prioritized so a bus can get through an intersection safely. This sort of technology could prevent future accidents, although the most recent accident involving a CAT bus appears to not be the bus drivers' fault, but inattention of the other vehicle involved. Dean noted that it could be a potential Congestion Mitigation and Air Quality grant application to upgrade signals and install signal priority technology. He added that when signals are installed or upgraded in the future, the city may want to ensure the components in the box are compatible with signal priority technology. It was recommended that the city look into the City's traffic signal technician's knowledge of signal priority technology and CAT also do research or utilize their consultant to get more information.

**d. Rebranding**

Terri presented a concept for a new logo which the committee agreed was superior to the existing design.

**8. Upcoming Meetings**

The subcommittee agreed to set the next virtual meeting for Sept 1<sup>st</sup>, 2020 (first Tuesday of the month) at 12:00pm.

**9. Adjourn**

The meeting was adjourned at 1:40 p.m. (Motion – Paige; Second –Lemieux; Unanimous)