

**CITY OF CONCORD  
PUBLIC TRANSPORTATION SUBCOMMITTEE  
of the  
TRANSPORTATION POLICY ADVISORY COMMITTEE  
MINUTES OF JANUARY 22, 2020**

The Public Transportation Subcommittee of the transportation policy Advisory Committee (TPAC-PT) met at 12:00 p.m., on January 22, 2020, in the Second Floor Conference Room, City Hall, 41 Green Street.

**Attendees:** Terri Paige, Chair  
Dick Lemieux  
Dean Williams  
Sheila Zakre

**Absent:** Councilor Brent Todd  
Rebecca McWilliams

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

**1. Call to Order**

The Chair called the meeting to order at 12:10pm.

**2. Approval of Minutes**

There was a motion to approve the May 28<sup>th</sup> and December 17<sup>th</sup> meeting minutes. After a brief discussion regarding the list of attendees in the May 28<sup>th</sup> meeting minutes, Karen Hill offered to double check with those listed to verify attendance. The minutes were approved, with the condition that the attendee list be verified. (Motion – Lemieux; Second – Williams; Unanimous)

**3. Referrals- None**

**4. Public Comment - None**

**5. Updates/Old Business**

**a. CAT Quick Report**

Terri Paige presented the CAT Quick Report. Terri reported that she was still working on putting new charts together displaying each individual routes' ridership by month and fiscal year. Dick Lemieux noted that he would like to see monthly averages of riders per day instead of total due to the variability of service days in each month from year to year.

Terri also reported that she had recently met with the management team at Community Action Program (CAP) where she received approval to hire a 25hr/week position to assist with dispatching, scheduling and reporting. She noted that there is currently no funding in the budget for the position, but she intends to solicit some donations from local businesses and organizations whose customers benefit from the transit service such as grocery stores or the medical facilities along the CAT routes. There are also FTA 5311 funds available but CAT needs match money to access those funds. There was a discussion regarding recommending TPAC or the City provide a letter of support that Terri could use when meeting with potential funders.

Terri stated that they are in need of 1 new driver, likely for the Crosstown afternoon route.

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

Terri reported that she has been in touch with the consultant and with NHDOT regarding the next steps for the study. She hopes to have short term goals, such as changes to some stops and schedules, ready for implementation by the fall. She would also like to have the study provide more direction on the long term goals and route alternatives while incorporating some of the major changes happening in the city.

**c. CAT Vehicle Replacement Program**

New busses are coming in the late spring – 1 Eldorado Passport for CAT's fixed route and 2 smaller busses for senior transit.

**6. Other Discussions**

**a. Fare Structure**

Terri Paige stated that she had recently met with the fiscal manager at CAP where they discussed the CAT budget, in particular the fare structure. The fiscal manager had done some research and had questioned whether it would be feasible to eliminate fares. Terri noted that the Advanced Transit System in the upper valley area of NH does not charge the users a fare. She stated that the fare revenue is only about 10% of the total revenue CAT generates. The fare revenue also comes right off the top of the FTA grants that they receive. The costs associated with collecting fares, such as daily counts and trips to the bank may also justify eliminating fares. She stated that fare box, alone, cost \$15,000 on the new Eldorado Passport bus that will be here by summer. That's likely more than the entire system generates in fare revenue over the course of a year. Terri will pull together more information and continue to work on building the case for the change.

**7. New Business**

**a. Ridership Survey**

Karen provided the boarding and alighting data that was needed for the City's TIGER grant reporting. The group reviewed some discrepancies and Terri stated she would go back through the raw data and provide the City with some additional count data.

**b. Bus Stop Location Adjustments**

Dave stated that the plan to move the Franklin Street stop on Main Street and the Market Basket stop on Fort Eddy would be reviewed by the Traffic Operations Committee at their next meeting.

**c. Bus Shelters Winter Maintenance**

Terri reported that CAT was happy with the City's snow removal so far this winter on Main Street. She added that there have not been any complaints yet this winter regarding snow at bus stops.

**8. Upcoming Meetings**

The subcommittee agreed to set the next meetings for March 3<sup>rd</sup> and April 7<sup>th</sup> (first Tuesday of the month) at 12:00pm.

**9. Adjourn**

The meeting was adjourned at 1:30 p.m.