

**City of Watertown Transportation Commission
October 14, 2020; 3pm**

Attendance: Peggy Alcombrack, Doreen Doherty, Geoff Urda, Kyle Meehan, Patrick Keenan, Brandi Smith, Frank Doldo.

Via Phone: Dawn Mills, Sam Purington, Adam Ruppe, Susie Morrow

Excused: Aaron Clemons, Owen Virkler, Ken Mix, Jeph Smith, Ryan Henry-Wilkinson

Item	Notes	Action
Welcome	Doreen welcomed everyone to the meeting; Brandi introduced herself.	None
Visitor/Rider Issues	<p>Peggy noted:</p> <ol style="list-style-type: none"> 1. Grocery bag limits on paratransit are still an issue. getting out of hand. She asked about solutions to problem. 2. Some passengers are riding their power scooters on the bus and not getting into the seat. Safety concern; no seatbelts. Need to be in a seat. <p>Doreen handed out the <u>Watertown Citibus Passenger Code of Conduct</u>: She would like to get these on the buses asap.</p>	<ul style="list-style-type: none"> • Mobility Management inquired with the surrounding counties for their policies and procedures; As long as packages can be loaded/unloaded and maintained in lap or at feet; not blocking aisles or exits there is not a limit. Policy should be the same for Public transportation and Paratransit. • Suggestion to put the requirements for the bag limit in the Paratransit Riders Guide; If in guide, concerns and safety issue can be reviewed and addressed with passenger. Addition to Guide must be approved by Pat and the City Council. • Kyle suggested looking onto Q'Straint system for these situations; Brandi will research. Until then passengers need to be in seat. Brandi will also post question in Basecamp for solutions other transit companies have used. • Code of Conduct needs to be put out for comment before it can be posted. Pat will take it to the City Manager and Attorney for review.

	Doreen presented an ongoing rider issue with a larger wheelchair being overloaded and becoming unsafe as she disembarks from the fixed route bus.	Mobility Manager spoke with the passenger. Passenger has reported that she will be traveling with an aide for future trips; Passenger was receptive to Mobility Manager and will contact if further assistance is needed in the future.
Administrative Updates		None
	<p>Transportation Commission membership</p> <ul style="list-style-type: none"> • Per 1997 Resolution there must be 11 committee members (currently at 9) • City Council needs to approved applications for committee members. • The Commission will appoint the Chair 	<p>Doreen has indicated that Elaine has posted to the city website the need for 1 more member; the need is actually 2; Doreen will contact Elaine to change.</p> <p>Interested parties need to fill out application; Application then goes to City Council for approval. Geoff offered to link the open position notification to the Planning Office Facebook page for more exposure. Q4 meeting, appoint Chair.</p>
	Buses 2733 and 4037 are out for repair	None
	Genfare is working better with new thicker cards.	None
Holiday Routes	<p>Doreen suggested that the Sunday routes for the holidays (1 week in November; 3 weeks in December) are not necessary this year because of updated schedule due to COVID. Buses are running to outer Arsenal street already 6 days/week. If Sunday run is continued it will cause a hardship on limited number of drivers already.</p> <p>Any changes to routes for Citibus will also affect Paratransit.</p>	Pat will discuss holiday/Sunday route change with City Manager.
Complaints	<p>Doreen indicated the same complaint that buses are not running on schedule.</p> <p>Issue seems to be times/traffic on Arsenal Street (Route B)</p> <p>Buses between 11am and 3pm can be up to 11 minutes late. Generally, “caught up” by 3pm.</p>	<p>Mobility Management will work with Geoff, Matt Owen (GIS technician), and Doreen for Routes, Timing and Stops. Routes have not been updated since the commission has been assembled.</p> <p>Extension of routes and added stops will need to be included in this assessment.</p> <p>3 minute buffer on stops suggested.</p>

	Schedules online do not have extended routes and stops posted.	These were temporary routes for the Pandemic; Routes will continue to run; Need to be updated on website per Pat. Brandi will work with Doreen to get changes made.
Transit Report	Geoff reported that the Stewarts shelter will be up in appx 1 month. Skyline shelter needs to be updated; Housing Authority would also like an updated shelter. Pat stated that the city would be doing their own concrete work for stop signs at 28 locations.	None
Ridership Numbers	Doreen presented the number for Q2 and Q3. Numbers are still down due to the pandemic, rising slowly. Paratransit experiencing similar numbers as Citibus due to the pandemic.	None
Bus Advertising	Brandi reported that Quikmed and the Zoo have solidified for 1year advertising on the buses. There is 1 King street side; 2 Queen street side and 1 Queen curb side and 5 interiors spots to be filled.	Suggestions for business discussed between Brandi and Doreen; will update next meeting.
Next Meeting	Wednesday, January 20, 2020 at 3 pm. CitiBus, Newell St. Watertown	
Adjourned	Meeting was adjourned at 4:00 p.m.	Doreen motioned; Peggy second.

Respectfully Submitted: Brandi Williams - Mobility Manager