

City of Watertown Transportation Commission

October 15, 2025; 3pm

Members: Patrick Hickey; Heather Romanek; Adam Ruppe; Patricia Wetterhahn; Darian Eagle; Ryan Henry-Wilkinson; Bradford Riendeau

Member(s) Absent: ; Jeffrey Lieberman;; Michelle Appleby

Guests: Brandi Smith; Doreen Berry; Geoff Urda; Dyllon Main; Amit Raina

Item	Notes	Actions
Call to Order	3:06pm	N/A
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from April 16, 2025	Motion: R. Henry-Wilkinson/ 2 nd Riendeau
Old Business	<ul style="list-style-type: none"> Bike Safety Updates <ul style="list-style-type: none"> Information previously discussed with City Mayor and obtained by the Transportation Commission supplied to the City Manager, with recommendations to move forward, as of today, there has been no action taken. Transportation Commission Vacancy (2 positions) <ul style="list-style-type: none"> 2 individuals have expressed interest in the Transportation Commission; resolution has not been moved to City Council. Transportation Commission Secretary Position (nomination & Vote) <ul style="list-style-type: none"> Secretary must be a Transportation Commission member Meetings are currently recorded on Zoom and the “transcript” option is possible to use. 	<ul style="list-style-type: none"> N/A P. Hickey will follow up B. Smith will forward; written notes, recording and AI Summary to P. Hickey for review – to determine if the AI version is an option
Public Comment	<ul style="list-style-type: none"> None 	None
Administrative Items/ Transit Supervisor Report	<ul style="list-style-type: none"> Fixed Route and Paratransit Quarterly Reports (Attached to this document) <ul style="list-style-type: none"> Fixed route passengers down 2207 Transfers down 269 Wheelchairs/Scooters/Walkers Lift count down 694 Monthly pass usage down 1322 Passenger receipts down \$1,940.76 Total receipts up \$4,029.24 Children down 87 Paratransit <ul style="list-style-type: none"> Total Passenger up 294 Riders up 21 Paratransit Receipts up \$48.00 Coupon Sales – up \$450.00 No Shows – down 41 	<ul style="list-style-type: none"> None
Compliments and Complaints	<p>Compliments</p> <ul style="list-style-type: none"> None <p>Complaints</p> <ul style="list-style-type: none"> Buses running behind schedule.; mainly Route B (Arsenal St.) 	<ul style="list-style-type: none"> None Update routes
Paratransit Update		
Mobility Management Report(s):		<ul style="list-style-type: none"> None
Jefferson County MM update, B. Smith:	<ul style="list-style-type: none"> Request for Proposal for a Third-Party Operator for Jefferson County Public Transit should be released in October 2025. 	

City of Watertown MM update B. Smith	<ul style="list-style-type: none"> • .Currently no open spaces for exterior advertising on buses; paratransit Client and Travel Training up. 	
Transit Director Report:	<ul style="list-style-type: none"> • None 	
New Business	<ul style="list-style-type: none"> • Staff Report given to City Manager & City Council for review and action. • Contacted Public Transportation System for the City of Montreal; Bike lanes/laws/etc. • Transportation Infrastructure • Replacement of the City of Watertown Transit Director 	<ul style="list-style-type: none"> • P. Hickey would like to set up an informational trip for Commission Members to Montreal.
Next meeting	Wednesday January 21 @ 3:00PM City Hall, 245 Washington St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 3:38 PM	Motion – R. Henry-Wilkinson / 2 nd B. Riendeau

Respectfully submitted by: Brandi Smith, Mobility Management