

# City of Watertown Transportation Commission

October 18, 2023; 3pm

Attendees: Adam Ruppe, Patrick Hickey, Kyle Meehan, Dawn Mills, Ryan Henry-Wilkinson, Brandi Smith, John Exford, Patricia Wetterhahn, Dyllon Main, Heather Romanek, Karen Romanek, Bradford Riendeau, Geoff Urda

Absent: Jeffrey Lieberman, Susan Marrow

Item	Notes	Actions
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from August 16, 2023	Motion to approve by B. Riendeau. 2 <sup>nd</sup> by D. Mills
Old Business	<ul style="list-style-type: none"> <li>PassioGO update (Transit Directors Report)</li> <li>Commission Member Update</li> <li>Commission Chair nominations/elections</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Elect a Commission Chair and appointment a secretary</li> <li>N/A</li> </ul>
Public Comment	None	None
Administrative Items/ Transit Supervisor Report	<ul style="list-style-type: none"> <li>Fixed Route and Paratransit Quarterly Reports (Attached to this document)</li> <li>Paratransit reports no complaints recorded.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> </ul>
Compliments and Complaints	<ul style="list-style-type: none"> <li>A. Ruppe discussed a complaint from a CitiBus passenger about Hoverboards being used in and around the Transfer site; Safety was the concern.</li> <li>An individual would have to catch the 1:30pm bus from the Transfer site to arrive at a meeting scheduled at 3:00pm on Newell Street.</li> <li>P. Hickey would like to see the hours and routes of public transportation extended after 6pm.</li> </ul>	<ul style="list-style-type: none"> <li>CitiBus staff to be aware and address the issue as needed</li> <li>Transit Director indicated that with the addition of more routes to the CitiBus schedule the wait time would decrease. Long term goal of additional drivers and fleet to decrease route/wait length of time.</li> </ul>
Mobility Management Report(s):		
Jefferson County MM update, John Exford:	<ul style="list-style-type: none"> <li>Federal grants for FFY 2021 - FY 2023 was awarded to Jefferson County to order 6 public transportation buses and the Mobility Management Contract.</li> </ul>	<ul style="list-style-type: none"> <li>Any questions, concerns or comments about the Jefferson County Public Transit system should be directed to the Jefferson County Mobility Manager – John Exford at Volunteer Transportation Center.</li> </ul>
City of Watertown MM Update Brandi Smith	<ul style="list-style-type: none"> <li>Paratransit applications process and completed for 15 City of Watertown individuals.</li> <li>Advertising spaces for 2024 is being reviewed and space area has increased (more opportunity, more revenue)</li> <li>Continued work partnering with local Human Resource agencies to increase availability of Mobility Management services in the area.</li> <li>Collaborating with the City Planning Department to provide transportation for the Eclipse Committee (Event on April 8, 2024)</li> </ul>	<ul style="list-style-type: none"> <li>Any questions on CitiBus advertising opportunities should be directed to Brandi Smith, Mobility Management.</li> <li>Requesting RFP's on Charter Services for the Watertown Eclipse event on April 8, 2024.</li> </ul>

Transit Director Report: Kyle Meehan	<ul style="list-style-type: none"> <li>• Bus shelters at Samaritan Summit Village and Watertown Walmart have been approved and will be installed in the Spring.</li> <li>• PassioGo/WIFI Rollout has been successful with minimal issues to date. Passengers can now see a real time view of bus location and estimated p/u time.</li> <li>• Genfare upgrade project has been approved to move forward; Next steps in this project will be updated at next Commission meeting.</li> <li>• Additional/Changing Routes is still in progress; additional buses have been added to the Watertown fleet; Addition of driver hours will need to be updated.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for shelters at Woodrow St., Mechanic Street and LeRays St.</li> <li>• Flyers for the new PassioGo app have been distributed throughout the City, Transfer site, bus shelters, business and places of employment. Questions regarding the app should be directed to the CitiBus offices.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Next meeting	<b>Wednesday, January 17 @ 3:00PM</b> <b>CitBus, 544 Newell St., Watertown NY.</b>	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 3:50 PM	