

City of Watertown Transportation Commission

February 21, 2024; 3pm

Attendees: Adam Ruppe, Patrick Hickey, Kyle Meehan, Ryan Henry-Wilkinson, Brandi Smith, Bradford Riendeau, Geoff Urda, Doreen Berry, Darien Eagle

Online: Patricia Wetterhahn, Dawn Mills

Absent: Michelle Appleby, John Exford, Jeffrey Lieberman, Susan Marrow, Dyllon Main, Heather Romanek

Item	Notes	Actions
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from October 18, 2023	Motion to approve by P. Hickey. 2 nd by B. Riendeau
Old Business	<ul style="list-style-type: none"> Commission Chair nominations/elections Commission Member Update / Bi-Laws on council member participation 	<ul style="list-style-type: none"> B. Riendeau suggested P. Hickey based on seniority. R. Henry-Wilkinson would also like to be considered based on conversation with the Mayor. Members must be in attendance to vote or online with video and located in a public place per Open Meeting laws (see attached) Covid exceptions are no longer in place. All nominees will be put forward at April meeting and vote will be taken; as long as there is quorum. Chair will then be responsible for appointing a Commission secretary. Elect a Commission Chair and appointment a secretary.
Public Comment	None	None
Administrative Items/ Transit Supervisor Report Compliments and Complaints	<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 up 2045 Transfers up 682 Monthly pass usage down 134 Passenger receipts up \$912.48 Total receipts up \$1262.48 Children up 39 Paratransit no show rates have decreased. <p>Compliments</p> <ul style="list-style-type: none"> D. Baker received a driver compliment for driver service from a veteran. D. Baker received a compliment on driver assistance after she forgot her purse at the grocery store after boarding the bus; driver made it possible for passenger to get off and return to bus. Commission wants to thank all drivers for their dedication. K. Meehan compliments to D. Baker for exceptional day to day operations and management of drivers. <p>Complaints</p> <ul style="list-style-type: none"> D. Baker buses are behind schedule due to delayed exiting at transfer site; A light has not been installed and traffic on Arsenal Street blocking the exit sometimes for multiple light changes. Starts buses automatically behind schedule. Commission asked if it is possible to get a representative from Engineering to attend a Transportation Commission meeting to give updates or notifications on construction that affects CitiBus right of way (transfer site). 	<ul style="list-style-type: none"> D. Baker will reach out to Engineering department for update. K. Meehan will contact Engineering Dept for availability.

<p>Mobility Management Report(s):</p> <p>Jefferson County MM update, John Exford:</p> <p>City of Watertown MM Update Brandi Smith</p>	<ul style="list-style-type: none"> • J. Exford unable to attend; B. Smith announced no significant updates that she is aware of. Any questions on Jefferson County Public Transit Project should be directed to J. Exford, Jefferson County Mobility Manager. • B. Smith reports 10 completed travel trainings completed with individuals and human service agencies. • All King size buses have been contracted for exterior advertising; resulting in \$12,750 in advertising revenue. \$15,000 was the original goal set by council. • Contract negotiated and approved for Hale Transportation and the City of Watertown - April 8, 2024 Eclipse event at the park. 	<ul style="list-style-type: none"> • 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. • Travel training opportunities are available to all by contacting Watertown Mobility Management; B. Smith. • Advertising opportunities are still available for interior and queen size exterior. Contact Watertown Mobility Management for pricing.
<p>Transit Director Report: Kyle Meehan</p>	<ul style="list-style-type: none"> • Genfare updates: CitiBus had an in-person meeting with the Genfare team. Server upgrades for the City will be needed to complete project. Genfare is the current fare collection provider for the City. Expectation is a 4-6 week turn around on this upgrade project. • New route plans should be in place by the end of April/first of spring 2024; Route extension to outer Washington Street. • Bus shelters at Samaritan Summit Village and Watertown Walmart have been approved and will be installed in the Spring. 	
<p>New Business</p>	<ul style="list-style-type: none"> • Collapsible shopping carts. <ul style="list-style-type: none"> ○ Multiple passengers are bringing on larger than acceptable carts that are also overflowing and unsecured items. This results in blocked aisles, delayed departing times and injury to drivers (trying to assist) ○ CitiBus will no longer allow the large size carts on the buses for safety and security. ○ After meeting video was shown of blocked aisles and a passenger had to climb over seats to exit the bus. • Weather Cancellation/Reschedule of Transportation Commission meetings. • Future meetings dates for Transportation Commission announced: • R. Henry-Wilkinson announced he is planning a work session with Watertown City Council on alternative modes of transportation; specifically bicycle travel; he would like to add this to the Transportation Commission as a Steering Committee. 	<ul style="list-style-type: none"> • Commission agreed to notifying local retailers on the allowed size of carts on public transit. (18"x18"). A CitiBus representative will approach retailers. • Notifications on buses can be updated and Commission will approve updated CitiBus Code of Conduct at April Commission meeting. • Commission voted to reschedule Commission meetings the 3rd Wednesday of the following month if there is an event that the meetings need to be delayed. • April 17, 2024; July 17, 2024 & October 16, 2024.
<p>Next meeting</p>	<p>Wednesday April 17 @ 3:00PM CitiBus, 544 Newell St., Watertown NY.</p>	<p>B. Smith will email calendar invite with attachments</p>
<p>Adjourned</p>	<p>Meeting was adjourned at 4:04 PM</p>	