

**MINUTES
TOWN OF CONCORD
CITIZENS TRANSPORTATION COMMITTEE
Thursday August 30 2012
7:00 PM-9:30 PM
Harvey Wheeler Center**

Present:

Rick Anderson
Lisa Bergen, presiding
Ray Bruttomesso
Kate Damon
Abe Fisher
Louise Haldeman
Mark Hanson

Citizens present: William Plummer, Shelby Moore, David Allen

1. Call to order:

The meeting was called to order at 7:05 by Chair, Lisa Bergen

2. The Minutes:

The minutes of the meetings of August 9 and 16 were approved with some spelling corrections to the August 16th minutes.

3. Correspondence:

Ms. Bergen reminded the members of the questionnaire sent out to Town Boards/Committees about reconstruction on the Cambridge Turnpike.

She also mentioned various letters, which have been sent to the Building Committee and MSBA by citizens, and various Town Boards including the Concord Selectmen. She noted that the letter sent by the CTC was referred to as being a letter from Ms. Bergen herself and wanted to be sure that the recipients understood that the letter was from the committee rather than an individual.

4. Chairs report

Ms. Bergen reported on the meeting between the MSBA and representatives from the building committee and school administration. Several citizens also attended the meeting. At that meeting, the Building Committee chairman, Stan Durlacher, acknowledged that the Building Committee had not hitherto looked at transportation and stated their intention to do so now.

5. Citizen Comments

As an addendum to the discussion of the MSBA, Mr. Plummer announced that he would be meeting with Mr Dakin of KVA the next day to show him the drawings and estimates that he has made regarding changes to the school driveway which would allow the transportation buildings to remain in place.

6. Reports and Issues for Discussion

- a. *Changes in OML Remote participation:* The Concord Selectmen have sent a letter to all Town Boards and Committee asking for their views on Remote Participation which is now allowed under the Open Meeting Law subject to various guidelines and restrictions. While the committee did not think it would be of much value to this committee it recommended that Concord follow the example of the Town of Lincoln and study it further.
- b. *Review questions and comments from August 16th hearing.* Copies have been handed out and committee members will review further and see how the questions fit into their area of research.
- c. *Format of September 19th Public hearing.* After some discussion it was decided that the hearing will open with a general summary of the committee's work. This will be shorter than the one on the 16th to allow time for the committee members to provide more in-depth answers to questions at topic specific stations. It was suggested that at the end of the meeting those of the audience who remained be asked to come back together for a more general discussion based on what they had learned. The committee liked the format and will refine it further at future meetings. To some extent, the hearing will be a rough draft of the committee's final report. It was noted that

the School Committee has asked that the CTC postpone giving its report to them until Oct. 25 at which time the TAC will also report. The committee questioned whether the reports would come too late to have any influence on plans. There were also concerns that enough time be allotted for both reports to be fully heard.

- d. *Committee member updates on assigned areas of research.* Mr. Hanson reported on his continuing quest for comparative safety data. He has a “script” which he is using when calling the transportation managers in other towns and would like assistance from any other committee members who have time. He finds that many towns are looking at the same questions regarding transportation. He also discussed the best way to present safety data. Local statistics will indicate whether a school bus was involved in an accident but will not tell whether it was a local school bus or a visitor. He noted that there are years when there were more accidents than other years. It was suggested that these might be weather related.

Ms Bergen noted that as we present our findings there may be instances where the CTC’s numbers differ from those of the Administration. The most likely areas will be in safety statistics, and financial projections. It will be most important that we document everything.

Mr. Anderson, who continues to work on the financial projections, feels comfortable that the figures can be documented and the possible differences be explained.

There were questions about how busing costs are reported in the financial actuals and projections. For example, are field trips charged to academic departments? It was explained that some charges, such as PTG funded field trips and Concord Recreation Department use of the buses, are reimbursed by the PTG or Rec. Dept. as appropriate. However, this reimbursement is not used as an offset to transportation department costs, rather it is applied to the bottom line of the budget. It was suggested by those present who have accounting experience that there would be no point in doing it any other way under the present structure.

- f. *Written report format:* Mr. Fisher will be putting together the written report and has asked that committee members send him material. He visualizes a preamble in the form of an executive summary as well as multiple graphs, tables etc. He needs this ASAP. There were several suggestions as to appendices. One might be a glossary of terms. It was noted that “outsourced”, “contracted out” and “privatized” are often used interchangeably but they may have different meanings depending on context. Again members are asked to give examples and definitions. Mr. Anderson asked if the report could include some suggestions that might improve the efficiency of the transportation department. It was agreed that although this was not central to the committee’s charge, it would be useful, as during its research the committee has noted some things which might be helpful.

7. Citizens Comments: None.

8. Other business:

It was noted that due to the change in the date of the report, extra meetings in October will be needed. October 4 and 18 were suggested.

Mr. Bruttomesso reported that as a naval reservist, he has been called to service and will be departing for Afghanistan in the next few weeks. The committee thanked him for all his work and wished him and his family well.

Respectfully submitted,
Louise S. Haldeman, clerk