



## **SUDBURY TRANSPORTATION COMMITTEE**

**Voted to establish by the Sudbury Board of Selectmen April 10, 2018**

### Mission Statement

The Sudbury Transportation Committee was created by the Selectmen to address a key feature of livable communities: transportation. A livable community is defined as

...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ...Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages (<http://www.aarp.org/livable-communities/network-age-friendly-communities/info-2014/an-introduction.html>).

With the exception of specialized transportation provided by the Council on Aging, Sudbury is currently car-dependent, putting a number of residents at risk of isolation, loss of work, inability to access medical care, etc. There is no public transportation within town boundaries; parking space for commuter rail in adjoining towns is limited; and, there are few pedestrian-friendly routes from residences to likely destinations (e.g., town buildings, library, houses of worship, etc.).

Thus, the purpose of the Transportation Committee includes the following:

- To undertake specific assessments/studies of transportation and evaluate pilot experiments, both locally and regionally, at the direction of the Town Manager or her designee
- To consider all functional elements of transportation: public, specialized, traffic congestion, paths and walkways (as distinct from recreational facilities) for all residents—inclusive of but not solely focused on senior residents and residents with disabilities
- To review published assessments/studies to inform the Board of Selectmen, Town Manager, and relevant offices and departments (e.g., the Traffic Safety Coordinating Committee) regarding, especially, opportunities to expand transportation options To advise the Board of Selectmen, Town Manager and other town entities about the transportation implications of both residential and business development

- To consider the sustained attractiveness of the town for businesses and residents and contribute to the environmental goals defined by the Energy and Sustainability Green Ribbon Committee in any recommendations.
- To accomplish other transportation-related tasks requested by the Board of Selectmen.
- To advise the Town Manager how to transition the duties of the Transportation Committee to Town staff or other elected or appointed bodies.

The Transportation Committee will take a proactive role in addressing transportation challenges affecting the town and may establish *pro tem* subcommittees as needed and approved by the Board.

The Board of Selectmen will review the contributions of the Transportation Committee in the spring of 2019 to assess how the Committee has fulfilled its role and to decide whether this structure should be continued until spring of 2020. It is envisioned that the Committee's purpose and tasks will become part of the responsibilities of town departments or bodies by spring 2020. The Transportation Committee, in cooperation with the Town Manager or her designee, will provide recommendations on how to integrate these responsibilities within Town Government.

### **Membership and Structure**

The Transportation Committee consists of a small group of Core and a larger roster of Advisory members. Core members are voting members and must be available and willing to attend the majority of scheduled meetings. They may draw upon the expertise of advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Core group will elect a Chair and a Clerk from among these members. The Chair will run meetings, be the designated communications link with the Town Manager and other Town staff, and schedule committee meetings. The Clerk will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Core for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership within 15 days of the meeting.

Quorum consists of a majority of serving Core members.

Recommended roles and individuals for membership are listed in the table, below.

### **Compliance With State and Local Laws and Town Policies**

The Transportation Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as

all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen-Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that s/he will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that s/he will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Selectmen.

Use of the Town's Website. The Committee will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

**Sudbury Transportation Committee: Recommended Examples**

<b>CORE GROUP</b>		
<b>Representation</b>	<b>Individual</b>	<b>Contributions</b>
Select Board	Dan Carty	Liaison to CoA; industrial engineering/operations research and economics; CQI
Council on Aging	Carmine Gentile	One of key stakeholders for extended transportation services
CrossTown Connect (CTC)	Alice Sapienza	Project lead in CTC (Transportation Management Association) regional on-demand taxi pilot; Harvard MBA, DBA
Board of Health	Bethany Hadvab	Town Social Worker; link to residents in most need of transportation services
Town Planner	Beth Suedmeyer	Link to regional (e.g., Minuteman Advisory Group on Interlocal Coordination), state, and local agencies involved in land use and transportation
Department of Public Works	Dan Nason	Responsible for infrastructure elements related to all modes of transportation
Citizen	Individual(s) TBD	Vital input to transportation planning
<b>ADVISORY GROUP (Expanded as Needed)</b>		
Public Safety	Police (Chief Nix); Fire (Chief Whelan)	Impact of transportation options on and/or by Police and Fire departments
Chamber of Commerce	Charlie Dunn	Business needs for employment transit; impact of transportation options on retail sales, etc.
Clergy Association	Rotating individuals (leaders of town faith communities)	Transportation identified by this group as a major need
Senior Center	Debra Galloway	Director; liaison with MetroWest Regional Transit Authority; senior/disabled transportation