



# Town of Sudbury

---

<https://sudbury.ma.us/transportation/>

## Sudbury Transportation Committee

### Minutes

Tuesday, July 9, 2019

1PM

Engineering Conference Room, DPW Building, 275 Old Lancaster Rd.

Core Members Present: Daniel Carty, Alice Sapienza, Bethany Hadvab, Dan Nason, Doug Frey

Advisory Group Members Present: Debra Galloway, Adam Duchesneau

Absent: Charlie Dunn, Scott Nix, Carmine Gentile, Beth Suedmeyer

Guests: Tony Dumont, BOH Intern and Lisa Kouchakdjian, SPS School Committee

### **Confirmation of Quorum**

The statutory requirements as to notice having been complied with, Dan Carty as acting chair convened the meeting at 1:01PM

### **Selection of Clerk**

Hadvab and Sapienza agreed to take meeting minutes.

### **Review of Action Items**

Sapienza summarized the results of a telephone call with the Metropolitan Area Planning Commission (8 July 2019). Importantly, 8 towns have already registered to attend the upcoming kickoff meeting of the Community Contract project (Making the Connections, July 23<sup>rd</sup>, Town Hall, 2-4 PM). Additional attendees include representatives from Emerson Hospital, CrossTown Connect, MBTA, and possibly AARP. She also stated that MAGIC generously allocated \$10,000 of unrestricted funds towards this project. A reminder has been sent out to all MAGIC communities, and Travis Pollack (MAPC) will personally telephone individuals from towns that have not yet responded. Sapienza also noted that a packet of information will be available at that meeting, consisting in part of worksheets that have provided helpful to the Sudbury Transportation Committee.

Carty then recommended the meeting focus on the follow-up items from the prior discussion on 2 July.

### **Community Compact Grant/*Making the Connections***

Sapienza reminded attendees that the minutes of the prior meeting included agreed-upon outcomes relevant to the pilot criteria (e.g., target residents), with the exception of two items postponed until today's meeting: reservation procedures, and stipulations/options that might be ap-

plied to subsidized rides. She emphasized that registration is the *de facto* qualification of riders whose on-demand transportation will be subsidized by Sudbury for the duration of the pilot (or duration of available funds). At the time an individual is registered/qualified, the person/agency responsible for the target population will ascertain if there are special needs, such as companion, service animal, etc. In addition, the responsible party will determine if there should be specific stipulations for that individual, such as geographic limits/ride frequency limits, and other options as required. When the process is completed, relevant information will be communicated to the ride-sharing firm(s) and/or taxi company, allowing the individual to access subsidized transportation.

Although not a discussion item in this meeting, Sapienza reminded the group about the importance of a minimum data set that all participating towns should collect, so that robust analyses of the pilot can be conducted. Sudbury and other participating towns could of course collect more information as appropriate to their interest.

Also to be discussed further were such topics as: paper/electronic registration forms widely available; information to be communicated to riders, including time/process of registration; oversight and consistency of program registration and administration; and the benefit of emphasizing multiple riders per vehicle (“pool”), to reduce traffic.

Below is a summary of potential rider registration procedures and options. Members agreed that answers to the questions listed in the table would not be the objective of the discussion; rather, our goal was to ensure that the right questions were asked and to surface issues not listed in the table:

Target Rider Category	Rider Registration Procedures	Ride Options
Older adults (50+ years) living in the community	<ul style="list-style-type: none"> <li>• Call to register?</li> <li>• Complete form to register (paper/electronic)?</li> </ul> Central site: Senior Center (who oversees, manages, etc.?)	<ul style="list-style-type: none"> <li>• Unexpected needs (i.e., cannot reserve 48 hrs ahead)?</li> <li>• Outside van hours?</li> <li>• Outside weekdays?</li> <li>• Frequency limits?</li> <li>• Geographic limits?</li> <li>• Destination limits?</li> <li>• Priority needs/destinations?</li> <li>• Incentives for multiple riders to same destination?</li> <li>• Other?</li> </ul>
Older adults (50+ years) in age-restricted residences	<ul style="list-style-type: none"> <li>• Sites with service coordinator?</li> <li>• Sites with paid volunteer (paid by grant/outreach and marketing)?</li> <li>• Senior Center (backup site)</li> </ul> Multiple sites: registration procedures? Who oversees, manages, etc.?	
Individuals with disabilities limiting driving	<ul style="list-style-type: none"> <li>• Town Social Worker?</li> <li>• COD?</li> <li>• Faith communities?</li> <li>• Other? (e.g., Public Safety)</li> <li>• Housing development service coordinator?</li> </ul> Selected organizations: registration procedures? Who oversees, manages, etc.?	As above
Financially insecure individuals in the community	<ul style="list-style-type: none"> <li>• Town Social Worker?</li> <li>• Faith communities?</li> <li>• COD?</li> <li>• Other? (e.g., Public Safety)</li> </ul> Selected organizations: registration procedures? Who oversees, manages, etc.?	As above
Financially insecure individuals in affordable developments	<ul style="list-style-type: none"> <li>• Town Social Worker?</li> <li>• Faith communities?</li> <li>• Other? (e.g., Public Safety)</li> <li>• Housing development service coordinator?</li> </ul> Selected organizations: registration procedures? Who oversees, manages, etc.?	As above

Veterans	<ul style="list-style-type: none"> <li>• Veteran’s Agent? (Replacement?)</li> <li>• Town Social Worker?</li> <li>• Faith communities?</li> <li>• Other?</li> </ul> <p>Selected organizations: registration procedures? Who oversees, manages, etc.”</p>	<ul style="list-style-type: none"> <li>• Unexpected needs (i.e., cannot reserve 48 hrs ahead)?</li> <li>• Outside van hours?</li> <li>• Outside weekdays?</li> <li>• Frequency limits?</li> <li>• Geographic limits?</li> <li>• Destination limits?</li> <li>• Priority needs/destinations?</li> <li>• Incentives for multiple riders to same destination?</li> <li>• Other?</li> </ul>
----------	---	---

**NOTE:** There is some uncertainty about the status of the current Veteran’s Agent and possible replacement. And, Taylor Hayden is the Jail Diversion Program (JDP) clinician at the Police Department who can also potentially register people.

Kouchakdjian, representing the Sudbury schools, provided important input to these transportation issues with regard to financially insecure families with children. She noted that, on rare instances, a child might miss rides and need to get home, and providing a ride-hailing transport with a teacher would relieve the teacher from taking the child in her/his own car. She also noted that parents without cars have difficulty enabling their children to access after school activities, and are themselves limited or unable to be involved/participate in school events. Metco families are a special case of transportation needs, and Kouchakdjian agreed to talk with Sandra Walters, the Metco Coordinator, and bring more input to the Committee discussions.

Sapienza briefly reviewed the “rider access” procedures agreed to in the prior meeting and recommended that Sudbury investigate the additional cost of concierge services provided by the ride-hailing firm(s), as backup to above discussions of dashboards, etc. Attendees also recommended that we provide ride hailing workshops and safety sheets to those participating in the pilot.

Galloway agreed to draft a registration form that all other committee members will review, add, and comment on for discussion at the next meeting (possibly via Google docs).

**Approval of Minutes:**

Sapienza made a motion to approve minutes for 2 July meeting pending change of address in the header and there was unanimous approval.

**Next Meeting**

**Tuesday, July 17, 2019 @ 9:30AM in the DPW Engineering Conference Room**

**Adjournment**

Meeting adjourned at 2:01PM