Town of Sudbury

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

Sudbury Transportation Committee
Minutes
Tuesday, July 17, 2019
9:30AM
Engineering Conference Room, DPW Building, 275 Old Lancaster Rd.

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

Advisory Group Members Present: Debra Galloway, Adam Duchesneau, Carmine Gentile

Absent: Charlie Dunn, Scott Nix, Beth Suedmeyer

Guests: Tony Dumont (BOH Intern), Lisa Kouchakdjian (SPS School Committee), Ellen Joachim (School Committee), Linda Faust (Resident)

Confirmation of Quorum
The statutory requirements as to notice having been complied with, Dan Carty as acting chair convened the meeting at 9:36AM

Selection of Clerk
Hadvab and Galloway agreed to take meeting minutes.

Introductions
Attendees introduced themselves to the guests.

Updates
Adam reminded group of the meeting on July 23rd 2pm at Town Hall "Making the Connections" pilot kickoff, including Q&A and smaller group breakout sessions to discuss next steps. Over 20 attendees have already RSVP'd.

Alice stated that two MassDOT documents (for the July 23 meeting), were also sent to the Committee. These are compilations of transportation programs across the state. One is a narrative and one is a summary table.

Continue Discussion of 3/6/12-month action plan
Alice led a discussion of the earlier registration procedures spreadsheet and how it should inform the registration form. The transportation initiative would target the following groups:
  • Adults 50+ (anyone who meets this criteria will be eligible)

- o Need telephone access, either smart phone to order a ride on their own, or a non-smart phone to call in for concierge service. Lyft has a concierge service (this takes the burden of this service off of town). Uber does not.
  - o Registration form (required pre-qualification to determine eligibility for services): both paper and electronic. Discussed using census, senior housing status, etc. as prescreening.
  - o Where do registration forms get submitted? Senior center for this population? Galloway will speak with Senior Center staff to determine if this workload is manageable. Sapienza noted that the Community Accessing Rides pilot served around 1900 individuals in a year. Staff will have to review registration forms and enter them into the TNC system.
  - o Individuals in age restricted communities could be responsible for adding their residents, if they are able to accept that responsibility.
  - o There will be a program manager overseeing the regional pilot under the grant. They will also be responsible for outreach and publicity.
  - o Rider Constraints: Discussed limiting rides to those that cannot be accommodated by other existing senior center or town transportation. Committee determined that it would not be possible to limit individual rides once a rider is screened, but will set expectations for riders within the application. The application will also include information on existing ride options and schedules. The application will also note that this is a pilot program and parameters may change over time as information is gathered and analyzed. The committee agreed that data will be reviewed approximately monthly.
- Riders with Disabilities:
  - o Doug Frey will talk to members of the COD about whether or not they can register these individuals. Concerns about the fact that the COD is just starting up again and they do not have an office space.

Alice discussed hiring temporary help, through the Community Compact grant, to assist the qualifying organizations in the registration process. These workers can prevent staff from unrealistic workloads when larger numbers of individuals sign up for the subsidies. She also asked meeting participants to consider potential hires to take on this role.

Discussed noting in the application that the registration process can take several weeks, as the committee identified that the social work office and senior center will continue to have to prioritize current tasks and emergencies that arise weekly.

Reviewed the Google Doc registration form draft, and how data is compiled into an Excel spreadsheet and can be converted to visual data. All members will review form independently prior to next meeting and provide feedback. Hadvab and school committee members will review with particular attention to needed changes for the population served. Kouchakdjian will connect the committee with Metco Coordinator and will provide input on how to best serve the student population.

Sapienza shared data from the MassDOT table on the Needham Community Council pilot that showed the town "successfully doubled the number of individuals able to access medical appointments each month due to increased availability of rides

The following is a summary of potential rider registration procedures and options for a Sudbury pilot, created by Sapienza:

Target Rider Category	Registration Procedures & Responsibility	Ride Options
Older adults (50+ years) living in the community[i]	• Telephone registration, Senior Center staff completes electronic form • Rider completes paper or electronic form, submits to stated location (Senior Center) by mail/person if paper • Electronic form converts to Excel; Senior Center staff review for accuracy and submit Excel form to relevant vendor(s) NOTE: Form under design; time for registration TBD; additional help from grant funded workers as needed; potential to pre-prescreen older adults from Town Census data.	• Incentives for multiple riders to same destination: free within Sudbury geofence; $1 each within contiguous community geofence; $5 each within 25-mile geofence[ii] • Other, TBD
Older adults (50+ years) in age-restricted residences[iii]	• Housing development staff helps to completes electronic form if needed; other residents complete paper or electronic form, submit to designated staff (housing development OR part time grant funded worker for paper form input to electronic • Electronic form converts to Excel; designated staff reviews for accuracy and submits Excel form to relevant vendor(s) NOTE: Form under design; time for registration TBD; additional help from grant funded workers as needed; potential to pre-prescreen older adults from Town Census data.	
Individuals with disabilities limiting driving[iv]	• However referred, designated staff works with individuals as above, reviews for accuracy, and inputs to electronic form • Electronic form converts to Excel; designated staff reviews for accuracy and submits Excel form to relevant vendor(s) NOTE: Form under design; time for registration TBD.	• Incentives for multiple riders to same destination: free within Sudbury geofence; $1 each within contiguous community geofence; $5 each within 25-mile geofence • Other, TBD
Financially insecure individuals in the community[v]	• However referred, Town Social Worker or designated staff will with individuals as needed, review for accuracy, and input to electronic form • Electronic form converts to Excel; designated staff reviews for accuracy and submits Excel form to relevant vendor(s) NOTE: Form under design; time for registration TBD; additional help from grant funded workers as needed.	• Incentives for multiple riders to same destination: free within Sudbury geofence; $1 each within contiguous community geofence; $5 each within 25-mile geofence • Other, TBD
Financially insecure individuals in affordable developments[vi]	• Housing development staff helps to completes electronic form if needed; other residents complete paper or electronic form, submit to designated staff (housing development OR part time	• Incentives for multiple riders to same destination: free within Sudbury geofence; $1 each within contiguous community

		geofence; $5 each within 25-mile geofence • Other, TBD
	• grant funded worker for paper form input to electronic • If needed, Town Social Worker or designated staff will with individuals as needed, review for accuracy, and input to electronic form • Electronic form converts to Excel; designated staff reviews for accuracy and submits Excel form to relevant vendor(s) NOTE: Form under design; time for registration TBD; additional help from grant funded workers as needed.	
Veterans [vii]	• Veteran's Agent helps to completes electronic form if needed; other veterans complete paper or electronic form, submit to designated staff (Veteran's Agent OR part time grant funded worker for paper form input to electronic • Electronic form converts to Excel; designated staff reviews for accuracy and submits Excel form to relevant vendor(s) NOTE: Form under design; time for registration TBD; additional help from grant funded workers as needed.	• Incentives for multiple riders to same destination: free within Sudbury geofence; $1 each within contiguous community geofence; $5 each within 25-mile geofence • Other, TBD

Approval of Minutes:
Bethany made a motion to approve minutes for 9 July meeting and there was unanimous approval.

Next Meeting
Thursday, July 25, 2019 @ 9:30-11AM in the DPW Engineering Conference Room

Adjournment
Meeting adjourned at 10:33AM

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[i] Brookline Senior Center/Lyft; "qualified" individuals call center and staff book rides. No charge; stipulations apply.
[ii] Charges/co-pay at start of pilot: $1 each ride within Sudbury; $2 each ride to contiguous towns; $10 each ride within 25-mile geofence.
[iii] Brookline, as above.
[iv] MBTA partnership w/ Lyft, Uber, Curb Mobility (taxis); MBTA determines # subsidized rides for enrolled customers; option for shared/private ride.
[v] Community Accessing Rides (CAR); Attleboro-Norton Social Responsibility Alliance (includes GATRA); agencies prequalify riders; staff ensures conformance with stipulations and books rides.
[vi] Community Accessing Rides (CAR); Attleboro-Norton Social Responsibility Alliance (includes GATRA); agencies prequalify riders; staff ensures conformance with stipulations and books rides.
[vii] As above; "staff" TBD.