



# Town of Sudbury

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

## Sudbury Transportation Committee

### Minutes

Friday, November 1, 2019

10:00AM

Silva Conference Room, Flynn Building, 278 Old Sudbury Road

Core Members Present: Daniel Carty, Alice Sapienza, Sandy Lasky, Doug Frey, Debra Galloway, Dan Nason, Adam Duchesneau

Advisory Group Members Present: Police Chief Scott Nix

Absent: Charlie Dunn, Beth Suedmeyer, Carmine Gentile

Guests: 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 10:04 AM

### **Selection of Clerk**

Debra volunteered to take meeting minutes (and Alice volunteered to review).

### **Administrative**

Dan Carty reviewed the items on the agenda.

### **Committee Membership**

Dan Carty announced that the Board of Selectmen approved Adam and Debra to be moved to Core membership, Alice to be a Core member as Livable Sudbury Ambassador, and Beth Suedmeyer to be moved to Advisory membership.

### **Updates**

A new Town credit card will be procured to be used for Uber payments. It will be in Adam Duchesneau's name.

Debra Galloway reported that she is reviewing Tax Work-off participants for the Transportation assistant position to help with entering Go Sudbury rider data and sending it to Uber.

Adam Duchesneau reports that there should be ample storage for rider data on the Sudbury network and it can be kept secure according to IT Director Mark Thompson.

Dan Carty and Alice agreed that Tommy's Taxi should be informed of our on-demand pilot status, and Lisa (and other school officials) will put together a compilation of transportation needs (pupils under age 18 years, as well as parents) for a meeting with the taxi company.

A Word version of Go Sudbury application will be used for those who cannot access online. Debra will format the Word version.

Members discussed whether housing staff can help with sign up for the Go Sudbury application. Debra noted that such help was very likely from Coolidge, but there was less certainty about staff at Musketahquid and Longfellow Glen (Frost Farm, etc.). Possibly, residents of the latter developments could be advocates for their neighbors.

## **Publicity**

Chief Nix suggested perhaps interns from Lincoln-Sudbury High or Framingham State University could work to help with publicity or other work. New interns will be ready to work as of January. He will let us know if the interns have the skills and are able to assist.

## **Uber Agreement**

Alice Sapienza shared the latest version of the Uber agreement with the town – still a draft. She reports that Uber would like to be considered a preferred partner for riders 18 and older. Sudbury will agree to do this for the pilot. For those under 18 years of age we are hoping other contractors, such as Tommy's Taxi, will be involved. If we continue with the pilot we may renegotiate to allow other partners.

Uber does not currently have many WAV (wheelchair accessible vehicles). They do have agreement with some 3<sup>rd</sup> party provider, such as First Student. We need to make sure that WAV are available as there are residents who need them.

There are other towns interested in joining in on the Community Compact pilot – 7-8 towns. We are hoping that with sufficient towns, Lyft will be able to participate in the pilot. An Intermunicipal Agreement is ready go to the interested town's Board of Selectmen (Acton, Bolton, Stow, Carlisle, possibly Weston, and also possibly Maynard, Concord, Lincoln) for approval.

## **Marketing**

Sandy Lasky has shared the Marketing plan with the group via email. We will keep that on hold until ready to implement it.

## **Going Forward**

Dan Carty suggested we should package the pilot information into a white paper to share with other towns and Area Planning Councils that want to implement a program like this. We might also engage with the Globe to get an article published, as city of Newton did on October 20, 2019, in the Globe local section.

## **Intermunicipal Agreement**

Alice Sapienza shared that there is a need for training in three areas of the Community Compact “Making the Connections” program: (1) logistics for ride hailing (how-to for new users, data sharing, ride-hailing management reports, etc.), (2) parameters for the grant (e.g., on-demand pilot service is not to supersede existing transportation), and (3) the purpose and metrics of Continuous Quality Improvement (CQI) during the grant cycle.

## **Go Sudbury Application**

Dan Carty updated the application on Google docs, trying to incorporate all of the feedback for Chief Nix, Patricia “Trish” Bonenfant, and others and to soften the wording as well. It was decided we may not need to create an FAQ page, but can observe what types of questions occur and then create an FAQ from that feedback. All committee members were encouraged to complete an application as part of beta-testing.

There have been some questions about why the pilot is open to those who are aged 50 and over. Early on, the Committee decided to include those who are 50 and older to encourage participation. The Committee was encouraged to do this in response to Carlisle’s pilot, in which they lowered the age requirement to 50+ (from 60+) when they experienced difficulty getting participation. We will monitor progress and, if necessary, make adjustments.

## **Transportation Assistant(s)**

Chief Nix shared that there is online training available to town staff from Lynda.com. Perhaps that could be helpful for the Tax Work-off person who works as the Transportation Assistant? Will we hire temporary workers at Coolidge and Longfellow? We could use a point person at each housing location to help with questions and the application. We will wait to see if needed, as staff at housing may be able to help, and Chief Nix indicated there may be assistance from the Police Department clinician. Coolidge Resident Service Coordinator will definitely help. It was acknowledged that some of the communities that have launched these types of pilots, are larger, with designated Transportation departments and staff.

Dan Carty suggested we do a run-through of the application process at the next meeting to find any gaps.

## **School Department**

Lisa Kouchakjian will find out how many METCO students have an after school transportation need, as well as how many and how often parents of METCO students might need transportation help to get to after-school or evening meetings and events. Also noted, there are students who miss the bus and do not have transportation to school, as their parent has no car. Lisa Kouchakjian will be in touch with Superintendent Crozier and PTOs to get information and figure out needs. There may be a way to set up “dummy” accounts to use for intermittent student needs.

## **Route 20 Shuttle**

There is a rider who uses the shuttle every day and would like to have parking available. Beth Suedmeyer is working with Gravestar company re: an agreement to use part of Shaw’s parking lot for Commuter Shuttle parking. It was noted that stopping on Route 20 to pick up riders could slow traffic even more than it is already is. It is unclear how much of a problem this is. Shaw’s parking lot is not easy to enter and turn around in. Sudbury Farms parking lot might work better if the Shuttle begins to get off Route 20 to do pickups.

Another concern is that if a wheelchair user rides the Commuter Shuttle, is there a safe place for them to wait for pick up and to get dropped off. Can a spot be identified and shared with the public about safe wheelchair user pickup? These issues also emphasize the earlier discussion about sheltered and safe “bus stops” (e.g., as had been proposed at Meadow Walk).

## **Approval of Minutes:**

Alice motioned to approve 10/15/19 minutes. The group unanimously approved the 10/15/19 minutes.

## **Next Meeting**

DPW Conference Room at 275 Old Lancaster Rd. on November 19, 2019, from 2:00-3:30pm.

## **Adjournment**

Dan motioned to adjourn at 10:31am. Alice seconded. Committee unanimously agreed.