

Sudbury Center Improvement Advisory Committee  
Minutes  
April 27, 2006

PRESENT: Jody Kablack, Bill Place, Eva MacNeill, Marie Harris, Steve Cecil, David O'Connor

The meeting was called to order at 7:00 pm. A quorum was not present.

The Cecil Group produced an agenda for tonight's meeting. Although many committee members were not present, there was enough information to discuss with the DPW Director to make a productive meeting. Therefore, it was decided to go ahead with the meeting. All handouts from the meeting will be sent to the absent members.

The Cecil Group handed out the Scope of Services, as contracted for, including the revised schedule with meeting dates.

Progress on the base plan is being made. Digital information has been received from the Town Engineering Dept. In addition, some information has also been received by both the engineering firms for the First Parish Church and the Grange. The team is working on line drawings, which can also be overlaid on aerial photos.

Mark Howland is working on scheduling the traffic counts. Manual volume and turning counts will be done at 5 locations, as shown on a map distributed. Automatic counts, using Police Dept. equipment, will also collect total volume counts in 5 locations. Mark Howland suggested 3 locations, but Marie Harris will speak with him about adding 2 further areas for data collection (Concord Road going north from the intersection, and Old Sudbury Road east of the intersection).

Stakeholder interviews are being scheduled. David O'Connor will be able to set up 1 meeting with multiple stakeholders, but will hold individual meetings as well in order to accommodate schedules.

The Cecil Group handed out a memo outlining their suggested goals and objectives for the project. This document should be reviewed by the SCIAC to make sure it reflects the committee's goals and objectives. Any revisions/additions/deletions should be emailed to Jody Kablack prior to the meeting on May 22. This document will be finalized at the May 22 meeting. A document like this makes it easier to track performance of the project over time.

The next meeting will be held to discuss the goals and objectives, and to prepare for the Visioning Session, scheduled for May 31.

The next meeting is scheduled for Monday, May 22, 2006 at 7:00 pm in the Flynn Building. Meeting adjourned at 8:00 pm.