

# Sudbury Transportation Committee

## Minutes

Wednesday September 17, 2018

9:00 AM

Silva Conference Room, Flynn Building, 278 Old Sudbury Road

Present: **Core members:** Daniel Carty, Bethany Hadvab, Alice Sapienza, Beth Suedmeyer; **Advisory members:** Debra Galloway, Scott Nix; **Invited guests:** Franny Osman, Andrew Scribner-Maclean, Scott Zadakis

Absent: **Core members:** Carmine Gentile, Daniel Nason; **Advisory member:** Charlie Dunn

### Confirmation of Quorum

The statutory requirements as to notice having been complied with, Dan Carty as acting chair convened the meeting at 9:17 a.m.

### Member and Guest Introductions

Alice Sapienza had invited three representatives from the Transportation Management Association, CrossTown Connect, to attend the first portion of the meeting in which Sudbury's continuation as a member would be discussed. These were: Scott Zadakis, director of CrossTown Connect, Andrew Scribner-Maclean, Assistant Town Administrator of Maynard, and Franny Osman, member of the Lowell Regional Transit Authority and long-time transportation advocate.

### Selection of Clerk to take minutes

Alice Sapienza volunteered to take minutes for this meeting.

### Review and Approval of Sept 5, 2018, meeting minutes

The minutes of the prior meeting were amended by Beth Suedmeyer; as amended the move to approve was made by Alice Sapienza and seconded by Suedmeyer. Approval was unanimous.

### Discussion of MAGIC Meeting Outcome and CrossTown Connect (CTC)

In deference to the guests attending this meeting, Carty and the group agreed to re-order the initial agenda and move discussion of (1) the 9/6/18 MAGIC<sup>1</sup> meeting outcome, and (2) CTC membership extension, to the next items.

- Alice Sapienza shared the results of her presentation of a six-town proposal to the Metropolitan Area Planning Commission's (MAPC) Technical Assistance Program at the MAGIC meeting. Submitted in March 2018, this proposal was approved for two forms of technical assistance by MAPC staff. First, MAPC (with representatives from MAGIC members) will take the lead role in drafting and administering microtransit Request for Information (RFI), to be completed November 2018. Second, MAPC (with representatives from MAGIC members) will take the lead role in drafting grant application for Efficiency and Regionalization grant to seek funding to implement on-demand transit pilot.

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<sup>1</sup> Minuteman Advisory Group on Interlocal Coordination, a 13-town subregion of the MAPC.

- The group, including guests, discussed a possible pilot with a microtransit company at a substantially reduced rate, potentially similar to one recently undertaken by the Greater Attleboro-Taunton Regional Transit Agency (GATRA). Franny Osman provided contact information for a GATRA staff member, so that Sudbury and other towns could examine their RFP. Andrew Scribner-Maclean discussed general issues regarding procurement in Massachusetts (MGL Ch 30). All agreed that energy should be devoted to assessing the utility of collaborating with a microtransit software company, and that understanding GATRA's experience would be very helpful.
- Sapienza raised the question of extending the town's membership in CTC, although the town has not yet received an invoice for membership (the original membership was approved in August 2017). Scribner-Maclean discussed Maynard's effort that has culminated in a Maynard-West Acton shuttle service for employees desiring to use public transportation and provided a copy of the latest use figures. He described the routes and times and noted that parking lots at the available commuter stations are completely filled, so that ancillary lots have been provided elsewhere and the shuttle picks up and drops off commuters at those lots.
- Osman discussed the process undertaken by Acton, which was the founding town of CTC. She described how the town was able to move to a line item on the budget for transportation, supported by (1) shuttle/van fees, (2) grants, (3) taxes, and (4) mitigation moneys (one-time and annual) from developers, among other sources. She distributed copies of a report from WorkWithoutLimits (describing transportation in the area for residents with disabilities) and a chronology from 2005 of Acton's transportation experience.
- Zadakis, director of CTC, provided additional information on the benefits of membership and distributed a flyer describing town benefits and a brochure describing member benefits (including area employers).
- Carty requested electronic files of all paper materials brought by the guests be sent to him for uploading to the Committee website. The guests agreed and were thanked for their attendance and left the meeting at 10:14 a.m.

### **Recommendations based on prior discussion**

- Based on the information just discussed, the core members recommended:
  - Sapienza moved to recommend to the BoS that Sudbury continue membership in CTC for 2018 (fee is approx. \$5,000); this was seconded by Carty and unanimously approved.
  - Suedmeyer moved to recommend that collaboration between Carty and Suedmeyer ensure the presence of at least one decision-making representative of Sudbury at future CTC meetings (this was suggested by Scribner-Maclean). Sapienza

seconded, and this was unanimously approved. Sapienza will ensure their names are placed on the CTC general mailing list. The next CTC meeting is on October 11, 2018, at 10:30 a.m. in Westford (location TBD).

### **Member Updates, Administrative Updates**

Sapienza reported that the final report from the UMass consultants on the Livable Sudbury assessment is likely to be available in the next several weeks. The consultants will present a summary of their findings, and the report will be made electronically available on the town website when it is finished.

### **Future Agenda Items**

Because of the time taken up by prior items, Carty propose—and the group agreed—that individuals will work on customer identification and stakeholder assessment prior to the next meeting. Carty will send electronic copies of the forms for this effort. Other items will be identified in the interim.

### **Review of action items**

Debra Galloway provided copies of the Sudbury CoA van services and the schedule of the recent Route 20 shuttle. Alice Sapienza will submit electronic copies of recommended materials (24) to Beth Suedmeyer, for posting on the Committee website. Suedmeyer will also serve as lead for posting materials, to ensure their relevance and appropriateness. As needed and/or recommended, additional electronic files will be added to this site, with Suedmeyer's approval. Bethany Hadvab reported that she had reached out to Sudbury public schools and Lincoln-Sudbury high school, to ask about their transportation needs, but had not yet heard back. Scott Nix stated that he would assist in gathering these data.

### **Review and Approval of Sept 5, 2018, meeting minutes**

The minutes of the prior meeting were amended by Beth Suedmeyer, to indicate core and advisory members; as amended, the move to approve was made by Alice Sapienza and seconded by Suedmeyer. Approval was unanimous.

### **Future Action Items**

Sapienza will provide a summary of the MAPC assistance involving microtransit providers to Carty, so that he can encourage MAPC's timely completion of this activity. Sapienza will also follow up with GATRA about their RFP and contract process.

### **Discuss and schedule upcoming meetings**

Given some of the morning traffic issues, the group discussed moving the start time of future meetings to 9:15 AM; the next meeting is scheduled for Tuesday, October 2, 2018, at 9:15 AM, place TBD.

The committee voted unanimously to adjourn at 10:42 AM.