



Town of Sudbury

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

Sudbury Transportation Committee

Minutes

Friday, September 4, 2020

10:30 AM

Via Town Zoom Conference Call

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

Core Members Absent: Dan Nason

Advisory Group Present: Lisa Kouchakdjian (left meeting approx. 11:09am)

Advisory Group Absent: Charlie Dunn, Scott Nix, Beth Suedmeyer, Carmine Gentile, Bethany Hadvab, Ellen Joachim

Guests: Linda Faust, Kay Bell, Town Manager Hayes (left meeting approx. 11:00am), Town IT Director Mark Thompson (left meeting approx. 10:45am)

Confirmation of Quorum

The statutory requirements as to notice having been complied with, Dan Carty acting as chair convened the meeting at 10:35 am. A quorum was confirmed, roll call was taken, and Dan made an announcement that this was a public meeting and the meeting was being broadcast and recorded via Zoom. Lisa Kouchakdjian noted that with her, Doug Frey, and Kay Bell there was present a quorum of the Sudbury Commission on Disability; Kay stated she would be listening only today and would refrain from comment or discussion.

Selection of Clerk

Dan volunteered to take meeting minutes.

Town Meeting Transportation

Dan mentioned that Deb and Adam had met with Town Manager Henry Hayes about the possibility of providing transportation to Town Meeting on September 12. Deb noted that the Senior Center had offered transportation a couple of times in the past but that it was not heavily utilized. Dan said if we can get people to Town Meeting that would be great and inquired into the origin of this request and discussion. Sandy said that it came from a suggestion from Linda Faust. Henry recapped the previous day's discussion with Deb and Adam and asked what the anticipated ridership was; if it were only a small number of people it may not warrant working through a bus rental company. He voiced concerns with utilizing the Senior Center vans as they were still working through safety protocols for both

riders and drivers and did not believe they would not have them in place in time for Town Meeting. Alice queried if it would be worth contacting JFK Transportation and Tommy's Taxi to start our Taxi program early and opined that ridership would likely be very low. Deb stated she had reached out to Tommy's Taxi who said theoretically they could provide rides for Town Meeting. Deb stated this would likely fall outside of our grant guidelines. Alice noted we had \$5,000 of Meadow Walk mitigation money and \$3,000 from a BayPath grant. Henry said if need warranted he was open to working with Deb and taxi companies. Deb noted that we had the Covid safety protocols from both JFK and Tommy's. Sandy discussed ride timing and that it was not just the beginning and end of the meeting. Henry discussed cost and stated he was very cautious as while a normal Town Meeting costs ~\$10,000, just one function of this meeting will cost \$20,000. Dan inquired as to next steps; Henry stated he should determine what the need was and while it would be coordinated by the Senior Center the transportation would not be provided via Senior Center vans. Henry asked Deb to coordinate with Town Social Worker Bethany Hadvab to determine need and plan next steps. Dan stated that if we could get people rides to Town Meeting that would be a good thing. Deb stated that she and Henry would work with appropriate Town financial staff.

MAPC COVID-19 Taxicab, Livery, Hackney Transportation Partnership Grant and Taxi Program

Adam stated that contracts and other related documents with the taxi companies were in good shape – he had sent the agreements for Tommy's Taxi and JFK for signature. He said that the more pertinent piece was the MAPC contract, Henry had already signed it but we were waiting on their signature so that we could get the grant money. Dan inquired as to lead time to receive money from MAPC; Alice stated there is no concrete timeline. Adam would be reaching out to MAPC and will inquire as to timing but stated that we could not get started until get paid. Doug asked by when we needed to spend the money and Alice confirmed February of 2021.

Alice noted that the MAPC wanted to be able to link from a description of the COVID grant on their website to web pages of grant recipients. Thus, there would be a link to the Town website about our proposal. Dan screen-shared the document "Go Sudbury Taxi Rides Program". The group suggested minor edits to the page and concurred that this would be a good thing for MAPC to link into as well as a link to our rider signup page. Adam stated he and Deb would finalize wording as discussed; then, he would get the content uploaded to the Town website. Dan then screen-shared out the press release document "Sudbury Transportation Committee Announces Start of Urgent Taxi Transportation Pilot". The group discussed minor edits to the page, Deb volunteered to edit as discussed. Dan screen-shared the document "Town of Sudbury – Urgent COVID-19 Taxi Pilot – MAPC trip Request" and the group discussed the process by which it would be filled out and sent to taxi companies. Deb noted that Wayland used a similar document and process with success. Linda inquired as to the accessibility of any online documentation; Deb confirmed that users can always call in to book rides as needed.

The group went through and edited the online form "GO Sudbury! Taxi Rides program Application". Alice questioned the age eligibility section; Dan noted that this was a draft and that he had taken what we had put together for the Uber pilot and edited it to the best of his knowledge. Alice stated that taxi companies would take children under 12 accompanied by an adult but 12 or over could ride alone. More minor edits were discussed and made in real time during the discussion. Dan queried

about the name of the Baypath grant and Deb confirmed it was simply Baypath grant. Linda questioned the need for an email address and Dan stated that while the online method of registration required one it would not be required for phone in registration. Alice noted that she would send the ride blackout days and times and Dan would incorporate into the form. References to the applicable waivers were added to the "Is It Safe?" section. Dan stated that the waiver language was exactly the same as what was approved by counsel other than "This form may not be altered" being stricken as the online form could not be altered as a handwritten one could. Other minor edits were discussed and approved by the group throughout the document. Adam and Deb noted that Town employees may have issue using Google email accounts from inside the Sudbury network. Dan noted he would test this with Adam and Deb. Alice asked if Google Sheets operated like Excel and Dan confirmed.

Administrative Items

Adam stated that he would be scheduling a steering committee meeting of the Community Compact towns for the week of September 14.

Approval of Minutes

Dan asked if in the last meeting there were any edits to the minutes of 21 August; Alice confirmed that there were not and could be posted as drafted. Dan shared the draft minutes for the August 28th meeting and showed one minor formatting suggestion. With no further edits offered Dan moved to approve the minutes as edited. Alice seconded and minutes were approved unanimously via roll call.

Next Meeting

The next meeting was set for 11 September 2020 at 10:30 AM via the town Zoom service. Alice noted she would not be able to attend but the rest of the group should.

Action Items

Dan reviewed action items from this meeting:

- Deb would talk to Bethany Hadvab about rides to Town meeting
- Deb would reach out to JFK Taxi
- Adam and Deb will finalize the "Go Sudbury! Taxi Rides Program" wording then Adam will work with Beth Perry to get it added to the Town website
- Deb will modify the press release wording as discussed
- Alice will provide modified wording to the blackout hours to Dan who will modify the Google signup form
- Dan will work with Adam and Deb to ensure Google IDs can be used by Town staff and the Google Sheet can also be utilized
- Adam will follow up with MAPC regarding funding availability and when the web links are required

Motion to Adjourn

Alice made the move to adjourn and Deb seconded; the motion was unanimously accepted via a roll call vote.