



Town of Sudbury

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

Sudbury Transportation Committee

Minutes

Friday, April 14, 2023

10:30 AM

Via Town Zoom Conference Call

Core Members Present: Daniel Carty, Alice Sapienza, Debra Galloway, Kay Bell, Bob Lieberman, Adam Duchesneau

Advisory Group Present: None

Advisory Group Absent: Martha Welsh, Scott Nix, Carmine Gentile, Bethany Hadvab, Silvia Nersessian, Mary Warzynski

Guests: Ana Cristina Oliveira, Lynn Puorro (Sudbury TV), Linda Faust

Confirmation of Quorum: The statutory requirements as to notice having been complied with, Dan Carty as Chair convened the meeting at 10:31 AM. Dan Carty made an announcement that this was a public meeting, and the meeting was being recorded via Zoom and by Sudbury TV. He took roll call, noted a quorum was present, and announced that he was making Adam co-host of the Zoom session.

Selection of Clerk: Debra volunteered to take meeting minutes.

Administrative Updates: Dan summarized the major topics for today's discussion—not necessarily in the following order:

- March Financial Update
- Town Meeting presentation – final review
- Annex Transit pilot
- Grants Report (AARP and Community Transit Grant)
- Program Data
- Option to Do a Trial Hybrid Meeting
- Rider Correspondence

Rider Correspondence:

Dan noted that the Transportation Committee received an email from a rider with a customer service question. Debra responded to this question. Dan clarified how the Committee will respond to various types of correspondence to the Committee's email address. For customer service concerns and

questions, Debra or Ana Cristina will respond directly to the questioner. For correspondence from a vendor or general correspondence, Dan will respond and if the correspondence is significant will bring the information to the Committee.

Financial Update:

Dan shared the financial spreadsheet updated by Adam, with Dan's additional calculations and graphs. It was noted that all of the March invoices are in, except for Annex Transit. Annex did bill for 6 rides in February, for a total of \$541.66 on the invoice. Bob wanted to highlight that \$20,099 remain from the Annual Town Meeting funds that support the Uber program, and it is expected to last only to September 2023. This will be important information for Town Meeting, when people vote on Article 14 – Transportation Funding. Dan shared that the Mass Development grant has \$74,065 left and is estimated to last for 13.3 more months – assuming continued average cost of Taxi service each month. Dan also shared the graph he created that shows usage of programs over time, with the influence of various changes to the program, such as ride restrictions in February 2023.

Town Meeting Presentation:

Dan shared the Town Meeting presentation on Article 14 onscreen for the Committee to review. Kay suggested changes to page 1 that will improve the readability of Article 14 when onscreen at Town Meeting. Kay also suggested that Dan allow time for the audience to review and understand the ride maps. A few other tweaks were suggested and incorporated.

Dan will review and add the most recent ride numbers and rider data with Alice when the information becomes available, in order to give the most up-to-date information to the participants at Town Meeting on May 1. Alice will also make an estimation of the number of Uber rides that are used to get to medical appointments based on location information. Dan will review the presentation with the Select Board at their April 25 meeting.

Grants:

Alice has initiated a discussion regarding an application for a Community Transit Grant being offered through the Mass. Department of Transportation (Mass DOT). She has reached out to the Metro West Regional Transit Authority (MWRTA) Administrator Jim Nee to propose the idea and that the MWRTA be the lead agency. Jim has agreed to a meeting though cautioned that there is a substantial match required from participants in this grant (50%). Dan shared Alice's email to Jim Nee as well as Jim Nee's response onscreen.

Debra has discussed the grant proposal idea with a potential partner, Wayland Council on Aging Director Julie Secord, who is also interested. Meetings with these parties are planned for next week.

The Community Transit grant proposal may be based on the AARP Community Challenge Grant proposal that Alice submitted in March. The service could be targeted to adults 60 and older as well as those who are living with a disability. However, empty seats would be available to others who might need transportation.

Kay asked if the MWRTA is able to collect rider data that can be used for our reports and the grant. Alice indicated that she expected that they would be able to report that data as people will be using an on-demand app to order rides.

The town match could be \$50,000-\$100,000 toward the grant proposal. The proposal is due in late spring.

Annex Transit – Communication Language:

Debra shared the Annex language developed by Debra, Kay, and Ana Cristina. The Committee reviewed the language and suggested several improvements that were incorporated. Debra will share the final document with Dan for posting online with the meeting documents.

Alice asked if the committee had decided for the Annex communication to include a 6-ride limit? It was noted by Debra that some riders will be using Annex when they are unable to get a GoSudbury Taxi ride through JFK Transportation – and using the Taxi service would usually have a 6 one-way ride limit. After some discussion, it was decided that the Annex communication will state that riders will be allowed a 10-ride limit when using the Annex service, as most will be using it because they are not able to use GoSudbury Uber program. Therefore, the ride limit will correspond to the Uber ride limit of 10 one-way rides per month.

Dan asked how riders will be made aware that a particular ride will be provided by Annex rather than JFK Transportation? Alice stated that CrossTown Connect dispatch will be responsible for letting riders know which provider will fill their request. Adam and Alice will confirm this with CrossTown Connect (CTC).

Committee members discussed how to communicate the information about Annex. It was decided that an email will be sent by Ana Cristina to the current GoSudbury Taxi riders notifying them of the availability. Additionally, Debra and Ana Cristina will update the GoSudbury website page with the Annex information.

Next Meeting:

The next meeting of the Transportation Committee meeting will be Friday, April 28 at 10:30 AM. Dan asked if there are Committee members who could participate in an in-person meeting and 4 members indicated that they could. Dan will communicate with the committee about the possibility of using the new hybrid Zoom equipment to try out a hybrid meeting for April 28.

Review of Minutes:

The draft minutes of March 17, 2023 were shared by Dan and changes reviewed. After discussion, a motion was made by Debra, seconded by Alice, and the Minutes were approved unanimously by roll call vote. The draft minutes of the March 31, 2023, meeting were shared by Dan and changes reviewed. After discussion, a motion was made by Kay, and seconded by Bob, to approve the Minutes and roll call vote was unanimous.

Administrative Updates:

Dan shared information with the committee about a survey from the Metropolitan Planning Organization (MPO). The MPO is seeking input on where to target spending of Mass. Department of Transportation (Mass DOT) funding. Linda Faust reported that she was unable to participate in the survey with her low vision screen reader. Dan will report this to the MPO.

Action Items:

- Dan will send the revised Financial Spreadsheet to the Committee.
- Alice and Dan will meet to calculate the most recent data on the Transportation programs so that it can be prepared for the Town Meeting presentation.
- Debra and Ana Cristina will update the website with the new Annex information and Ana Cristina will email the GoSudbury Taxi riders with the same information.
- Dan will update the presentation with the input from the Committee today.
- Dan will report to the MPO that their survey was not accessible by a low vision screen reader.
- Dan will update the Committee on whether a hybrid meeting trial will occur on April 28.

Adjournment:

Alice made a motion to adjourn the meeting at 11:52 AM, Adam seconded the motion, and the motion passed unanimously by all the Committee members.