



# Town of Sudbury

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

## Sudbury Transportation Committee

### Minutes

Friday, December 1, 2023

11:00 AM

Via Town Zoom Conference Call

Core Members Present: Daniel Carty, Alice Sapienza, Debra Galloway, Bob Lieberman

Core Members Absent:

Advisory Group Present:

Advisory Group Absent: Dani- Marini King Town of Sudbury Sustainability Coordinator, Martha Welsh, Dan Nason, Chief Scott Nix, Carmine Gentile, Silvia Nersessian and Mary Warzynski

Guests: Ana Cristina Oliveira, Linda Faust, Kay Bell, Town Planner Adam Burney

**Confirmation of Quorum:** The statutory requirements as to notice having been complied with, Dan Carty as Chair convened the meeting at 11:10 AM. Dan Carty made an announcement that this was a public meeting, and the meeting was being broadcast live via Zoom and recorded by Sudbury TV. He took roll call, noted a quorum was present, and announced that he was making Debra co-host of the Zoom session.

**Selection of Clerk:** Dan volunteered to take meeting minutes.

**Administrative topics:** Dan told the committee that Commission on Disability (COD) representative Bessie Struck needed to step down for personal reasons and that the COD would likely nominate a replacement at their next meeting on December 6. He then introduced Town Planner Adam Burney to the group and noted that he would talk to Town Manager Andy Sheehan about making Andy a permanent member of the committee. Adam then introduced himself and stated that the committee's achievements to date were very positive for the community and he hoped that we could keep that momentum going forward.

**Action item review:** Dan reviewed open action items:

- Alice to send Dan master plan summary – complete
- Dan to determine number of riders signed up for both Uber and taxi – Dan stated we had 208 for Uber, 247 for taxi, 108 that signed up for both, and 347 unique individuals signed up for Uber and/or taxi.
- Alice to find out if the MassDevelopment grant is a “use it or lose it” – Alice reported that she would confirm with Corlis Melchoir. She added that we will have to file a final report to MassDevelopment.

- Alice and Dan were to resolve Annex invoice issue – complete
- Deb was to put together verbiage for riders to direct them to the least expensive option – Dan noted we would talk about this shortly.
- Dan stated that while we had the \$10,000 of MAGIC funds he still had to determine how to distribute it to the applicable towns.
- Dan stated that he was meeting with Town Manager Sheehan later this week and hoped to get answers to whether or not we could carry over unused FY2022 and FY2023 town meeting allocations.
- Dan told committee that we would talk about the state earmark funds item later in this meeting.
- Bessie was working on communicating re: GoSudbury! to the Longfellow Glen community – still open
- Deb Galloway to communicate the faith communities – complete
- Dan to ask Town Manager about utilizing existing town mailers to communicate re: GoSudbury! Programs
- Dan to follow up on the group email list – complete

**Finances and future grants & programs** – Dan noted that as it was only December 1 we did not yet have November invoices in so we would discuss our finances at our next meeting. Discussion pivoted to the \$125,000 of state earmark money. Adam Burney stated that we had to file with the state office of tourism to obtain the money. He said there was an online form and he had most of the information needed. He added that once released it had to be spent by the end of the fiscal year. Discussion ensued about how earmarks are generally spent on one-time purchases like windows or vehicles. Adam asked if the committee was fine with using historical spending to estimate future; the committee concurred. Alice asked if any remaining balance could be used to purchase a van and Bob concurred with Alice. Kay Bell, Old Lancaster Road, introduced herself, and inquired if it could be used for a bus shelter or for program outreach. Adam noted that the earmark was specific to the GoSudbury! Program so it likely could not be used for capital items like a van and shelter but might be usable for program marketing.

Adam then asked the group about grant reporting. He noted that he has not been able to put his hands on the historical reporting and just wanted to make sure we were not delinquent in any needed reports. Alice stated she would take care of getting MassDevelopment what they needed. Adam then discussed distribution of MassDevelopment money to participating towns and said he would reach out to Acton, Bolton, and Stow to let them know they needed to expend it by year end or file for an extension.

Dan brought up topic of upcoming grant applications and asked Alice to clarify what we would be requesting. Dan also asked if the Community Transit grant which we were awarded would be used for the Catch Connect project and Alice confirmed. Alice started by saying the regional transit innovation grant deadline had been extended from December 8 to January 19. This grant would be used for the Boston hospital shuttle serving Sudbury and Wayland. It would be available to all but geared towards individuals over a certain age, those with a disability, financially vulnerable, or military members. She then discussed the complementary emergency ride program which would be a backup to the shuttle where Uber could be used but we would need WAV vehicles as well. She noted that Deb was looking into Boston taxis that supply WAV vehicles for the MBTA. She added that she was working with Jim Nee of the MWRTA on the grant application. Dan asked if we needed to get letters of support and Alice stated we did not.

Alice mentioned that during discussions with Wayland and Uber concerning rescue rides that there might be a possibility to use vouchers rather than profiles with Uber. She noted that the data we have been able to collect with profiles was invaluable for both grants and the technical assistance we have received from the Metropolitan Planning Organization. It was also noted that a move to vouchers would give us latitude and longitude rather than addresses. Deb elaborated that rather than riders possibly having multiple profiles, they could use a voucher on their personal one. Dan stated that this may not be an issue and that he could probably convert latitude and longitude to an address. He asked Deb to try to obtain sample data from Uber and he would manipulate it to see if he could translate to an actual address.

**Minutes:** Dan tabled the minutes of November 16, 2023, to a future meeting.

**Annex Transit:** Dan noted that we had received some constructive rider feedback about Annex in the past and asked if we had received more recently. Ana Cristina Oliveira stated that we had not. Dan suggested that he and Deb set up time to check in with Annex, and Deb added that Ana Cristina should be there.

**Joint Select Board / Planning Board meeting:** Dan provided a high-level recap of the recent discussion and stated that there were no concrete action items; Adam concurred. Dan stated that he thought the Select Board should receive a Transportation Committee update and would discuss timing with the Town Manager.

**Dispatch:** Dan stated that he had reached out to CrossTown Connect to continue dispatch services in 2024. Alice asked if there would be a change in price; Dan stated he would confirm.

**Annual report:** Dan noted that each committee needed to submit an annual report by end of January and volunteered to create a draft to review with the committee.

**Rider Communication:** Ana Cristina asked that we review her draft document relative to directing riders towards the least expensive option. Dan screen shared her document. Alice asked if there was reason we should not mention that grant funding would be ending. Minor grammatical edits were suggested.

**Next Meeting:** The next meeting was scheduled for Friday December 15, 2023, at 10:30am via Zoom.

**Adjournment:** Dan asked for a motion to adjourn. Alice moved to adjourn this meeting, Debra seconded, approval on roll call was unanimous. The meeting was adjourned at 12:11 PM.