

TOWN OF STOW
COMPLETE STREETS COMMITTEE

Minutes of the October 18, 2017 Complete Streets Committee Meeting

Members Present: Bill Bosworth, Mike Clayton, Karen Kelleher, Margie Lynch, Kathy Sferra, Jesse Steadman

Absent: Jim Salvie

Administrative Vote on Member Roles

Kathy Sferra moved to appoint Karen Kelleher as Chair.

Jesse Steadman seconded.

VOTED: 6-0 Unanimously in favor (Bill Bosworth, Mike Clayton, Karen Kelleher, Margie Lynch, Kathy Sferra, Jesse Steadman-Yea).

Kathy Sferra moved to appoint Margie Lynch as Vice-Chair.

Jesse Steadman seconded.

VOTED: 6-0 Unanimously in favor (Bill Bosworth, Mike Clayton, Karen Kelleher, Margie Lynch, Kathy Sferra, Jesse Steadman-Yea).

Review of Complete Streets Policy Goals

Jesse Steadman provided an overview the Complete Streets policy and the strategy of the Prioritization Plan, saying that the regulatory policy lays out a vision for the work and describes the composition of this committee.

Overview of Prioritization Planning Process

Jesse Steadman said that Howard Stein Hudson was selected as the consultant for the Prioritization Plan process. The Prioritization Plan includes a list of at least 15 projects for vehicle, bicycle, and pedestrian improvements. Jesse Steadman said the consultant will hold public meetings and create a Wikimap for residents to note areas of concern and need for improvements. Completion of the Prioritization Plan would allow the Town to achieve Tier 3 of the MassDOT program and become eligible for up to \$400,000 to construct projects on the plan.

Margie Lynch asked if there is the possibility for this committee to take action on Complete Streets work prior to the development of the plan, such as making any progress on a Rail Trail connection in Stow. Jesse Steadman said that this process shouldn't put any of those conversations on hold, and that the Rail Trail connection may be clarified once the plans for the Eversource transmission line are finalized.

Mike Clayton asked how the Highway Department may move forward on projects while the Prioritization Plan is created. Jesse Steadman said that it would be important to know what is on the 2018 project schedule, so that the Committee can see the big picture moving forward. The Committee agreed that it would be helpful to have an update on road projects at each meeting, including hearing from the Highway Department and learning of any new subdivision roads.

Karen Kelleher asked whether the Committee intends to continue meeting after the Prioritization Plan is complete. Jesse Steadman said that much of the work will be on the front end, though there may be a need to continue meeting to discuss administrative tasks in association with construction.

Review of Existing Data to Utilize and Build Upon

Jesse Steadman said that the consultants noted that it would be helpful to compile existing data and plans. Jesse Steadman said that the final report from the pedestrian walkway subcommittee, the MAPC Bicycle and Pedestrian recommendations, and data gathered by the Transportation Working Group will be submitted to the consultant.

Valerie Oorthuys reviewed data collected and mapped by the Transportation Working Group, including vehicle crash reports, speed zones, and road classifications.

Margie Lynch said it would be helpful to have a map of key destinations or points of origin to visualize areas of higher traffic.

Karen Kelleher said that traffic studies should also be submitted, including those completed for Plantation Apartments, Hudson Road, and Lower Village.

Mike Clayton noted that he has Right of Way information for streets that could be shared.

Kathy Sferra said that the Open Space and Recreation Plan includes valuable transportation planning and goals. Kathy Sferra said that the Emerald Necklace is incomplete and requires road segments to be used.

The Committee discussed data to share that could explain how pedestrians and bicyclists are currently using Stow's streets, including Strava data, existing bicycle routes, and existing social routes.

Review of Complete Streets Applications in Other Rural Massachusetts Towns

Jesse Steadman noted Prioritization Planning materials from the Town of Dalton, including goals and performance measures, planning framework, and project scoring methodology.

Margie Lynch said that it may be helpful to look at examples of Complete Streets improvements in nearby Towns, such as Maynard.

Discussion of Schedules

Karen Kelleher said that she is generally available Mondays through Wednesdays.

Bill Bosworth said that he is available weekdays from 7-3pm.

Margie Lynch said that she is available Mondays and Thursdays, and Wednesday mornings.

Kathy Sferra said that Jim Salvie is available either early or later in the day.

Meeting Adjourned.

Respectfully Submitted,

Valerie Oorthuys