

TOWN OF STOW
COMPLETE STREETS COMMITTEE

Minutes of the May 2, 2018 Complete Streets Committee Meeting

Members Present: Karen Kelleher, Bill Bosworth, Margie Lynch, Kathy Sferra, Jim Salvie

Absent: Mike Clayton

Discussion of Meeting Minutes

Minutes of April 19, 2018

Margie Lynch moved to approve the minutes as written.

Kathy Sferra Seconded.

VOTED: 6-0 In favor (Karen Kelleher, Bill Bosworth, Jesse Steadman, Kathy Sferra, Jim Salvie, Margie Lynch-Yea).

Committee Member Appointment Vote

Jesse Steadman noted that he submitted his resignation from the Committee to the Selectmen. Jesse Steadman said that with the Prioritization Plan complete, and with projects moving toward design and construction, he will act as staff for the Committee.

The Committee discussed the vacant position, formally posted on April 9th.

Kathy Sferra moved to accept Jesse Steadman's resignation and to recommend Joe Landry to the Selectmen for the Complete Streets Committee.

Margie Lynch Seconded.

VOTED: 6-0 In favor (Karen Kelleher, Bill Bosworth, Mike Clayton, Kathy Sferra, Jim Salvie, Margie Lynch- Yea).

Review of Tier 3 Project List

Jesse Steadman said that the Tier 3 application for construction funding was submitted on May 1st. The application package included detailed construction estimates, project narratives, environmental checklists, and project notification forms through the Massachusetts Historical Commission.

Jesse Steadman said that consultants at Howard Stein Hudson provided the construction estimates for all 2018 projects, and that through this document it became apparent that Project 11 would need to be altered prior to applying for funding. Project 11 called for bike lanes on both sides of Great Road from Deerfield Lane to the western intersection with Crescent Street. Jesse Steadman said that in order to construct on-road bike lanes, the road would need widening, so the project was altered to correspond to the Highway Department's planned widening of Great Road from Deerfield Lane to Route 62.

Jesse Steadman said that Project 21, pedestrian improvements along Crescent Street, were not applied for this year, as it did not seem to be an efficient use of funds to install ADA

compliant curb ramps on crosswalk landings that would likely need to be replaced as part of comprehensive Town Center pedestrian improvements.

Margie Lynch noted that the Prioritization Plan and the Final Report should be made public.

Valerie Oorthuys said that Howard Stein Hudson provided a detailed cost estimate of materials for each of the 2018 projects, and that these spreadsheets provided further clarification regarding the project description and number of materials required. For example, projects with sign installation in fact included more individual signs than stated in the project description. The Committee agreed that it may be helpful if Howard Stein Hudson is able to provide similar detail to future year projects so that the project description can be better understood.

Outreach for 2018 Projects

The Committee discussed outreach for the 2018 projects that will need additional design, such as bike improvements along Great Road and intersection improvements at Great Road and Old Bolton Road. Jesse Steadman noted that without an engineering department, design efforts need to go through the procurement process, and abutters should be informed of progress toward construction.

Review of Complete Streets presentation for Town Meeting

The Committee reviewed the Complete Streets presentation for Town Meeting regarding the Capital Request of \$50,000. The Committee approved the slides, and agreed that it should be mentioned that the implementation years associated with projects on the Prioritization Plan will be coordinated with existing planning efforts.

Meeting Adjourned.

Respectfully Submitted,

Valerie Oorthuys