

TOWN OF STOW  
COMPLETE STREETS COMMITTEE

Minutes of the December 14, 2017 Complete Streets Committee Meeting

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

Absent: Jim Salvie

**Discussion of Meeting Minutes**

**Minutes of November 28, 2017**

*Jesse Steadman moved to approve the minutes as amended.*

*Mike Clayton Seconded.*

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

**Public Forum Planning**

The Complete Streets Committee reviewed a draft agenda for the public forum scheduled for January 11. The agenda includes an introduction to Complete Streets, an overview of data gathered so far, and a discussion of how to move toward prioritization.

Kathy Sferra suggested engaging participants by separating the room as though it were a map of Stow, and providing the participants the WikiMap comments for the area they choose to focus on. Joe Landry said that the Committee could brainstorm a list of questions for the small groups to consider, including how they would choose to prioritize projects Town-wide. Joe Landry suggested that the questions could include data on each area, such as speed citations. The Committee discussed several questions to be posed to each group, including: How are you currently using Stow's roads? What are three trips that you would like to take that you aren't currently?

The Committee discussed how to build bridges between the groups, and agreed that each groups' responses to the questions provided could be written on flip charts, and the participants could walk around the room to view other responses and concerns raised.

Kathy Sferra said that the introduction could include a discussion of types of interventions that could be included in potential improvements, and suggested adding times to each of the agenda items

The Committee discussed the inclusion of the topic of public transit, agreeing to let it organically come up through conversation. Karen Kelleher noted that the Council on Aging van routes could be integrated into the existing conditions analysis.

The Committee agreed that the introduction should include an overview of the draft goals, and the facilitator could ask if there are other goals missing, or if the group can agree to hold to them for the forum. Kathy Sferra asked if consultants at Howard Stein Hudson

could offer a type of real time voting on the draft goals, allowing residents to quickly see which goals are most interesting to participants. Margie Lynch noted that residents may attend the forum hoping to hear what the prioritization criteria are, though the list of goals may satisfy their curiosity, as the criteria haven't been solidified.

The Committee agreed to have a gallery of visualizations available for participants to view in the room before the beginning of the forum. Kathy Sferra said that the WikiMap should be available on laptops for participants to add comments.

The Committee discussed how to get input on the draft list of goals, agreeing that the list should be included as one of the visualizations. Participants could 'vote' on the goals using stickers, or otherwise comment on the list.

The Committee discussed outreach for the public forum, which could include:

- Posting on town websites/ Facebook pages
- Creating flyers to post
- A calendar item in the Stow Independent
- An article in the Stow Independent
- An announcement on Stow TV
- An announcement in the Chair of the Board of Selectmen's comments on January 9<sup>th</sup>

### **Goals and Metrics**

Margie Lynch said that she views the Prioritization Plan as a task within Complete Streets, and that the focus of the list of goals shouldn't be on state criteria and funding, but rather on safety and access for all users.

Joe Landry said that the list of preliminary goals reads more like a mission statement of the Committee, and could be used as defensible reasoning for judging future projects.

Margie Lynch said that she would prioritize projects that serve a large volume of the population, that serve children, and that remedy known hazard areas.

The Committee reviewed a list of prioritization criteria from Bridgewater, and agreed that it would be helpful to see lists from additional towns.

### **Draft Scope of Work- Additional Services**

Jesse Steadman said that he would discuss an additional services contract further with the Town Administrator. Jesse Steadman said that the Complete Streets Prioritization Plan contract came in under the allocated amount which may be able to fund an additional services contract.

### **Meeting Adjourned.**

Respectfully Submitted,  
Valerie Oorthuys