

TOWN OF STOW  
COMPLETE STREETS COMMITTEE

Minutes of the January 27, 2022 Complete Streets Committee Meeting

Members present: Karen Kelleher, JP Benoit, Jim Salvie, Kathy Sferra, Brian Hatch, Daren Thraen,  
Eve Fischer

Karen Kelleher called the meeting to order at 1:00PM

*Kathy Sferra motioned to accept the minutes of December 14, 2021 as amended  
Jim Salvie Seconded*

**Roll call vote:** Karen Kelleher **-Yea**; JP Benoit **-Yea**; Kathy Sferra **-Yea**; Jim Salvie **-Yea**;  
Daren Thraen **-Yea**; Eve Fischer **-Yea**; Brian Hatch **-Yea**

**Draft Request for Proposals – Town Center Concept Plan**

Town Planner Jesse Steadman provided an overview of the most recent draft Request for Proposals for Town Center transportation improvements. The Committee discussed tasks related to Common Road and noted recent discussions about possibly changing that road to one-way travel. The Committee noted that plans to redevelop the Randall Library have also suggested changing Common Road to one way travel. Jim Salvie said the Traffic Safety Advisory Committee (TSAC) may provide an advisory ruling on changing the traffic patterns of Common Road. Daren Thraen said the TSAC has not decided and is collecting information from other stakeholders. Karen Kelleher said the possibility should be examined as part of the Town Center concept plans. Jim Salvie said the Town Administrator should be kept in the loop about any further discussions of Common Road.

Jesse Steadman said that the core deliverable is a design memo and suggesting requiring some possible design alternatives as deliverables. Karen Kelleher noted that MassDOT will require study of converting the Town Center intersection to a rotary to be eligible for Transportation Improvement Program (TIP) funding.

Kathy Sferra suggested some greater specificity about stormwater improvements for the area. Kathy Sferra said the draft RFP references a design committee and asked if that will need to be convened as the main point of contact with a consultant. The Committee discussed the possible composition of a project team, to include representatives of at least the Planning Department, Highway Department, and Town Administrator, with input from other boards and committees as needed.

Jesse Steadman said he will provide the updated traffic and turning counts from the Town Center intersection study completed by the Boston Metropolitan Planning Organization (MPO) into the RFP package.

*Kathy Sferra motioned to approve the draft Request for Proposals, pending discussed amendments, and to recommend it to the Town Administrator  
JP Benoit seconded*

**Roll call vote:** Karen Kelleher **-Yea**; JP Benoit **-Yea**; Kathy Sferra **-Yea**; Jim Salvie **-Yea**; Daren Thraen **-Yea**; Eve Fischer **-Yea**; Brian Hatch **-Yea**

### **Track Road Updates**

Jesse Steadman said town staff will continue to advance the designs for Track Road through final concept phases. Jesse Steadman said the engineer who previously provided concept plans could be engaged to provide at least one possible design alternative. Jesse Steadman said once the overall concept for improvements is settled within the Complete Streets and other committees, next steps needed for federal funds will be pursued.

Jim Salvie said the Town should begin thinking about how to link the intersection of Track Road and Sudbury Road with the future Mass Central Rail Trail. Jim Salvie said the Committee should view a map of potential road connections to the Mass Central Rail Trail and consider the best route(s) to prioritize. Jesse Steadman said the Planning Department will prepare a map of possible connections to the Mass Central Rail Trail for the next Complete Streets Committee meeting.

*Daren Thraen motioned to adjourn*  
*Kathy Sferra seconded*

Respectfully submitted,  
Malcolm Ragan