

TOWN OF STOW  
COMPLETE STREETS COMMITTEE

Minutes of the February 24, 2022 Complete Streets Committee Meeting

Members present: Karen Kelleher, JP Benoit, Jim Salvie, Kathy Sferra, Brian Hatch

Members absent: Daren Thraen, Eve Fischer

Karen Kelleher called the meeting to order at 3:00PM

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

**Draft Request for Proposals – Crescent St Sidewalk Engineering**

Karen Kelleher said the Complete Streets Committee had included the funding for Crescent Street sidewalk engineering in its FY2023 budget proposal, and the Select Board approved funding for the project through American Rescue Plan Act (ARPA) at its last meeting. Karen Kelleher said there is now no need to complete the ARPA request form to the Select Board, and the Committee can instead focus on finalizing the Request for Proposals (RFP).

Committee members noted that a project team is referenced in the draft but not clearly defined. Karen Kelleher said the project team will include various staff and committees as required and said the composition of such a project team should not be rigidly defined in the RFP. Jim Salvie noted that the proposal will include the roadway in front of a cemetery and said the RFP should include consultation with the Cemetery Department and Historical Commission as necessary.

Brian Hatch noted that the proposed crosswalk in the draft project scope map is not in an ideal location, given the lack of a good landing area for an ADA compliant ramp. The Committee agreed that any proposal should specify a location to create a crosswalk that meets ADA requirements and maximizes pedestrian safety. Brian Hatch said that the crosswalk could be located further west along Crescent St prior to the existing car shop to improve safety considerations and sight lines.

JP Benoit said that the grass island at the intersection of West Acton Road and Crescent Street could also be a suitable location but would require additional sidewalks on the south side of Crescent Street on the approach to the Town Center Park access easement.

Kathy Sferra asked if the limit of work could also include Library Hill Road. JP Benoit said that sidewalks there will likely be included in the scope of the library renovation projects. Jim Salvie said he would not want to spend additional money to engineer sidewalks that would later be included in library renovations.

Assistant Planner Malcolm Ragan said staff will update the limit of work map and RFP to reflect the concerns expressed by the Committee.

*Kathy Sferra motioned to approve the draft RFP subject to amendments discussed*  
*Jim Salvie seconded*

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

*Jim Salvie motioned to adjourn*  
*Kathy Sferra seconded*

Respectfully submitted,  
Malcolm Ragan