

TOWN OF STOW
COMPLETE STREETS COMMITTEE

Minutes of the March 23, 2018 Complete Streets Committee Meeting

Members Present: Margie Lynch, Bill Bosworth, Mike Clayton, Kathy Sferra, Jesse Steadman, Jim Salvie

Absent: Karen Kelleher

Discussion of Meeting Minutes

Minutes of March 2, 2018

Kathy Sferra moved to approve the minutes as written.

Jesse Steadman Seconded.

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

Minutes of March 7, 2018

Jim Salvie moved to approve the minutes as written.

Kathy Sferra Seconded.

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

Additional Services Scope of Work

The Committee discussed the draft memo to Bill Wrigley regarding additional services. Jesse Steadman explained that an additional services contract would follow up on priority projects from the Prioritization Plan and move towards implementation. The projects listed include items that are not funded through the Complete Streets program, such as signalization studies, road safety audits, intersection design concepts, truck restriction studies, requests for experimentation, and assessment of potential 'safety zones'. Jesse Steadman explained that these are all items needed in order to move forward with some of the top priority projects on the plan. Jesse Steadman said that the Planning Board's budget includes a capital item request of \$50,000 for Complete Streets, which could be put towards this work.

The Committee agreed that the memo should explicitly state that additional funding is needed for these studies as the Complete Streets program will not cover it.

The Committee agreed that completing the list of projects included will likely cost more than the requested amount. Jesse Steadman said that the Committee will get a better sense of the estimated cost once this is drafted as a scope of work and sent to the consultant for comment.

The Committee discussed whether the Town should put funds towards advancing multiple smaller projects or towards larger intersection concerns. The Committee agreed on the

importance of selecting projects to advance based on data from the consultants and public comments received, understanding that some of the smaller projects can be either completed by the Highway Department or through Complete Streets funding for fiscal year 2019 projects. Jesse Steadman noted that the funding request that will be sent to MassDOT as part of the Prioritization Plan will include small projects to be completed in the next year, such as signage and road striping. Jesse Steadman suggested that advancing some projects could open up future opportunities for transportation funding, not only through the Complete Streets program.

The Committee discussed prioritization of a studies included in the additional services scope, noting that some projects focus more on vehicle safety rather than on bicycle and pedestrian infrastructure, some projects are located in areas with higher accident rates, and some projects are located in areas that may see increased population growth in the next 5-10 years due to subdivisions. The Committee suggested that the memo could be organized by categories of studies, with projects listed as examples.

The Committee agreed to review at a future meeting when the Prioritization Plan may be seen alongside the list of projects included in the additional services memo.

Review of Draft Prioritization Plan

Valerie Oorthuys said that the revised Prioritization Plan has not been received yet, though it is expected to arrive before the weekend, meaning that the Committee will need to expedite their review to meet the submission deadline of April 1.

Meeting Adjourned.

Respectfully Submitted,
Valerie Oorthuys