

TOWN OF STOW  
COMPLETE STREETS COMMITTEE

Minutes of the November 27, 2018 Complete Streets Committee Meeting

Members Present: Bill Bosworth, Joe Landry, Margie Lynch, Mike Clayton, Jim Salvie, Kathy Sferra

Absent: Karen Kelleher

**Discussion of Meeting Minutes**

**Minutes of October 4, 2018**

*Kathy Sferra moved to approve the minutes as written.*

*Mike Clayton seconded.*

**VOTED: 4-0 In favor (Margie Lynch, Mike Clayton, Jim Salvie, Kathy Sferra–Yea).**

**Minutes of November 8, 2018**

*Kathy Sferra moved to approve the minutes as amended.*

*Mike Clayton seconded.*

**VOTED: 4-0 In favor (Margie Lynch, Mike Clayton, Jim Salvie, Kathy Sferra–Yea).**

**Vote and Acceptance of Response to Request for Quotes for Great Road Intersection Improvements**

The Committee reviewed proposals from Merrill, Inc. and from The Engineering Corp (TEC) for intersection improvements at Old Bolton Road and Great Road as well as pedestrian improvements at Harvard Road and Great Road. The Committee's Request for Quotes included a possible third part to the scope of work to include survey and design to extend a sidewalk from Great Road to the Stow Community Park. The Committee acknowledged that TEC offered the lowest quote for the intersection and pedestrian improvements, though Merrill, Inc. offered the lowest quote for the sidewalk survey and design.

The Committee agreed that they felt TEC presented the best comprehensive approach at the lowest cost, though it should be requested that TEC update their proposal to ensure the topographic survey includes driveways and a 5 foot overlap onto abutting properties. The Committee requested that Mike Clayton and Planning Staff speak with TEC's references.

Given funding constraints, the Committee agreed that TEC's proposal should be discussed with the Town Administrator. The Committee agreed to reconvene on November 30, 2018 to come to a final decision.

**Meeting Adjourned.**

Respectfully Submitted,

Valerie Oorthuys