

TOWN OF STOW  
COMPLETE STREETS COMMITTEE

Minutes of the May 28, 2020 Complete Streets Committee Meeting

Members Present: Karen Kelleher, Eve Fischer, Steve Nadeau, Mike Sallese, Kathy Sferra

Absent: Joe Landry, Jim Salvie

**Discussion of Meeting Minutes**

**Minutes of March 5, 2020**

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

*Eve Fischer seconded.*

**Roll Call Vote: Karen Kelleher- Yea, Eve Fischer- Yea, Steve Nadeau- Yea, Kathy Sferra- Yea; Mike Sallese abstained).**

**Minutes of April 23, 2020**

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

*Eve Fischer seconded.*

**Roll Call Vote: Karen Kelleher- Yea, Eve Fischer- Yea, Steve Nadeau- Yea, Kathy Sferra- Yea; Mike Sallese abstained).**

**Update on Old Bolton Road and Harvard Road Intersection Improvements**

Steve Nadeau said that the construction bids for the projects have been posted and so far four firms have picked up materials.

Jesse Steadman said the Planning Department mailed out letters to abutters of both projects to let them know the status of the project and where to find out more information as the projects progress to construction

**Track Road Request for Proposals Responses**

Jesse Steadman said the two remaining firms have provided revised proposals to the Complete Streets Committee, which were reviewed by staff earlier in the week. The main differences between the two proposals included the schedule of work and the project approach. One firm indicated survey would be completed in the fall once foliage has died back and the design concept would be completed beforehand, in the summer months. The Committee agreed that it would not be beneficial to advance design concepts prior to completion of the survey.

The Committee agreed that Green International Affiliates provided the best proposal. Kathy Sferra noted her concern that Green would only present one design option, and suggested that design is discussed during the kick off meeting with the consultant, Committee, and property owner present.

*Kathy Sferra moved to recommend to the Town Administrator to award Green International Affiliates with the contract, contingent on Town Meeting approval to provide funding.*

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*Eve Fischer seconded.*

**Roll Call Vote: Karen Kelleher- Yea, Eve Fischer- Yea, Steve Nadeau- Yea, Mike Sallese- Yea, Kathy Sferra- Yea.**

### **Correspondence**

The Committee reviewed correspondence related to the Committee's request of \$30,000 at Town Meeting for the installation of signage across Town as recommended in the Prioritization Plan. The Committee recognized that due to the coronavirus pandemic and the concern for related funding shortfalls, the Town Administrator has asked that requests at Town Meeting are limited to items necessary for FY2021.

*Eve Fischer moved to withdraw the Complete Streets Committee's warrant article for funds requested at Town Meeting or, in the event the warrant is already posted, to move no action on the warrant article.*

*Kathy Sferra seconded.*

**Roll Call Vote: Karen Kelleher- Yea, Eve Fischer- Yea, Steve Nadeau- Yea, Mike Sallese- Yea, Kathy Sferra- Yea.**

### **Traffic Data**

The Committee agreed to review the analysis of traffic accident data at a future meeting when more members are present.

**Meeting Adjourned.**

Respectfully Submitted,

Valerie Oorthuys