

TOWN OF STOW  
PEDESTRIAN WALKWAY COMMITTEE  
MEETING MINUTES

DATE: 17 SEPTEMBER 2009

TIME: The meeting was called to order at 7:00 PM

LOCATION: Town Building

ATTENDEES: Victoria (Tory) Fletcher, Lori Clark, Kristina (Kris) Wile, Martha Monroe, Daisy Dearborn

The meeting was conducted as follows:

Introductions:

The members briefly introduced themselves to each other and discussed why they wanted to be part of the pedestrian walkway committee, and goals.

Meeting Frequency and Ongoing Time:

The members discussed and came to agreement that we would hold weekly meetings, starting the week of 23 September 2009, on Wednesday nights at 7:00, until we felt we had momentum enough that we no longer needed to meet on a weekly basis.

Roles and Responsibilities:

The members discussed the numerous amount of work needed for this project and due to this did not assign specific roles yet, but broke out the work plan into working groups and created specific action items for committee members. As the working groups form, we will assign lead roles for those groups, along with the responsibilities for those groups.

The committee members made the following motions and votes:

Motion: Tory Fletcher made a motion to nominate Martha Monroe as Committee Clerk

Kris Wile - 2<sup>nd</sup>

Vote was unanimous

Motion: Lori Clark made a motion to nominate Kris Wile as Committee Chair  
Martha Monroe - 2<sup>nd</sup>

Vote was unanimous

Motion: Lori Clark made motion to appoint Daisy Dearborn as an associate member

Martha Monroe – 2<sup>nd</sup>

Vote was unanimous

#### Review Correspondence:

The members reviewed two pieces of correspondence, a walkable Stow workshop presentation, and an email suggesting a location for a pedestrian walkway on Route 62 and near the intersection of I-117. **The Committee discussed creating a response template to respond back to people who indicate where they would like walkways in the future.**

#### Review and Align on Work Plan:

The members discussed the steps of the work plan:

Outreach and Data Gathering: To build community support throughout entire project

- Early appeals for input, to help with specific tasks (inventorying)

- Early involvement (formal and informal)

- Highway Department

- Board of Health

- Recreation Department

- Police Department

- Conservation Committee

Inventory and Existing Sidewalks

- Catalog location of existing sidewalks**

- Condition

- Construction

- Easements in place

- Walkways owed to Town

Analysis

- Sidewalk Placement Priorities:

- Connecting destinations

- Concentrated destinations (e.g. Upper Village, Library, Town Hall, Center School)

- Neighborhoods with higher population density

- Schools

- Conservation land

- Recreation (including Rail Trail)

- Safety (especially as related to traffic volume)

- Complexity of Implementation

- Physical

Legal  
Political

#### Implementation

##### Identification of Funding Sources

- Identify grant writers

- Town approval process

- Construction Costs - rules of thumb for different design standards

- Data gathering from Acton and Sudbury Walkway Committees

- Prioritization scheme

- Communication to community

- Techniques to work through legal complexities

- Maintenance Recommendations

We agreed this plan made sense and that some of the items could be started in parallel instead of each sequentially. The initial working groups we came up with to support the overall Work Plan steps are as follows:

- Walkway placement working group

- Funding working group

- Maintenance working group

- Construction working group

- Communications working group

Out of this discussion came a number of next step action items (AI).

#### Next Steps:

AI 001 - Tory will talk to the Acton pedestrian board and see if they have any information we could use to help us.

AI 002 - Lori will send Kris the Agenda template.

AI 003 - Lori will get the list of people who were interested in the committee

AI 004 - Lori will find out the name of the point of contact for the Sudbury walkway committee

AI 005 - Lori will find out the process for getting grants

AI 006 - Lori will find out how much money is in the sidewalk fund

AI 007 - Kris will locate some large maps, see if we can relocate to a better work room, and find a projector for us to use.

AI 008 - Kris will contact Ann Needle.

AI 009 - Kris will let the Stow Independent know our meeting time.

AI 010 - Martha will type up the meeting minutes

AI 011 - Martha will create a spreadsheet as a tool for us to collect the data we need for making decisions on where to install walkways.

AI 012 - Martha will contact Linda Hathaway to see if she can give us a data list of all the roads in Stow.

Adjournment:

Motion: Lori Clark made a motion to Adjourn the meeting at 9:45 p.m.

Martha Monroe – 2<sup>nd</sup>

Vote was unanimous