

TOWN OF STOW

Lower Village Sub-Committee

Minutes of the August 11, 2010, Lower Village Sub-Committee Meeting.

Present: Lower Village Committee Members: Don McPherson, Karen Kelleher, Phil Moseley, Russ Willis and Brian Martinson

Board of Selectmen Liaison: Laura Spear

Absent: Lucille King, Lori Clark and Barbara Sipler

The meeting was called to order at 8:00 AM.

MINUTES

July 28, 2010 – *Phil Moseley moved to approve minutes of the July 28, 2010 meeting. The motion was seconded by Russ Willis and carried by a unanimous vote of five members present (Don McPherson, Karen Kelleher, Phil Moseley, Russ Willis and Brian Martinson).*

July 14, 2010 - *Phil Moseley moved to approve minutes of the July 14, 2010 meeting. The motion was seconded by Russ Willis and carried by a unanimous vote of five members present (Don McPherson, Karen Kelleher, Phil Moseley, Russ Willis and Brian Martinson).*

MEMBERSHIP

Members discussed whether or not to recommend to the Planning Board that the Committee be reduced from 9 members to 7 members. Bruce Fletcher recently resigned from the committee and it was noted that Lucille King does not attend meetings and is selling her Lower Village property. It was also noted that the Sub-Committee has adopted a work plan with the goal of submitting a final report to the Planning Board and dissolving the committee in the near future. It was agreed that it would not make sense to post a vacancy if the Committee's work plan is near completion. It was also noted that Section 7-10 of the Town of Stow Charter, includes a provision that allows a Committee to declare a vacancy due to excessive absence on the part of another member.

All agreed to request that the Planning Board begin the process of declaring a vacancy, in accordance with Section 7-10 of the Town of Stow Charter, due to excessive absence on the part of another member, and change the membership criteria for the Lower Village Sub-Committee from 9-members to 7-members.

RFP for LOWER VILLAGE MASTER PLAN (Existing Conditions Plan)

Members reviewed the Planning Board's RFP for an existing conditions plan as part of the Lower Village Master Plan. This is the first step of a large project for an overall Master Plan for Lower Village. An existing conditions plan is necessary for an ultimate design plan for vehicular and pedestrian improvements in Lower Village. This phase in the Master Plan has no interdependency on any future zoning changes. Members agreed to recommend that the Planning Board include a requirement to provide estimated costs on a preferred plan.

LOWER VILLAGE WATER

Selectman Laura Spear reported that Harvard Acres water supply is not a viable source for Lower Village. The Town Administrator is in continued discussions with the Town of Maynard

and water for Lower Village remains a Board of Selectmen priority. Laura noted that the Board of Selectmen supports the Town Administrator's recommendation that the Town not become a municipal water supplier, as it would require a huge financial investment for the water system as well as man power and maintenance.

GATEWAY SIGN

Karen Kelleher reported that a notice was printed in the Stow Independent seeking volunteers to help design gateway signs. No responses have been received to-date.

LINEAR RETAIL SIGNAGE

Karen Kelleher reported that the Planning Board has not heard back from Linear Retail on a revised design for the proposed pylon signs.

STREETSCAPE SPECS

Members reviewed the streetscape specs as drafted by Phil Moseley. It was agreed to add detail for signage:

- The edge of the Sign shall be one foot into the grass strip with a 7 foot clearance from the Ground.
- The sign shall not hang any closer than one foot from the sidewalk.
- The sign post may be in line with or behind the fence.

It was also recommended that the specs include details on tree placement and whether there should be breaks in the fence. It was agreed to hold a site walk on Wednesday, August 18, 2010 at 8:00 a.m. to view the existing fence locations and possible locations for trees.

Adjournment

The meeting adjourned at 10:10 a.m.

Respectfully submitted,

Karen Kelleher
Member