

**TOWN OF STOW
PEDESTRIAN WALKWAY COMMITTEE
MEETING MINUTES**

DATE: 10 Nov 2010

TIME: The meeting started at 7:00 pm

LOCATION: Town Building

MEMBERS: Martha Monroe, Kris Wile, Jim Salvie, Joelle Spear, Lori Clark

ASSOCIATE MEMBERS: Phyllis Fitzsimmons

ABSENT:

GUESTS: Linda Hathaway

The meeting was conducted as follows:

Review Minutes and Correspondence:

- We did not review the minutes from 03 Nov 10. We will review them next week.

Pedestrian Walkway Planning Sub-Committee Associate Members:

- n/a

Walkway Inventory:

- Phase II planning: Joelle and Phyllis will do an inventory of Stow walkways

Communication Planning:

- Abutter face-to-face planning: We will have an abutter's meeting on the evening of 8 Dec. Before this, we will walk along their property to document their property characteristics and see if these people are home for a face-to-face. 1. Knock; 2. Share the plan; 3. Note potential issues on property; 4. Tape measure any potential issues

Data Gathering and Assessment:

- Public forum planning: We rescheduled our public forum for 6 Dec 2010. We will cover phase I as an overview with a project schedule. We will focus on phase II. We will break the members into small groups who will prioritize criteria for walkways and do an exercise for prioritization. We will take that input for use in Phase II.

Funding:

- N/A

Walkway Prioritization:

- Now that Sue has completed the survey, we need to do the rest of the walk-through with her. Martha will call her to set that up.

List of Documents Used:

- n/a

Decisions Made/Votes:

- n/a.

Action Items:

- Lori will bring the Subdivision Rules and Regs specs to next meeting so we can look through it and determine to what extent we should follow it
- Martha will set up a meeting with Sue to walk through the rest of the survey results
- Phyllis and Joelle will determine a plan for inventory of walkways for Phase II
- Jim will ask Rich if he is clear about where we want walkways at Habitech. He did and will forward Sue the email so she can talk to Rich
- Jim will call Police to let them know we are doing a walk-along of abutter's property
- Kris will create flyers to leave at the abutter's property
- Kris will call Stow Independent for reschedule of Town Forum
- Kris will make sticky collections for groups at Town Forum

- Lori will have Kristen make big maps for or abutter's walk-about and little copies

Member Update and Future Meeting Planning:

- Our next meeting will be 17 Nov 10
- We will have a Public Forum on 6 Dec 10
- We will do a walk-about along the abutter's land on 13-14 Nov
- We will have an abutter's meeting on 8 Dec 10

Adjournment:

Motion: Martha made a motion to adjourn the meeting at 9:02; Jim 2nd, vote was unanimous.