

## Complete Streets Committee Meeting Minutes

**MEETING DATE:** December 6, 2019  
**TIME SCHEDULED:** 12:00 P.M.  
**LOCATION:** Planning Dept. Office, Town Offices, Room 1  
**MEMBERS PRESENT:** Peter Bloomfield, Chair (At-Large)  
Ellen Moshier, Vice-Chair (At-Large)  
Kevin Cafferty, Member (Pathway Committee)  
Brendan Sullivan, Member (Planning Board)  
Christopher Madden, Clerk (Recreation Commission)  
Glenn Ferguson, (Highway Surveyor / Tree Warden)  
Alison Demong, Member (Board of Selectmen)

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**TOWN EMPLOYEES PRESENT:** Kenneth Kirkland, (Town Planner)

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### Agenda

*Chair Bloomfield moved to start the meeting at 12:09 pm. The motion was approved 7-0.*

### CSC Meeting Minutes

*Chair Bloomfield moved to approve the November 15, 2019 CSC Meeting Minutes. The motion was approved 4-0.*

### Bills

### Discussion

1. **MassDOT Complete Streets Grant: Tier 3 – Application Status Update:** Chair Bloomfield asked Town Planner Kirkland to provide an update on the status of the CS grant request. Town Planner Kirkland responded that there had been no new update on the request from the State.
2. **Main Street Pedestrian Improvement Project:** No discussion.
3. **Town Center Planning – Discussion & Earmark Funding:** The Committee reviewed the BETA proposal for Town Center design and noted that the termination of the west end of this work is currently listed as Lincoln Street, which should be altered to 571 Main Street since the work in front of the Carlton Property would not be included in this scope. Further discussion revealed that the proposal should terminate at Lincoln Street so that it would include the crosswalk across Lincoln Street but not the sidewalk in front of or on the Carlton property. Vice-Chair Moshier stated that Phase I of the proposal should include traffic calming measure(s) at the intersection of Dover and River Streets, specific parking layouts in front of the shops in the Town Center, and that the Dover Street intersection needs an update due to a new septic system at the corner lot residence at the intersection of Dover and Main Streets. The

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Phase II construction plans would likely be a Town Meeting request for roughly \$58,000.00 to include construction estimates. Vice-Chair Moshier added that the proposal does not include any water main work, which she, Member Cafferty and Highway Surveyor Ferguson believe should be included, but funded by the Water Department. Highway Surveyor Ferguson stated that he discussed the water main with the Water Department and that the main itself was likely in good shape but that the laterals to the vendors would likely require replacement.

The Committee discussed utilizing the remaining portion of the \$75,000.00, not spent on the BETA proposal, to create a scope of work for a Neighborhood Designer / Landscape Architect who could present a vision for the Town Center design. This person would also be tasked with engaging business Owners to identify their needs, such as loading zones and scenarios. Vice-Chair Moshier suggested that this Committee could host a charrette with Town Center businesses and residents in a suitable location to present ideas and solicit input. Town Planner Kirkland stated that the scope of work should include a requirement for the Designer/Architect to not exceed \$10,000.00. Vice-Chair Moshier asked Chair Bloomfield to see if Resident Furst could provide a proposal as the Neighborhood Designer (in his professional capacity) and that she would make the same request to BETA. Chair Bloomfield asked the Committee members what is needed to proceed with this request for proposals. Member Cafferty stated that we should expect the proposal and the credentials of Neighborhood Designer with submittals. Vice-Chair Moshier stated that she would write up a common scope for this proposal in order to get three (3) proposals to evaluate. Highway Surveyor Ferguson added that with wider sidewalks, the costs for snow clearing will also increase and that the responsibility of vendors for snow clearing should be clearly understood.

*Selectmen Demong moved for the Committee to vote on approving the Phase I proposal from BETA for \$29,200.00. The motion was approved 7-0.*

### **Miscellaneous**

Vice-Chair Moshier stated that she looked into the sidewalk between Woodworth Field in Norwell and the intersection of Route 53 in Hanover on Main Street. It is the responsibility of the Town of Hanover. She stated that they have a Traffic Study Committee and it would be good to get it on their radar. Town Planner Kirkland stated that he spoke with the Hanover Town Planner and this effort is not high on their priority list. Vice-Chair Moshier said that she will follow up with Hanover on this topic. Selectmen Demong suggested that we create a statement or letter of need/concern on this area. Vice-Chair Moshier volunteered to produce this. Highway Surveyor Ferguson suggested that this statement/letter should include and be sent to the vendors at Merchant's Row, the Hanover Town Manager, and the Hanover Board of Selectmen.

### **Adjournment**

*Chair Bloomfield moved to adjourn the meeting at 1:30 pm. The motion was approved 7-0.*

**NEXT SCHEDULED MEETING:** January 3, 2020 at 12:00 pm

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*These minutes have been approved with reading of the minutes by the Norwell Complete Streets Committee at a public meeting duly noticed and held on January 24, 2020, in accordance with the Massachusetts Open Meeting Law.*

Signed:



Committee Clerk

Date:

1/24/2020

*Copy filed with: Office of Town Clerk  
Complete Streets File*

*Post to Complete Streets Committee's Webpage*