

# Squannacook Greenways, Inc.

## Board of Directors Meeting Minutes

Wednesday, April 10, 2019

Attending:

Peter Carson, Mark Cram, Don Klein, Steve Meehan, Bill Rideout, Joan Wotkowicz

### Townsend Notice of Intent (NOI)

Joan developed a first draft of the Wetland Protection Act (WPA) Form 3 and Appendixes for our NOI submission to the Townsend Conservation Commission.

We now have ten GIS maps of the wetland resource areas and a plan for the fisherman's parking lot from Stan Dillis. Cedwyn and Joan worked on revising the NOI documents.

Mark, Pete Cunningham, Steve, Cedwyn, Bill, and Joan met on April 2 to review Stan's plans and the NOI draft. Bill developed a list of next steps.

We met with Stan Dillis on Monday morning, April 8 to address our questions. Joan will revise once more and then send the NOI draft to Steve, Mark, and Bill for review.

Stan said we should be able to submit the Stormwater Plan after the NOI, as it needs to be signed off by contractor. He gave an estimate of \$1,000, which we will hopefully pay for with the trails grant.

Bill will meet with Gary Shepherd to review the plan for the fisherman's parking lot before we submit the NOI.

Joan will ask Lyndsy Butler, Townsend Conservation Commission Administrator to look over the draft and identify any remaining gaps.

We will aim for submitting the NOI to the Townsend Conservation Commission by the end of April.

### Construction plans

We need to move forward on finalizing a specification and issuing an RFP if we are to begin construction in November. Mark wrote a

construction specification, but it does not have details on the Harbor Church re-route or the Depot St. and fisherman's parking lots.

Mark will circulate the latest version of the specification, which we will all review and give feedback on what is missing and what we can remove. Bill will send Mark a plan for Harbor Church and Joan will send information on accessibility.

We should begin talking with contractors, who may be able to give us samples of RFPs. Steve and Bill will continue trying to get a sample from Wachusett Greenways. Iron Horse may be willing to give us feedback.

Joan reported that sign printing by MassCor, the Massachusetts correctional industries program, seems to be the way to go. Al Futterman and the Groton signage committee plan to use their services for trail signs. These are metals signs, like typical street signs. Al gave us contact information to request a quote. <http://www.masscor.us/>

Joan and Pete Carson plan to install No ATVs signs as soon as possible, as 4-wheelers have been using the trail during mud season.

### Plans for Earth Day cleanup and celebration

Bill reported that three churches are involved in the Townsend Ecumenical group cleanup on April 27. They will meet at 9:30 on Depot Street and proceed one-way to Harbor Church. We need drivers to bring people back to Depot St.

Townsend scheduled the town-wide cleanup for April 20 and May 4, instead of during the Earth Day celebration. Bill will ask if we can deliver our bags on the 27th.

Joan is working on an Earth Day flyer for distribution at the Townsend town common

Groton's RiverFest will be on Sunday, June 9.

## **Fundraising and financial report**

We had some income this month but payments have been going out, including \$950 for the fisherman's parking lot plan.

The brick fundraiser will continue to the end of April.

Bill reported that we have about \$117K in total assets. If we don't win the DCR grant, we may have to consider a partial project to pull up rails and ties.

Bill estimates the cost of future maintenance at \$1,600 per year (\$1,100 for insurance and \$500 for materials, according to Wachusett Greenways).

Once we build the trail, we will start a membership drive. People who already donated will be considered members.

## **Review of meeting minutes**

A motion to accept the minutes from March 13, 2019 was seconded and passed unanimously.

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## **Next Meeting**

Squannacook Greenways will hold our next rail trail meeting on **Wednesday, May 8** at the **Groton Legion**.

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Respectfully submitted,

Joan Wotkowicz, Clerk

Squannacook Greenways, Inc.