

Squannacook Greenways, Inc.

Board of Directors Meeting Minutes

August 12, 2020

Attending: Peter Carson, Mark Cram, Peter Cunningham, Bruce Easom, Ray Jackson, Bill Rideout, Joan Wotkowicz

Guest: Paul Sebring

This was an online meeting.

MassTrails grant award celebration

We received notice on June 30 that we were awarded the full \$100K we requested from the MassTrails program. We celebrated (remotely) for a few moments and then got back to work.

MassTrails contract

Bill cleared the first set of contract tasks with Amanda Lewis, DCR MassTrails Program Manager, which was to verify the grant scope and budget. Amanda sent us the next round of paperwork, which includes a Standard Contract Form, Signature Authorization Form, and Electronic Funds Transfer Form. Amanda needs these completed forms back by both email and regular mail.

Bill's motion to request Pete Cunningham to sign the contract was seconded and approved unanimously. Pete will fill out and scan the paperwork.

Once these documents have been signed by both parties, we can bill to the project.

ITB for construction contractors

Joan revised the Construction Specifications and Invitation to Bid documents based on review comments from Bill, Pete Cunningham, Pete Carson, and Mark. She broke out the ITB/Scope of Work for rail removal into a separate document.

She will make additional edits and send out the final revision for distribution to potential

bidders. A motion to accept the Specifications and ITB documents with final edits was seconded and approved unanimously.

We will contact the following contractors and send them the Construction Specifications and Invitation to Bid documents:

- Max 13 - Bill has already contacted Paul Bourgeois and will send him the documents.
- Gary Shepherd - Bill will send.
- Powell's - Mark will send.
- Amos T. White - Joan will send to Amos, who has been instrumental in upkeep of the Mason Rail Trail and voiced an interest in our project.
- Leighton White Construction - Joan will send to this Nashua area contractor, who agreed to review it.

We will send all three documents. We will need at least three bids under the MassTrails contract.

Pete Cunningham said we should also put the ITB on the state register. He will work with Joan to upload it.

Pete Carson asked if the following phase would be at the Groton end. Bruce will find out if CPA funding is a possibility. Pete Cunningham said Groton taxpayers might expect the money to come from the state, especially if the MBTA reserves the right to restore rail service.

Construction contract timeline

We worked backward through the dates that will allow us to start construction on November 7:

Event	Date
ITB released	August 13, 2020
Bids due	September 15, 2020
Contractor Selection	September 30, 2020
Project start	November 7, 2020
Project finish	March 15, 2021

Rail removal project

Joan made a separate ITB/Scope of Work for rail removal so we will have contract documentation for that part of the project.

She contacted Jeff Greene to inform him of our grant award and plan for constructing 1.1 miles. She asked Jeff to verify that his team is still on board for rail removal in November, because that will need to happen before construction can begin.

Joan asked if rail removal can begin before November 7 at the Depot Street parking lot and the first 1/3 mile toward Sterilite, as that section is not within the NHESP designated area. This would give the rail removal contractor a head start to clear the way sooner for the construction contractor.

Pete Cunningham will check with Dave Paulson from NHESP and we will share his response with Dave Henkels.

Parking Lot Permitting

Pete Cunningham obtained the required notarization for our Site Plan Permit Application to the Townsend Planning Board. Stan Dillis is just waiting for an updated abutter list from the Assessor's Office. Bill explained that there is an issue with the Assessor's maps that could delay our application.

Bridge repair project

Pete Cunningham checked with Dave Paulson, who confirmed that the bridge repair project is included in our original NHESP determination.

We submitted a Certificate of Appropriateness to the Townsend Historic District Commission. They do not see an issue with the project, but asked us to check with the Conservation Commission about using pressure-treated wood.

We submitted an amendment to our Order of Conditions to the Townsend Conservation Commission and they responded with three questions. Joan wrote responses for two of their

questions but needs a decision about alternatives to pressure-treated lumber.

Bill and several others prefer to use pressure-treated vs. less durable hemlock or oak boards.

Joan drafted a response to show the Conservation Commission that we researched alternatives. If they do not accept it, we will consider other options.

Ray asked if Dan Hager might comment about using natural wood, which Ray has used on trail projects. Bruce said that trail uses are not the same application as a bridge, which is structural.

Joan and Paul Sebring installed two signs "Please keep off bridge."

Upcoming events/publicity

Bill blasted a Facebook email about our grant award.

Pete Cunningham said we should pursue donations when we send news about our next major event, which will be start of construction.

We plan to participate in the Townsend Historical Society muster on the first weekend of October.

Pete Cunningham asked about work projects to clear brush. Pete Carson said it would be nice to get wheelbarrows behind Harbor Village. They agreed to meet for a work day.

Fundraising and financial report

Bill sent around a financial report showing we have \$102K prior to the grant award.

He reported that our Community Foundation fund made \$400. He clarified that they charge us a fee.

Meeting Minutes

A motion to accept the minutes from our meeting on July 15, 2020 was seconded and passed unanimously.

Next Meeting

Squannacook Greenways will hold our next rail trail meeting on **Wednesday, September 16, 2020** at 7:00 P.M.

Note that contractor bids are due on September 15, so this will be an important meeting to select contractors.

Respectfully submitted,

Joan Wotkowicz

Clerk

Squannacook Greenways, Inc.