

# Squannacook Greenways, Inc.

## Board of Directors Meeting Minutes

January 3, 2018

Attending:

Peter Cunningham, Steve Meehan, Cedwyn Morgan, Bill Rideout, Joan Wotkowicz

### **Thoreau on the Squannacook**

Based on an idea from a member of the Thoreau Society, Bill created a video about Thoreau's trip over our railroad to climb Mt. Monadnock. He posted a link to the five-minute video on our website and Facebook page and in an email on December 26, as a way to keep up people's interest over the winter months.

### **Harbor Church Easement**

The easement from the Townsend Historical Society has been finalized, signed, and recorded with the Registry of Deeds. We will incorporate the legal and surveying costs as part of our DCR grant match.

### **Update on property appraisal and acquisition**

Bill has been trying to contact the realtor and Peter Cunningham has been following up. Peter will proceed with the offer that we authorized.

### **Status of environmental permit application**

Cedwyn received Bruce's latest revisions and expects to complete the draft grant application in the next few weeks as time allows.

### **Fundraising/grants/financial report**

Bill reported that we raised over \$2,500 since last month and our total assets are over \$122K.

### **Community Foundation interim report**

An interim report is due Jan 31 to update CFNCM on our progress with the grant award. The report has the following requirements for forms and attachments:

A. *Cover sheet*: Joan will review and make any necessary updates to our organization information. Steve will need to electronically sign when ready.

B. *Attachments*:

1. Board of Directors - Joan will update our list if needed and upload a PDF.
2. Success Story/Impact Statement - Joan will draft a narrative and send for review by Bill and Steve.
3. Annual Report - Bill will generate from QuickBooks.

C. *Interim Report* - This report has seven questions about our progress and use of the grant funding. Joan will draft responses and send for review by Bill and Steve.

D. *Program Budget* - Bill will complete the online form.

The online reporting forms are available at the following URL. Please contact Joan for the login credentials:

<https://agency.e-cimpact.com/home.aspx>

### **Follow-up notes on the DCR trails conference**

Steve attended a presentation by Paul Jahnige about trail marking and signage. He found the information to be worthwhile and suggested we might use it a resource. The slides are online at the following URL:

[http://www.masstrailsconference.com/uploads/9/4/8/2/94821076/signage101\\_jahnige.westrick.pdf](http://www.masstrailsconference.com/uploads/9/4/8/2/94821076/signage101_jahnige.westrick.pdf)

### **Business cards**

Steve suggested we make more business cards, as public interest in our trail is increasing as we approach the construction phase. Joan offered to print some more cards.

## **Review of meeting minutes**

A motion to accept the minutes from our meeting on November 29, 2017 was seconded and approved unanimously.

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## **Next Meeting**

Squannacook Greenways will hold our next rail trail meeting on **Wednesday, February 7 at 7:00 PM** at the **Groton Legion Hall**.

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Respectfully submitted,

Joan Wotkowicz

Clerk

Squannacook Greenways, Inc.