

# Squannacook Greenways, Inc.

## Board of Directors Meeting Minutes

February 13, 2019

In attendance:

Peter Cunningham, Bruce Easom, Ray Jackson, Don Klein, Steve Meehan, Cedwyn Morgan, Bill Rideout, Joan Wotkowicz

### **Townsend NOI status and next steps**

Pete Cunningham, Ray, and Joan walked the Townsend section on January 7 to review the wetland resource flagging project with Stan Dillis of Ducharme & Dillis Civil Design Group, Inc.

Stan sent us ten Wetland Resource Area Plan maps with erosion control details. His bill for the wetland study was \$4,300.

Cedwyn suggests we separate the general trail project from the parking lot and erosion reconstruction for the Townsend NOIs, which would allow us to move ahead while we continue working on parking. Pete Cunningham will ask Stan for assistance with planning the parking and reconstruction.

Bruce favors keeping the project together. He suggests we ask Stan to review our NOI and comment.

### **Mass Trails grant**

We submitted a grant application to DCR on February 1 requesting almost \$28K. Most of this amount is to comply with Orders of Conditions, which includes hay wattles and stakes, licensed inspection of erosion controls, consulting cost to prepare a National Pollutant Discharge Elimination System (NPDES) permit application, and permit fee. We also requested funding for appurtenances, which include signage, kiosk, bollards, and benches.

Volunteer labor for the grant match will come from permit coordination, wattle installation, construction oversight, bollard installation, kiosk design and construction, signage design and installation, and bench installation. It will be critical that we keep meticulous records of our hours!

Award notification is expected in 100 days, which is May 13. DCR defines the contract period as: *"Most project development and design projects will have one year to complete all spending and match under the grant, with the funding available within the state fiscal year (July 1st to June 30th of the following year). Trail construction and maintenance projects may be permitted a longer timeframe of up to two years, dependent on the scope and specifications of the project."*

### **Construction plans**

Joan will review our construction plan to identify where we need to address accessibility. She suggested that we add parking lot construction to the plan.

Pete Cunningham suggested we give contractors a heads-up that our project is upcoming. Steve will get some examples of trail RFPs. Contractors will need to have insurance that meets the lease requirements.

Steve suggested scouts and other groups looking for service projects might help with wattles, kiosk, etc. He will make inquiries.

### **Memorandum of Understanding with Fisheries and Wildlife**

Peter Cunningham circulated an email with the final draft of our Memorandum of Understanding (MOU) with the Department of Fisheries and Wildlife (DFW). Steve signed as President of Squannacook Greenways. Bruce suggested we post the MOU on our web site.

### **Townsend Earth Day**

The event will be on Saturday, April 27th from 10:00 A.M. to 3:00 P.M. on the Townsend Common. Steve and Bill volunteered to run our table.

Bill would like to do a clean-up day on the same day. A church group has expressed interest in participating. While we have volunteers

available, Joan would like to lay some decking boards across the ties in the wet section for better walking prior to construction.

### **Groton Conservation Forum**

The 5th annual Groton Conservation Forum will be on February 28 at 6:30 P.M. in the Lawrence Academy Media Center. Steve, Pete Cunningham, and Joan plan to attend.

The organizers have asked for information in advance about our recent accomplishments and plans for next year. Steve will submit our information.

### **Townsend Complete Streets**

Bill circulated an email with Townsend's list of projects for the MassDOT Complete Streets program, which include sidewalks, bike lanes, and arrows. He is working it into the Master Plan.

### **Upcoming Webinars from Rails-to-Trails Conservancy**

The conservancy has two upcoming free webinars: "Trail Network Signage: Creating a Unified Brand" on Feb. 19 and "Get Ready for Opening Day" on April 13. Joan registered for the signage session.

### **Fundraising and financial report**

A motion to authorize Bill to pay Ducharme & Dillis \$2,500 for wetland mapping was seconded and passed unanimously.

We sold 10 more bricks. The fundraiser will continue until end of March.

DCR deposited the remainder of the funding from our previous grant award into our account.

### **Review of meeting minutes**

A motion to approve the minutes from January 9, 2019 was seconded and passed unanimously with one abstention.

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### **Next Meeting**

Squannacook Greenways will hold our next rail trail meeting on **Wednesday, March 13 at 7:00 P.M.** at the **Groton Legion**.

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Respectfully submitted,

Joan Wotkowicz

Clerk

Squannacook Greenways, Inc.