

Friends of the Milford Upper Charles Trail
And
The Milford Upper Charles Trail Committee
Joint Meeting Minutes

May 4, 2005

The meeting was called to order by Reno DeLuzio at 7:20pm.

1. Previous Meeting Minutes

Bob Buckley moved to approve the previous meeting minutes. Motion seconded. Vote Unanimous.

2. Phase 1 Pre-construction Meeting at MassHighway District 3, Worcester:

Reno gave a report. The Town was represented by Reno, Bob Buckley (trail committee member and Con. Com. Chairman), Mike Santora (Town Engineer), Becky Williamson and Chad Brazee (Greenam Pederesen Inc.), Mike Brescianni (Parks and Recreation Director), and Officer David Saco (Police Department). Also present was Henry Papuga (Manager of the Milford Water Co.), Stephen _____? (Mass Electric), John Rahkonen and Paul Pierce (Northern Construction Services), and several MassHighway Personnel.

It was a good meeting. Two concerns were raised. The first concern dealt with the fact that Target Retail Store has not completed its improvements to Route 85 at the I-495 Interchange in accordance with MassHighway requirements. MassHighway will follow up with Target and develop a plan so that this section of trail construction is not held up. The second concern was raised by Henry Papuga regarding trail construction over the Milford Water Co.'s water supply pipe. He alerted the contractor to proceed cautiously to avoid damage to this critical underground pipe.

Except for these two concerns, everyone seemed to be on the same page. The contractor expects to start sometime in May. He was non-committal on the completion date but thought the majority of the work would be completed by late fall and finalized (landscape plantings, punch list, etc.) in early spring of 2006.

Reno reported preliminary work has already begun on phase 1. The contractor (Northern Construction Services) was able to start sooner than he originally planned.

One problem area was identified in the field. The Town had not completed its drainage work at Fino Field which will impact the trail construction schedule if not addressed. Mass Highway and Mike Santora (Town Engineer) are working on a plan to have Northern Construction Services include the Town's drainage improvements as part of the trail construction work.

3. Phase 1 Groundbreaking –

Reno proposed a list of invitees. The group recommended the following additions:

All Conservation commission members
Northern Construction Management

Reno suggested the groundbreaking should be kept simple and prepare for a more elaborate opening/ribbon cutting celebration when Phase 1 is completed and officially opened for public use. The groundbreaking program will consist of an introduction of key people and acknowledgement of their contribution to the project. It will primarily be a publicity/picture-taking event. All agreed.

It was also agreed to have the groundbreaking on Tuesday, May 17, 10 AM, at the Commuter Parking Lot on Main Street across from the Sacred Heart Church.

Reno will send out Invitations over the next few days. He will also arrange for the notice to be broadcast on the Cable TV Bulletin Board and will notify the Milford Daily News and the Boston Globe. He has an interview appointment with Ed Thompson at WMRC. Ed will repeat the interview and announce the event several times prior to groundbreaking day.

4. Subcommittee Assignments

Task assignment sheets were handed out for comment. Reno explained that the proposed allocation of task assignments was based on the fact sheets submitted. All were asked if anyone wanted to be reassigned. Although none of those present asked to be reassigned, Reno suggested the task assignment sheets be sent out to all members to get concurrence from those not present before task assignments are finalized.

A chairperson needs to be created for each subcommittee and subcommittees will get together between monthly meetings.

5. Web Page Development

Tom Frost was not able to attend the meeting due to a previous commitment. Margaret Myatt reported on web page development status. There are presently two ways to get to the trail web site:

www.uppercharlestrail.org

Or

www.milford.ma.us/trail

The web site now contains the trail map, Friends application, a link to Holliston trail web site, Milford trail development history, Friends mission statement, news articles, pictures, etc.

Other towns included in the Upper Charles Trail loop could be added as they become more active. Margaret will try to get information from the other towns.
Check for most updated information

Reno still owes Tom Frost a Frequently Asked Questions (FAQ) page.

Tony Niro volunteered to take a video and digital pictures of the groundbreaking for the website.

All are encouraged to forward comments and pertinent information to Tom Frost and Margaret Myatt.

6. Email List Serve Implementation Status

Reno asked if there was any objection from those present to include all committee member and Friends names on the list. Hearing no objection, Reno will proceed to include all names. Anyone who was not present and wishes to remove his or her name from the list can do so at any time by notifying Reno (list custodian).

7. Mission Statement

After some discussion, the following changes to version 3 were approved:

1. "deleted 501(c)(3)" -- It was felt that we should not call ourselves a 501(c)(3) until we have been approved as one by the IRS to avoid legal issues that may arise in accepting funds in the interim.
2. corrected spelling and capitalization of some words
3. added the word "development" after the word "use" in the first bullet

Mission Statement Version 4 was then unanimously approved as follows:

The Friends of the Milford Upper Charles Trail is a non-profit organization formed to benefit the citizens of the Town of Milford and neighboring towns through the recreation and transportation opportunities offered by the Trail. The Friends of the Milford Upper Charles Trail will work diligently and in cooperation with other town departments, other organizations, and groups to:

- Promote the proper use, development and care of the trail
- Raise and expend funds to support trail maintenance and improvements
- Assist in trail maintenance
- Oversee the trail and report improper uses.

8. 501(c)(3) Status:

Bob Buckley reported on his discussions with the Upper Charles Conservation Land Trust (UCCLT) regarding the Friends becoming part of their non-profit organization. (For those of you who are not aware, UCCLT originated the 27-mile multi-town loop trail concept in 1990 and they continue to be supporters of the trail).

UCCLT was receptive to the idea of the Milford Friends using their organization. They would set up a separate account for the Milford Friends. Financial reporting and accounting details need to be worked out.

Bob suggested that a member of the Friends should probably sit on the UCCLT Board of Directors. The commitment is 1 meeting per month for 9 months per year. They are a relaxed group. This is not a requirement but it would help the Milford Trail and could have a positive impact on the regional 27-mile trail development.

Reno felt this was a good short-term way of getting 501(c)(3) status and would be a legitimate vehicle for expediting the acceptance and expenditure of funds. However, he also felt the Milford Friends should eventually evolve into its own non-profit at some point in the future.

Bob Buckley, Dave Casinelli and Tom Myatt will explore other alternatives and delve more into the mechanics of latching on to UCCLT.

9. Old Business

- (a) Brochure Development --- Reno has made no progress due to other more pressing issues.
- (b) Phase 1 interpretive boulders inscriptions - Peg Knowlton is still working on it.

10. New Business

(a) Publicity:

Reno encouraged the members to come up with ideas to keep the trail in the public eye. See Task Assignment Sheets for some ideas.

(b) Support letters:

Reno needs help in soliciting support letters for the Phase 2 Funding Application (this was an important factor in securing Federal and State funds for Phase 1). Ann Marie McCarthy thought she might be able to help. A task force devoted to this task needs to be formed. Will discuss further at the next meeting.

(c) Fundraising:

Rosemary Natelson offered a suggestion for short-term fundraiser. Make buttons with modified version of logo that say "I Trail". Sell for \$1.00 each. Bumper Stickers and 2007 calendar were also suggested. Subcommittee needs to look into cost vs. revenue to see if development and distribution sales of these items are worth the effort.

Bob Buckley suggested the subcommittee develop a list of companies and corporations to contact for donations.

(d) Trail Photos

Tony Niro volunteered to take digital photos of the Phase 1 Trail development. These photos with commentary would be good additions to the web site. Anyone else who is interested in contributing to the photographic record is welcome to do so.

(e) Meeting Start Time

Start time for meetings was addressed. Nine people voted for a start time of 7:15. Three people voted for a start time of 7:30.

Start time will remain at 7:15.

Meeting adjourned at 8:45 PM.

