

Friends of the Milford Upper Charles Trail
Minutes of the General Membership Meeting
September 5, 2006

Call to Order

Margaret Myatt called the meeting to order at 7:09 PM. 12 members and 2 visitors were present.

Approval of Minutes

A motion was made and unanimously carried to approve the minutes of the 8/1/2006 meeting.

Guest Speakers: Mark and Matt Fitzgerald

- Mark Fitzgerald, scout from Troop 2, and his father Matt Fitzgerald attended the meeting. Matt gave a presentation on constructing benches to be placed about ½ to ¾ miles apart along the trail. He is targeting next spring or summer. Mark would be looking for sponsors to fund either a half or a whole bench. He would also be looking for volunteers to help.
- Question was asked if pressure-treated wood would be ok environmentally. Reno pointed out that the fences along the trail are pressure-treated.
- Reno cautioned that vandalism is a large concern, and advised starting with one bench to see how it fares.
- Tony recommended locating the benches closer to trailheads to avoid vandalism, and to use thicker wood to avoid breakage.
- Motion was made and unanimously carried for Mark to return and present more details on his plans. After this, the Friends would support Mark in going to the Parks Department.

Officer Reports

- Secretary – Tom Myatt:
The membership count has increased from 51 at the August meeting to 59: 28 Bronze, 16 Silver, 8 Gold, and 7 Pathfinder. Most of the new members joined at the 8/26th clean-up event. Most of the new memberships are Bronze level.
- Treasurer – Dave Cassinelli: absent
Dave emailed his report to the secretary:

Income

Previous year carry forward	\$	1,889.96	
Membership dues	\$	1,625.00	
Contributions	\$	0.64	
Advertisement	\$	0.00	
Interest	\$	1.73	
Pay Pal deposits	\$	95.00	
Fundraising	\$	390.00	
Total Income			\$ 4,002.33

Expenses

Stamps	\$	16.99	
Pay Pal fees	\$	3.91	
U.S. Treasury	\$	150.00	
Ridgewood printing	\$	762.00	
Total Expenses			\$ 932.90

Remainder \$ 3,069.43

- Vice President – Tony Niro:
 - Chris Chamberlain, the Eagle Scout, continues to work on the kiosk for the trail.
 - Tony walked the underpass at the 495 intersection and thought the width was fine.
 - Tony sold 10 t-shirts of the 20 he got from Sheldon.

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- Tony brought brochures and business cards to the meeting for Friends to take with them for distribution.
- President – Margaret Myatt:
 - Margaret brought up the question of liability insurance for the officers and directors that was discussed at the Directors Meeting on 8/15. Bernie Stock, from Karl Bright Insurance Agency, was tentatively scheduled to attend the meeting tonight but did not make it. The need for liability insurance was questioned, and a discussion ensued with people speaking for and against it. The discussion was concluded with an agreement for the Friends to get more information before making a decision.
 - Margaret thought the trail clean-up event went well. She thought there were about two dozen volunteers who participated.
 - The Hopkinton Independent contacted Margaret. Nancy will follow up with them.

Committee Reports

- Milford Trail Committee – Reno DeLuzio
 - The committee did not meet over the summer as there were no major decisions to be made. The progress report that Reno distributed and also reviewed at this meeting is included an addendum to these minutes on pages 5-7.
 - There was a question about if there would be striping and painting along the trail. Reno replied yes.
 - The only items at the town meeting will be for the town to accept easements; nothing monetary.
 - Phases 2A and 2B will not be started separately. The question was asked if ground will be broken within a year. Reno responded no.
 - The Metropolitan Planning Council issued a report outlining the many obstacles faced in building trails in the state of Massachusetts, resulting in the loss of much federal funding.
- Special Events Committee – Pat Rosenthal
 - Pat recommended that there should be an approved list of projects for people like Eagle Scouts to work on. It was agreed that candidate projects would be reviewed and voted upon at meetings of the general membership.
 - Pat suggested the Friends might pursue a recreational trails grant. Reno said that he has been aware of the grant but not pursued it because the town's 10% share could not come from any other federal funds. Also the trail is fully funded right now. And we cannot pay for anything we do not own. He believes it would be better to pursue the grant once the town owns the trail.
 - Pat had some updates on the Trail calendar:
 - Mass Audubon offers programs but charges for them.
 - Mass Wild Life – Pat's looking into.
 - Project Inspire – Pat will look into this.
 - Karate and Self Defense – would do a session along the trail, but would charge for it.
 - There will be a Special Events Committee meeting on Monday 9/18, location TBD.
- Fund Raising Committee – chair vacant
 - There were no volunteers or nominations for the chair.
 - Sheldon reported on the status of the t-shirts:
 - Paid \$762 for t-shirts
 - Received about \$490 in sales to date.
 - It was agreed that a great opportunity to publicize the trail and sell t-shirts would be to set up a table at the Downtime Festival on 9/16. Sheldon will be the

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- coordinator. Several people volunteered to man the table from 12 to 4, and assist in the set up from 11 to 12.
- Nancy volunteered to create the corporate package for review by others.
 - Sheldon said that a “Haunted Trail” would not be feasible this year. The set up cost would be thousands of dollars.

 - Safety Committee – John Edmondson
 - John talked with Sgt Sacco about helmets and the neighborhood watch. John will reconnect with him and have something more substantial for the next meeting.
 - Reno suggested getting a police report on incidents on the trail.

 - Publicity Committee – Nancy Wojcik
 - A variety of media and other communication vehicles were utilized to publicize the trail clean up day:
 - Milford Daily News printed an article on our becoming a 501(c)3 organization and announcing the cleanup day based on our press release. They followed up with a great interview with Margaret that ended up as the banner headline story on the front page.
 - The event also was listed in the Calendar pages of the Milford paper, the Sunday Milford paper and the Boston Globe West pages for the 2 weeks preceding the event.
 - There was radio coverage on WMRC provided by Margaret's interview with Ed Thompson
 - We were on the Community events "page" on Channel 8 cable TV.
 - It was posted on the Friends website.
 - There was a postcard mailed to all paid members of the Friends.
 - Posters were displayed in all of the supermarkets, Library and the Bike Shop.
 - Final step was a Letter to Editor thanking all the sponsors for their support.
 - Trail Logo:
 - After reviewing the materials from the Milford Library's logo contest, Nancy's feeling was that this project was more complicated and had a longer lead time than we had anticipated. After reviewing other Bike Trail logos, the committee decided that the logo currently being used by Holliston for their Upper Charles River Trail promotional activities was attractive and perhaps the Friends could use it. Nancy has been in contact with them and still waiting for details.
 - A question was raised about the Friends having a more widespread presence on other web sites. Nancy will follow up on this.

 - Maintenance Committee – Jennene Pasquarosa
 - Give names of anyone interested in maintenance to Jennene.
 - Tom will forward Reno's original list of interested people to Jennene.
 - It was agreed that the Friends should get from the Parks Dept their thoughts on what types of trail maintenance they would like the Friends to perform.
 - We will select a November date for another trail clean up at the next meeting.
 - Jennene will coordinate people in cleaning up.

 - Environmental Education Committee – Linda Konvalinka (absent)
 - No report.

Old Business

- All topics were covered under either officer or committee reports.

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New Business

- Director elections: the following members were each nominated and unanimously elected to a two-year term:
 - John Edmondson
 - Sheldon Moniz
 - Deb Walther

Next Meeting

Motion was made and unanimously carried to have the next meeting at 7:00 PM, Tuesday, October 3rd at the Senior Center.

Adjournment

Motion was made and unanimously carried to adjourn the meeting at 9:19 PM.

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**Status Report to the Milford Upper Charles Trail Committee
(June 7, 2006 through August 30, 2006)**

by
Reno DeLuzio, Chairman

Phase 1 Construction

Progress continues to be made by Northern construction.

- The retaining wall under the I-495 overpass on Route 85 is almost completed. Chain link fence on top of the wall has to be installed. Some have asked why the trail is elevated under the I-495 overpass. This was a complex engineering problem that involved protection of the of the bridge supports. VHB (Target Engineers), GPI (Trail Engineers) and MassHighway Engineers concluded that once the skirts under the bridges were removed an amount of fill would have to be placed to provide frost protection for the bridge supports and to hold the geodetic fabric that anchors the retaining wall along Route 85. It was a tight fit to get the amount of fill required and meet the minimum trail width and bridge girder clearance specifications. However, you can see for yourself, it all fits.
- The top coat of paving was applied from the two Main Street entrances to Cedar Street
- The binder coat paving was applied from Cedar Street to Deer Street.
- Additional loam and seed was applied along both edges of pavement as needed.
- There was a minor vandalism incident at the municipal pool area. A vehicle was driven through the timber rail fence and the chain link fence. The timber rail fence was repaired. The chain link fence repair remains to be done.
- Although the Committee authorized \$5,400 to pay for Northern's additional work claim for the granite piers, I was able to negotiate a final price of \$3,000.
- All the issues with granite items have been resolved. GPI (with my input) approved the engraving shop drawings.
- Remaining work includes top coat paving from Cedar Street to Deer Street, pavement markings, installation of signage, installation of more fencing at various locations, installation of a gate at Dilla Street (south side) and a gate at a fire road in the Town Forest area, installation of granite piers at Dilla Street (south side) and at Cedar Street, and granite and paver work at the Commuter Parking Lot and the Dunkin Donuts entries.

Phase 2

Design

- 25% Design plans from GPI were received on August 21st. I reviewed them and found a number of errors, omissions, and other issues. I have scheduled a meeting for August 30th with GPI at their facility in Stoneham to go over my comments. I gave the traffic signals design plans for Veterans Memorial Drive/Route 109 crossing and the Beaver Street crossing to the Town Engineer (Mike Santora) and Town Planner (Larry Dunkin) for review and comment. Larry will send the Route 109 signal design plans to Judith Nitsch Engineering (Alternate Road Project Consultants) for their review to make sure the traffic signal and road configuration at Route 109 satisfy the Alternate Road Project requirements.
- GPI is still trying to come up with a workable (and cost effective) solution to the drainage problems along the Senior Center Spur. As I mentioned at our last meeting, design of the Senior Center Spur is proving to be more difficult than anyone had anticipated. As a result the Senior Center Spur drainage design was not included in the 25% Design Plans. Hopefully GPI will come up with a solution before we submit the plans to MassHighway for their review Public Hearing.
- We received MassHighway District 3's Project Review Committee (PRC) letter on August 29th. This letter serves as the official notification to submit the 25% Design Plans to MassHighway. Once GPI incorporates my comments and any comments on the signalized intersections design

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plans from Mike and Larry, a complete set will be forwarded to Mike and Larry for their review and a Trail Committee meeting will be called to get Committee Members' input.

- A meeting at MassHighway District 3 was held on June 23rd to discuss the Trail project as it relates to the Alternate Road project. Attendees included personnel from the Town (me, Mike Santora, Larry Dunkin, Bob Buckley), MassHighway District 3, MassHighway Boston, GPI, and Judith Nitsch Engineering. After much discussion MassHighway was convinced that the Town had a viable strategy to develop the Phase 2B Trail from Veterans Memorial Drive to the Holliston town line as part of the Trail Project now and, at some time in the future, from Veterans Memorial Drive to the Phase 1 trail entry at the Commuter Parking lot as part of the Alternate Road Project. If the Town does not go forward with the Alternate Road Project, the Trail Project will develop that segment as originally planned.

Remaining Land Acquisition

- After much pursuit. Stoneridge Development donated a 4,000 square foot parcel of land (Assessors Map 4, Lot 14) to the Conservation Commission. This parcel is on Cedar Street at the end of the trail in the vicinity of the Hopkinton town line. This parcel was needed for the proposed parking lot at this location.
- GPI prepared an easement plan for the proposed trail termination area at Friendly's parking lot off Veterans Memorial Drive. I prepared a draft easement deed and forwarded it and the easement plan to LPL, LLC (owners of Plains Mall) for their review and comment. No response yet.
- Tom Mainini easement from Eugene Circle to the trail (for neighborhood residents access to the trail) – He has not responded to my many phone calls. Bob Buckley volunteered to give it a try.
- Zane Ridge additional easement (for turn around at the end of the trail) – Forwarded sketch plan (extends the current easement area to the full width of the old rail bed) to the Zane Ridge Developers (via their attorney John Fernandes). No response yet.
- Drainage Easement on land at the end of Goodrich Court and at Pinto property on Pond Street for Senior Center Spur drainage. GPI has to complete preliminary drainage design to determine location of these easements.
- Last but not least, National Grid Lease – Still no decision on whether or not they will grant a lease instead of a license. The problem is too complex to describe here. Sufficed to say that many emails have been sent to impress upon them the need for a decision. In one of my latest emails I told them we are at the end of the road and if a decision was not forthcoming soon, I would have to get the Selectmen and perhaps Senator Moore, Representative Parente and others to intervene. Still no response. My email today included a draft lease I prepared based on their draft license for their consideration. Received response that the draft lease was forwarded to their legal department and that their local management is still trying to resolve the problem. The only good from this response is that they have not given up on the project.

MassHighway/Town Contract for Final Design Reimbursement Grant

- It took almost 6 weeks from June 23rd (the meeting wherein MassHighway District 3 approved the Town's Trail/Alternate Road strategy) to send a memorandum to MassHighway Boston so they could sequester the funds. Although we submitted GPI's Final Design Scope of Services to District 3 before our June 23rd strategy meeting, I was notified by MassHighway Boston (after they received District 3's memorandum) that the Scope of Work format was not acceptable. GPI had to redo the scope of work in the more elaborate MassHighway format. Another two week delay. Finally on August 15th MassHighway Boston reported that they had all the information they needed (in the correct form) to request the funds from the Federal Highway Administration (FHWA). As you may recall if the funds are not sequestered by the end of September, we lose them. It's now the end of August. MassHighway and FHWA have 4 weeks left to make this happen. Keep your fingers crossed. Once MassHighway Boston gets FHWA approval it will prepare a contract agreement between the MassHighway and the Town. We will be lucky if we see this contract before the end of September.

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Town/GPI Contract for Final Design

- GPI submitted a draft contract for review and comment. I reviewed it and found a number of the terms and conditions were unacceptable. I sent an extensive markup back to GPI. They are having management discussions to try and resolve my concerns. GPI could get testy because they are almost out of funds and there is no contract in place to do any more work with the exception of preparing the 25% design submittal to MassHighway.

Once again it has been a very intense, but productive, summer for the Trail Project