

FINAL

Friends of the Milford Upper Charles Trail Meeting Minutes April 8, 2026; 7:00 pm; Milford Town Library

Attendees (Members): Mike Morrison (VP), Reno DeLuzio, Laura Mann, Chris Ward (Director), Alex Wilson, Henry Papuga (Treasurer), True Davis, Pat Rosenthal, Don Francy, Olivia Guido, Greta Guido

Attendees (Non-members): Gabby Gannon

Meeting called to order at 7:01pm by Mike Morrison due to the absence of Catherine Guido (President).

- **Motion** made by Chris to have Alex Wilson present new website design at beginning of meeting to ensure adequate time for review & questions, seconded by Henry & approved by members.

Demo website built by Alex was briefly reviewed, recommendation made to move site to free non-profit based hosting service (Interserver) & eliminate \$49 monthly fee from current web hosting company.

- **Motion** made by Chris, seconded by Henry & approved by members.

Alex will commit a few hours each month to maintaining & updating website. He has set up the ability to track changes in the system leveraging a staging area separate from the live site.

Questions included ability to rank changes based on priority, setting up a process for transferring changes to the live site, incorporating QR codes to go to other potential new pages (education/enrichment committee interest).

- **Motion** made by Chris to create a standing website committee for the coordination of website updates to consist of no less than 3 members. Henry seconded & approved by members.

Action items:

Mike, Alex & Chris have volunteered to be on the website committee.

Henry suggested communicating to members on their potential volunteer interest for serving on committees.

Chris volunteered to draft a letter for Free Press to solicit additional Friends interest.

Minutes of March 18th meeting reviewed as some member attendees had not received prior to this meeting.

Action item: Further discussion & clarity around member communications, who, when, etc.

- **Motion** by Mike to approve minutes as amended, seconded by Reno, approved by members.

Officer reports:

- **President (Catherine):** Not in attendance. No report.
- **VP (Mike):** Mike has been working with Alex on website. InterServer is the company with free hosting services for 501(c)(3) non-profit organizations. The donation button to Paypal account needs to be transferred to new site. Mike also worked on a press release for the May library audio book walk on the trail per request of Catherine.
- **Motion** made by Mike to transfer entire present website to InterServer hosting before next payment due date from Charity Advantage on April 18th & transfer new site when ready, seconded by Chris, approved by members.

Mike has been reimbursed for the April \$49 paid to Charity Advantage for one month's hosting.

- **Motion** made by Henry to reimburse Mike \$52.04 invoice for visioning meeting supplies, seconded by Don, approved by members
- **Treasurer (Henry):** See attached treasurer report handout provided to attendees.

Discussion on D&O insurance policy. Laura advised that the town should indemnify the Friends (town would cover any legal costs) since the Trail is now owned & maintained by the town of Milford.

Regarding Henry's announcement that Stop & Shop and Shaw's has designated FMUCT to receive donations from their "Buy a Bag" programs in May, it was suggested by True that there be a volunteer outside the grocery stores to enhance bag sale fundraising.

Action items: Laura will talk to Atty Brian Murray for follow-up advice.

Henry will work with Alex on Paypal button for new website.

- **Secretary (vacant):** No nominees present, secretary election moved to May meeting

Committee Reports:

- **Winter Access Committee:** Don hasn't talked to Mike Schiavi yet. Don has reached out to Scout leadership & waiting for response. Don has briefly spoken to Jim Asam (Parks Dept) about clearing the trail in the winter & was referred to the Highway Dept (Scott Crisafulli) who suggested targeting a small section of the trail for testing the idea as they can't clear the whole trail. Any suggested problem areas be identified for this purpose, perhaps Louisa Lake area.
- **Building Community Committee:** Pat & Becky haven't met due to holiday & personal events.
- **Education & Enrichment Committee:** See attached presentation delivered by Chris.
- **Safety & Maintenance:** Don hasn't talked to Jim on behalf of the Trail Counter subcommittee which requested taking Jim up on his offer from the Feb 2025 Friends meeting to possibly add a line item to his budget for a trail counter.
It was mentioned that in his role as Parks Department liaison, Don will need access to the Maintenance Log currently maintained in Google Docs.

Action items: Don will follow up on the budget/trail counter request with Parks Dept.

Mike will provide Don access to the Maintenance Log in Google Docs.

Old Business:

- **Eugene Circle trail connection** Update by Reno indicated approval from National Grid, Mainini & Ney property owners which enables grant applications to proceed. Reno is meeting with the Commission on Disability on April 15th to review ADA requirements but doesn't expect any challenges as requirements have already been included in the design.
- **Trail Counter subcommittee:** Henry has been following up with Mike Mancini who now thinks it may be possible to access & leverage existing crossing signal data. Henry has also followed up with Upton State Forest & was provided another contact at a Worcester trail that uses trail counters. Pat mentioned request for Parks Dept budget line item to be added for trail counter (up to \$5,000) via email to Don as Parks Dept liaison.
- **Communication to Members & Public:** Short discussion as library announced closing. Motion made regarding timing & responsibility of sharing monthly meeting minutes.
- **Adopt-A-Trail Program:** Item moved to May monthly meeting due to library closing (discontinue or modify)

Events:

- **Audio Book Walk** event on the trail by Milford Library is May 16th meeting at Dilla St & on June 13th at Hopkinton Park.
- **Milford Beautification Day** is April 25th from 9am-1pm. Henry brought forward donation request from Citizens for Milford (CFM) which was supported in the past at varying levels.

Motion made by Don to donate \$100 in support of CFM Beautification Day, seconded by Chris, approved by members.

Action item: Don & Chris will man Friends table on April 25th along with Henry, True & Mike.

Motion made by Laura to send draft minutes to all meeting attendees at least 10 days of the meeting. Attendees will review & submit edits, The final amended draft minutes will be sent to all attendees within 10 days before the next monthly meeting, seconded by Chris, approved by members

Motion to adjourn at 8:50pm by Mike, seconded by Don, approved by members.

Next meeting: May 6th, 2026 at 7pm as per the meeting schedule on our website at the Milford library.