

FINAL

THE FRIENDS OF THE MILFORD UPPER CHARLES TRAIL, INC MEETING MINUTES MAY 6, 2026; 7:00 PM; MILFORD TOWN LIBRARY

1. CALL THE MEETING TO ORDER

- President Guido called the meeting to order at 7:00 PM.
- President Guido stated that consistent with past practices, she will not be making motions or voting on motions during this meeting.

2. LIST OF ATTENDEES

- Members - Rebecca Annis, Reno Deluzio, Don Francy, Catherine Guido, Greta Guido, Olivia Guido, Laura Mann, Henry Papuga, Pat Rosenthal, Brett Staupe, Chris Ward, Alex Wilson.
- Non-members – Gabrielle Gannon

3. REVIEW/APPROVE MINUTES FROM APRIL 8, 2026 MEETING

- On motion made by L. Mann and seconded by C. Ward, it was unanimously voted to approve the draft minutes that were previously forwarded to members in attendance at the April meeting.

4. ELECTION OF NEW SECRETARY

- President Guido called for nominations for secretary or statement of interest from anyone in attendance wishing to serve as secretary. Hearing none, the item will be placed on the June meeting agenda.
- H. Papuga volunteered to take the minutes of the May 6, 2026 meeting.
- L. Mann suggested investigating having an AI program record each meeting and produce transcribed meeting minutes.

5. OFFICER REPORTS:

a. PRESIDENT – Catherine Guido

- Posted a number of items on Facebook and other social accounts.

b. VICE PRESIDENT – Mike Morrison

- M. Morrison was absent from the meeting but forwarded his report to C. Guido.
- Report - Mike worked with A. Wilson and C. Ward on the website upgrades. Alex did the work of migrating the site over to Interserver and updating the DNS records to point to the new server. Mike closed the Friends account with CharityAdvantage. Our hosting now is on the free tier for non-profits from Interserver, so the Friends won't have any more charges for web hosting.

c. TREASURER – Henry Papuga

- Distributed the April 2026 Financial Report. The month of April income/expenses showed a loss of \$99.67 and year to date showed a gain of \$211.27.
- Membership as of 4/30/2026 was 36 paid members. There were no new members. It is expected that a few members will not renew their memberships.
- The certificate of deposit was renewed on May 5, 2026 for 5 months at an APR rate of 4.00%.

- The Directors and Officers Liability policy is due to expire on May 15, 2026. To assist members on this matter, H. Papuga had sought quotes from 4 local insurance agencies. A tabulation of the results was previously forwarded to members attending the last meeting and an updated tabulation was presented. A general discussion took place regarding the need to have a D&O policy, events that would trigger a claim, coverage limits, and costs. R. Annis made a motion to secure a D&O policy with Mt Vernon Fire Insurance thru the Patriot/Bright Agency with a policy limit of \$500,000 at an annual cost of \$550.00 but subject to the expected quote from Travelers Insurance. If Travelers has a lower annual premium, the \$500,000 policy would be placed with Travelers. The motion was seconded by D. Francy and the vote was 10 in favor and 1 opposed (H. Papuga).

6. COMMITTEE REPORTS:

a. WEBSITE UPGRADE – Alex Wilson

- It was recommended to upgrade the website with the new changes as soon as possible. Three items of focus are the ‘contact form’, ‘join the mailing list’ and ‘electronically donate’. A brief discussion was held regarding using PayPal or an alternate payment company and it was generally agreed to continue to use PayPal at this time. L. Mann made a motion to upgrade the web site A.S.A.P., seconded by R. Annis and the vote was unanimous in favor.
 - **Action Item:** H. Papuga will work with A. Wilson re: PayPal requirements.

b. WINTER ACCESSIBILITY – Don Francy

- D. Francy was to contact M. Schiavi to confirm he is stepping down as committee chair and also discuss with him the research he had done in the past 12 months.
- Nothing was done to date.

c. TRAIL COUNTER – Pat Rosenthal

- A meeting was held with Braza & Mancini on March 18, 2026 and Mike Mancini agreed to research: (1) working condition of each controller, (2) ability to get the handheld data collector to work, (3) determine if the data collection equipment can be upgraded and read with a new handheld device, (4) investigate moving the data collection equipment to a new eye level control box; and, (5) contact Ocean State Signal in RI to get advice and quotes for all the previously mentioned. Recent contact was made with M. Mancini but no response was received.
- We were invited by the Friends of the Holliston Trail to participate in an Eco Counter webinar but determined that the subject matter was not relevant and declined.
- Continue to work with Friends of Holliston Trail on opportunity to group purchase devices in hopes of reducing individual costs.
- Was informed that we will be on the May 12, 2026 Milford Park Commission agenda to discuss J. Asam’s previous statement of funding a device through the Park Dept budget.

d. BUILDING COMMUNITY – Pat Rosenthal

- Committee met and a number of events are being discussed: (1) partner with Milford Rotary Club, (2) Geo Cashing, (3) full moon walk, (4) owl hike, (5) partner with Environmental Police to walk/discuss trail, (6) partner with Milford Police for bike safety/helmet and/or youth car seat events, (7) nature hike, and (8) juvenile story board/book stations. Pat asked members if they had any other proposed events to contact her.
 - **Action Item:** Pat to contact Mike Shain regarding his ‘wind phone’ project.
- P. Rosenthal mentioned the Holliston Trail has a map showing sponsor locations.
 - **Action Item:** D. Francy stated he would reach out to Tri Valley Front Runners for info on a 5K race on the Milford trail and would refer all information to P. Rosenthal and her committee.
- e. EDUCATION/ENRICHMENT – Chris Ward
 - Updated members that quotes were solicited for trail signs containing historic information; three quotes were received.
 - Had attended a meeting with the Milford Historic Commission to review the project and another meeting is scheduled for May 13th.
 - Has a meeting scheduled with the Milford Park Commission on May 12th to discuss the project and sign funding.
 - L. Mann met with the Town Planner and has investigated a few funding sources including the Milford Park Dept., Mass Trails grants, state grants, Milford Cultural Council, private donations.
- f. SAFETY/MAINTENANCE COMMITTEE – Don Francy
 - Boy Scouts had been contacted re: trail maintenance but still no response.
 - Maintenance Log – D. Francy got access to the log from M. Morrison and will now update log on our website and discuss at each monthly meeting. The importance of maintaining a fluid maintenance log was agreed by all and it was agreed that D. Francy should be the liaison between The Friends and town departments and further agreed if any member contacted the town regarding an item that it be done in consult with D. Francy.
 - D. Francy briefly discussed our maintenance log with J. Asam (Park Dept), and he is scheduled to be on Park Commission May 12th agenda. R. Deluzio offered a historic update on the Park Commission’s past opinion of sharing/documenting items on a maintenance log.
 - P. Rosenthal mentioned that she has noticed trash coming out of business dumpsters impacting our trail.
 - **Action Item:** D. Francy to mention dumpster trash on the trail to Park Dept.

7. OLD BUSINESS:

- a. Discuss Adopt-a-Trail Program
 - P. Rosenthal informed the members as to the initial rationale for this program. Continuation of this program was discussed in detail. On motion made by P.

Rosenthal and seconded by C. Ward it was unanimously voted to terminate the program. It was agreed to remove all the Adopt-A-Trail signs.

- **Action Item:** Two members volunteered to remove signs, P. Rosenthal and H. Papuga.
- Removal of the support poles was discussed and D. Francy suggested leaving them in place in case The Friends develop another sponsorship/fund raising program that signs could be installed. This was agreed upon.
 - **Action Item:** D. Francy to put the sign removal action on the maintenance log so the town would be made aware.
- b. Discuss best methods to communicate w/members and public
 - It was reaffirmed by a vote taken at our April 8, 2026 that draft meeting minutes would be sent to members at least 1 week before each meeting. It was further discussed that the draft minutes only be sent to members in attendance at the meeting instead of sending to all paid members.
 - The use of Mail Chimp was discussed in detail. President Guido stated she uses this communication method to reach approximately 200 individuals on the list and uses this method to send out each month's meeting notice/brief agenda. Some members were unsure if they received the meeting notice.
 - **Action Item:** President Guido stated she would make sure the Mail Chimp list contains all current paid members.
 - President Guido also stated she uses the Facebook and Instagram accounts to send out information.
 - C. Ward recommended that The Friends create a membership committee in hopes of increasing membership, trail activity support and finances. He further suggested that the Mail Chimp list could be used to the committee's success. President Guido indicated that membership as per our by-laws is the responsibility of the secretary.
 - i. Action Item: President Guido will check to see if the Mail Chimp list can be downloaded from the website account.
 - R. Annis suggested we utilize the local radio station, WMRC, to get information out to the public on trail events and fundraisers. H. Papuga agreed with this suggestion because he recently met with the owner of WMRC who asked that news worthy info be sent to him (such as the Grocery Bag Program).
- c. Eugene Circle trail connection update – Reno Deluzio
 - R. Deluzio reported that he recently met with the Milford Commission on Disability to update them on the project.
 - He also reported that he was contacted by Representative Brian Murray announcing the \$75,000 requested through the 2027 state budget which was approved by the state house. Although state senate still has to approve their version, and the governor has to sign the budget, it is highly likely that funding will be approved and available after July 1st.
 - Funding through Mass Trails is still pending.
- d. Milford Library Audio Book Walk update – Catherine Guido

- President Guido reported that The Friends endorsed the program on our media accounts.
- e. Milford Beautification Day – Catherine Guido
 - President Guido reported the event was well attended and we donated \$100.00 to the Citizens for Milford.
- 8. NEW BUSINESS/INVITATION TO SPEAK
 - R. Annis requested that we discuss the past approval to have motorized bikes on the trail.
- 9. NEXT MEETING DATE/TIME/LOCATION
 - June 3, 2026 at 7:00 PM at the Milford Town Library
- 10. ADJOURN
 - It was unanimously voted to adjourn the meeting at 8:50 PM.