

Wilmington Trails Committee Meeting Minutes, 10.14.21

Members Present: Alan, Carlotta, Julie
Alternates Present: Joanne, Bob

Meeting called to order by Bob at 6:06

1. Approve August and September minutes

Joanne would like to check a date on August minutes, date changed from 13 to 12
Carlotta makes a motion, Julie seconds, all in favor. Date change made on 10/14 by Julie.

2. Accounting report

Total of \$1933 left in account after mowing has been paid out

Action Item: Julie will reach out to Jessica D about adding a donation line item.

Alan makes motion to accept treasurer's report, Carlotta seconds

All in favor, treasurer's report accepted

3. Public participation

John Harvey attended to share information invasive species

Has property on stowe hill rd - has been monitoring emerald ash borer - found in wilmington

Can provide posters, signage, or flyers with information about invasive species for TC to post and share

Bob invites John to next meeting to provide information and continue to share resources

John accepts and would love to be added to agenda next month

Action Item: Bob has John's email and will reach out to invite

[Meeting order changed to item 7]

7. Recreation Commission email to WTC re: survey and future collaboration with WTC

Karen Molia and Emily Beeman present to share information on behalf of Wilmington Rec Committee

Regarding installation of fitness stations on Beaver Brook - Rec Com. wants to install a volleyball court on park side of tennis courts kind of near the outfield

Julie shared that she is also interested in a playground installation in the area

Area seems to belong to OSEC and the town

Regarding agenda item number 4: install of fitness stations

Proposal made to move our fitness stations closer together by Julie, that way they are out of the way of the volleyball court

Action Item: Julie to reach out to Jake to see if he has a post hole auger for fitness install, since tractor is down until further notice

Long term - if they are closer together we could see if people use them then add more down the trail at a later date

Julie makes a motion to move the fitness stations closer together, and out of the way of the volleyball court. Carlotta seconds. All in favor. Motion carries

Regarding the Rec Survey:

Rec Committee is issuing a survey for town of wilmington recreation. Survey includes questions about different facilities and activities to get information about what people are and not using, awareness, and how we can improve.

Its a google survey, rec com is creating a facebook page and survey will be on there, through the schools, it is geared towards wilmington residents.

No deadline for the survey questions to be submitted.

Alan: took the survey this afternoon, took a little while, there are already 72 questions. He suggests that it might be shortened. We could then we could use the survey to send more targeted questions based on responses.

Action Item: Julie will create a shared google doc with TC for us to begin creating questions: [Wilmington Recreation Survey Questions](#)

3. HT&RFP details

- Regarding scoring the proposals: Scoring system not required, but could be useful if there are many proposals submitted.
- The point of the rubric scoring is to identify the highest priorities:
- Experience, timeline, expertise, materials, cost - figure out how to weight these factors
- Important to communicate scoring in rfp, use score form, scores are tallied to identify a clear winner
- The benefit of scoring is that it requires the committee to actually read and analyze proposals.
- Qualitative vs quantitative scoring: The qualitative factors could carry heavier weight on the scoring system ensuring TC priorities are still met
- RFP should be posted for at least 5 weeks or longer to encourage more proposals
- In order to identify the scoring factors, it needs to be decided whether rfp should include permitting or not - this will effect the scoring questions
- Questions arose about having a shovel ready project for funding/grants which includes permitting and construction

**Act 250 - need to see if we can keep it narrow enough to avoid act 250. This would be important and would lead us more towards a 2 step rfp for design and build permit. Limit of construction is narrower. We could identify what the square footage is for act 250 exemption, and communicate that in the limits of construction section in deliverables

**Regarding the licensing agreement with great river hydro for the use: This expires in 2023, and is managed by vt land trust. This includes stipulations about maintaining the trail, but also which materials are certified to use.

Action Item: Bob will facilitate a conversation with Scott Tucker and Matt Cole about the licensing agreement and what materials are suitable for use on the HTW.

Joanne makes a motion to authorize Gretchen to send out RFP, pending edits for final draft that were brought up tonight. Julie seconds.

All in favor, motion carries.

5. Budget projection and request for 1% funds from Select Board

Rather than discuss budget for HTW, we will focus on regular maintenance and costs that may need to be covered next FY:

- Need more maps
- Need to get quotes on mowing for next year - could be an additional small RFP for trails and mowing
- Fitness equipment install cost?
- Trail signs
- Signs and ads for national trails day

Will review the above operational items at next meeting and finalize 1% request for funds for FY 2022

6. Valley trail reroute of trail affecting Leinonen property

Work was started tonight. Needs more weed whacking. Needs signing and rope off the existing trail, also needs a slab over a section of riprap. Also need some stepping stones for a muddy section. Joanne will reach out to Sheldon to see about something to span the riprap. Need about a dozen or more liftable rocks.

8. Native Fish Coalition sign initiative re: Native Brook

Trout; email from David Wein

Postponed for next meeting.

Motion to adjourned 8:13 by Jo, Alan seconds, all in favor.