

Wilmington Trail Committee
Minutes for January 11, 2024

Members present: Bob Fisher, Chair; Joanne Yankura, Jeff Menges, Carol Bois
Alternates present: Alan Baker, Matt Danzico
Absent: Julie Koehler

Meeting called to order by Bob Fisher

Scheduled Agenda:

1. Changes to the agenda: none
2. Public comments: none
3. Minutes from December 14, 2023 were approved.
4. Financial Report: deferred
5. HT&W project updates: Weston & Sampson will need an additional contract amendment to cover work performed on the VOREC grant application, for RFP development, to complete drawing details and specs for contractors, and update project cost figures. The exact account balance remaining from the last 1% allocation needs to be verified. Bob and Carol described alternative methods for structuring the bid request as discussed in a recent remote meeting with W&S regional manager Daniel Biggs and Doug Gerber. For example, the trail work could be bid on by section or split up per unit cost, e.g., bridges, culverts, in order to prioritize trail upgrade priorities. The ability to prioritize may be useful in the event the VOREC grant is not received or the award amount doesn't cover the entire anticipated project cost.
6. **Actions:** Bob will contact Scott Tucker and ask that he review contract Amendment 2 as submitted by W&S to cover VOREC grant related work and project RFP document preparation; Bob will also follow up with W&S. Carol will communicate with Jessica and Doug Gerber regarding an up to date, accurate account balance and will work with Doug on the remaining environmental permitting issues and time estimates for RFP completion.
7. Trail Mowing: Bob proposed sending out an RFP for the 2024 trail mowing season within next week so that submitted RFPs could be available by and voted on at the February WTC meeting. Contract specifications were discussed, including a desired mowing width of a double wide DR mower (or the equivalent), and requirement of monthly billing invoices in the Town of Wilmington format.
Action: Bob will draft an RFP for the 2024 trail mowing work and send the document to Jessica for publication.
8. Instagram account: Carol and Matt discussed the Instagram account that had been set up in the past but not monitored or used. Carol expressed an interest in reviving the account.
Action: Matt will investigate and report back on the credentials used to set up the account.
9. National Trails Day: Saturday, June 1, 2024 is National Trail Day. Bob described past hosted WTC activities held to celebrate the day and encourage community participation such as a guided hike. Various ideas were discussed.
Action: Ideas for further discussion needed; final decision deferred to the next meeting.

10. Trail work: no reports of needed trail work have been received.
11. Trail signage: Jeff reported a price on ordering red and white "Respect Landowner" signs of \$4/piece or \$146 including shipping with a minimum order required of 30 count.
Action: Jeff will contact Jessica regarding placing an order for the signs.

Next Meeting:
February 8th @ 6 pm, Town Offices

Respectfully submitted,
Joanne Yankura