

Wilmington Trail Committee
Minutes for February 8, 2024

Members present: Bob Fisher, Chair; Joanne Yankura, Jeff Menges, Carol Bois
Alternates present: Alan Baker
Absent: Julie Koehler, Matt Danzico (unable to attend due to Zoom malfunction)

Meeting called to order at 6:26 pm by Bob Fisher

Scheduled Agenda:

1. Changes to the agenda: none
2. Public comments: none
3. Approval of minutes: deferred
4. Financial Report: deferred
5. HT&W project updates: Carol represented WTC at the January 6th Selectboard meeting and requested up to \$10K from 1% funds to cover additional HT&W project work. The Selectboard approved request covers project tasks to be completed by Weston & Sampson in order to begin the construction phase. The scope work is summarized in Amendment 2 and includes work performed on the VOREC grant preparation, completion of bid document preparation and assistance with the entire bidding phase.
Action: Bob will contact Scott Tucker and request that he sign the contract so that W&S is authorized to complete the additional work outlined in Amendment 2.

Remaining issues related to the environmental permit and ARA report were discussed.

Action: Carol will follow up with Doug Gerber at W&S regarding the outstanding invoice due from Hartgen, an overlay map of the proposed trail alignment and switchback spur showing the identified archeologically sensitive areas #1 and #2, steps required to transition the ARA draft report to a finalized form, and the anticipated timing for submitting and receiving the ANR environmental permitting application.

Additional project discussion focused on width specifications for a boardwalk section recommended by ANR in order to reduce wetlands impact. Bob mentioned that Dan Biggs from W&S had offered to include one or more prototype drawings in the contractor bid documents and Doug had offered to provide more feedback regarding pros and cons of a 5' vs. 6' width. The extra width will add ~\$1500 in impact fees. A final decision was deferred pending additional information from Doug.

Action: Carol will follow up with Doug regarding considerations that WTC should weigh in making final boardwalk width decision and designs being considered.

6. Trail Mowing Bids: WTC received, considered and discussed three contractor bids for the 2024 town trail mowing season: Guilmette Landworks bid \$9K, White Acre Farm, Inc. bid \$8320, and Saladino Property Maintenance, Inc. bid \$15,100. Joanne made a motion to award the mowing contract for 2024 to White Acre Farm, Inc. Carol seconded, all in favor.
Action: Bob will contact all bidders regarding WTC's mowing contract award decision.

7. Trail signage: 1) Jeff reported having contacted VOSS sign company directly and obtaining a significantly lower price on the order of 30 "Respect Landowner" signs. The signs have been received and will be stored in Town Hall on the first floor shelf reserved for WTC signage supplies. 2) Jeff reviewed updates made to the universal trailhead design based on member feedback including adding the universal hiker symbol, fine tuning the list of rules, and changing the font to the new, Town approved, unified font. Discussion included additional, minor wording edits and options for fabrication material: plastic vs. a heavy paper with plastic or plexiglass cover protection. A consensus was reached on placing a custom order for a plastic, two-color sign in black and green. A minimum order of 50 count is required for plastic at ~ \$5/sign.
Action: Jeff will finalize the design, contact VOSS, and report back with the final cost estimate.
8. National Trails Day: Bob reviewed past activities hosted by WTC to celebrate National Trails Day on the Wilmington Town trails. This year, the day falls on Saturday, June 1st. Bob mentioned other activities that are typically scheduled that time of year, especially school related events, that make it a challenge to draw participation. A family friendly hike or trail related scavenger hunt type activity was discussed but no final, compelling idea gained a consensus.
Action: Bob will contact Shelley Park as a possible source for family friendly trail-related activity ideas and report back next month. WTC members are asked to bring additional ideas for continued brainstorming at the March meeting.
9. Trail work: no reports of needed trail work have been received.
10. Instagram account: Matt sent an email stating that he successfully retrieved the account password and was ready to transfer the information securely to another member so the account may then be connected to the WTC Facebook account.
Action: Carol will contact Matt, complete the Instagram account transfer, and assume management of the account for WTC.

The meeting concluded at 7:24 pm.

Next Meeting:
March 14 @ 6 pm, Town Offices

Respectfully submitted,
Joanne Yankura