

**GEORGETOWN RECREATION PATH COMMITTEE**

April 14, 2011

Meeting Minutes 7:00 PM

Town Hall –Basement Meeting Room

**Meeting Opened:** 7:06 PM

**Committee Member Attendees:** (x indicates attendance)

|   |                          |   |                            |   |                          |
|---|--------------------------|---|----------------------------|---|--------------------------|
| X | Jeff Wade, Chairman (JW) | X | Bill Hastings, member (BH) | X | Bill Munroe, member (BM) |
| X | Chris Roop, member (CR)  |   | Open                       |   |                          |

**Friends of the Committee:** Richard (Dick) Paganelli (RP) **Guests:** Barb Harold, Country Gardeners

**Abbreviations and Terms:** KOD – Kathleen O’Donnell, MOU – Memorandum of Understanding, ROW – Right of Way,

**Minutes Approval:** March 24, 2011 minutes approved as amended.

**Correspondence:**

1. JW received a signed copy of the MOU.

**Meetings Attended:**

**OLD BUSINESS:**

1. Reviewed changes and comments to marked-up license. JW will provide comments, along with comments from the other towns, to KOD.
2. Reviewed draft of letter by BH to Gary Morris for the Committee in response to his claims that National Grid does not own portions of the ROW in the vicinity of his property. BH will revise the letter based on the discussion.

**NEW BUSINESS:**

1. Discussion with Barb Harold of Country Gardeners to get understanding of what they do and how we might work together.
  - a. The Georgetown Country Gardeners takes on projects around town to beautify through landscaping and the incorporation of plantings. Current projects include Town Hall, Harry Murch Park, Library and flower boxes downtown (not the hanging plants installed and maintained by Nunan’s).
  - b. They have resources available (e.g., Master Gardener and person trained in sustainable landscaping) to evaluate locations and soil, determine suitable and sustainable plants and how to maintain them.
  - c. Discussed different ideas and areas to concentrate on. The area near Bob’s Auto will need a soil test.
  - d. Due to projected lengthy design and construction time table, the Committee should contact the Gardeners when we are ready to start design of the work to be done.
  - e. Materials costs will be the responsibility of the Committee. Labor may need to be provided.
2. Committee Data Management planning
  - a. Discussed the need to organize and preserve the documentation and information being collected and generated by the Committee for current and future use.
  - b. Need to define a method for storing and retrieving data and artifacts.
  - c. RP made arrangement to use town server for archive storage. Access is through Nick or town manager.
  - d. Discussed the idea of purchasing a laptop as the primary organizing tool and repository. Would need to get software appropriate to the task and flash drive for local backup.
  - e. BM made the motion “to approve the purchase of a laptop by CR along with necessary accessories for use by the Recreational Path Committee in the management of their data needs. CR will research available models and find the best value. The total cost shall not exceed \$1,000.” The motion was seconded and the vote was unanimous.

**Other:**

**Adjourn:** 9:36 PM

**Scheduled Committee Meetings (2<sup>nd</sup> fl. meeting room, 7PM):** 4/28, 5/12, 5,26, 6/9, 6/23

**Other Meetings:**