

GEORGETOWN RECREATION PATH COMMITTEE

September 8, 2011

Meeting Minutes 7:00 PM

Town Hall – 2nd Floor Meeting Room

Meeting Opened: 7:14 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)	X	Richard (Dick) Paganelli (RP)		

Friends of the Committee:

Guests:

Abbreviations and Terms: KOD – Kathleen O’Donnell, FST - Fay, Spofford and Thorndike, CPC – Community Preservation Committee, MVPC – Merrimack Valley Planning Commission, GT – Georgetown

Minutes Approval: 8/11/11 approved as amended

Correspondence:

- 1.

Meetings Attended:

1. “TAC” Meeting – first meeting between towns, state and engineer. Representatives from all four towns attended. John Hendrickson, Jen Shemwart, +1 from FST, JW & BH for Georgetown.

OLD BUSINESS:

1. Review of license
 - a. Reviewed comments on license from KOD and National Grid.
 - b. Provided comments to be sent back.

NEW BUSINESS:

1. TAC Meeting –
 - a. FST took minutes and will distribute.
 - b. Nick Cracknell had a conflict and could not attend.
 - c. Billing procedure will be for FST to send invoices to the state (Shawn Holland, project manager) for approval. From there the invoices will go to his boss to approve. When the state is finished they will be sent to Lisa Pearson, Town Planner (Salisbury) for payment. This committee will need to approve and send to CPC for authorization to pay.
 - d. Salisbury will act as coordinator and distribute the apportioned bills to the other towns. We need to get Lisa to send invoices directly to this committee.
 - e. Find out what the schedule for billing is. From FST or state? – JW
 - f. We need to talk to Harry LaCortiglia to ask if the CPC can pre-approve the lump sum of the contract. – BM
 - g. We need to find out who the payment needs to be made to. The expectation is FST but we need to make sure. – JW
 - h. Confirm the document that we signed would allow any one committee member to approve bills – CR
 - i. Betsy Goodrich is checking to see if MVPC is putting up a web page for the project (minutes, feedback, etc.).
 - j. Feedback from the site will go to Sean Holland. He will distribute questions if necessary to get answers to questions that he can’t answer.
 - k. 1000 wetlands flags were stolen. In GT and Boxford. The State will have to pay to replace the flags. When they are replaced and the locations verified, JW will notify the police of the action.
 - l. 1st public meeting will be 11/15/11 (4-8pm) in Boxford. FST will run the event in an expo format to distribute information and gather feedback to see what actions can and need to be taken.
 - m. 25% design will be completed 6/8/12. We will need to place public advertisements for public comment via all available means.
 - n. Public Hearing will be 11/14/ 12 at the GT Middle-High School. We will need to contact the school to schedule the auditorium.
 - o. TAC meeting with concerned / interested parties (e.g. Sportsman’s club) on 1/16/13.

- p. 75% design will be completed on 2/6/13.
- q. 100% design will be completed on 6/26/13.
- r. The earliest possible date advertisements for construction bids can be put out will be 12/18/13.
- s. In order to get easements we will need to have specific design plans. Jerry Klima is knowledgeable about ROW rules and will discuss them with us.
- t. Need to determine where parking will need to be installed and if we want to have FST design the sites.
 - i. Town wants parking at Wells Ave.
 - ii. Good location is at the Water department building on Moulton St. or on uncontaminated brownfield land behind Water Department. BH to look into use / purchase of the uncontaminated land.

Other:

Adjourn: 9:03 pm

Scheduled Committee Meetings (2nd fl. meeting room, 7PM 9/22, 10/13, 10/27, 11/10, 12/18, 12/27

Other Meetings: