

Meeting Minutes – Upton Land Stewardship Committee

January 3, 2013

Nipmuc High School Gathering Room; 7:30 pm

Members Present: Matthew Bachtold, Scott Heim, Mike Penko, Marcella Stasa, Bill Taylor

1. OSC Annual Report: Draft 2012 report prepared by MS approved, with minor corrections.
2. WBWCA Stewards: Cindy Maher does not want to be a LSC member but she and her husband would like to be stewards of the WBCA. Need to review LSC charter to determine what kind of appointment is needed from ConCom and/or BOS. They will need to sign a liability waiver. Stewards should keep in close contact with LSC and advised to ask for help when needed.
3. Stefans Farm: Bill not yet received for 2012 mowing. Cost is ca. \$700/day. Need to evaluate need for further mowing in the spring.
4. Stefans Farm: Upcoming Eagle Scout bridge project on trail beyond upper field. It is an intermittent stream crossing and will be included in the NOI being prepared for the entire property. BVW occurs upstream of the crossing, but not at the crossing.
5. Completed Bridge Projects: Bridges at Whitney (West) and Peppercorn (Mill River) are finished and COCs have been recorded at the Registry of Deeds.
6. WBCA (Oak Knoll Access): Ken G. is working on it and reports that it is complicated. MS to ask for monthly updates. Eventually we will need to survey bounds and make sure the trail access is on the parcel.
7. WBCA (Chace Issue): Chase fence was knocked down and Chase would like ConCom to endorse a sign asking the fence be respected (request made to both Upton and Grafton ConComs). Issue to be discussed by ConCom.
8. Forest Management Policy: Meeting to discuss policy with BOS scheduled for January 8.
9. Whitney CA: The pasture fence is done, except for top rail and a 120 ft section of fence that will run N-S along the western boundary with Sweetwilliam Farm. An NOI is needed because part of fence is in wetland. Nothing new on parking area. In general trails behind the store lot and on Whitney-West need to be improved for equestrian use.
10. SWF: Store lot dumpster still located well inside trail easement. The LSC decided that BT would call and let owner know we have concerns.
11. Howarth Conservation Area: Alan Miano will relocate a section of trail that is on his property. MS has walked area with him.
12. Peppercorn Hill CA: Work date proposed to visit top of hill and evaluate visia pruning options. Visit to occur either this winter or spring before leaf out.
13. Managing ATV use: FUSF is looking into buying an ATV for Policy Department to aid enforcement of ATV restrictions on USF.
14. Recreation Trails Program Grant Application: MS and Cathy Taylor working on grant proposal to fund kiosks and signage at multiple Conservation Areas and Heritage Park.
15. Trail System: BT asked MP to determine length of our trail system (most trails have been mapped and are on GIS).
16. December 6, 2012 Minutes approved with minor corrections.

Meeting adjourned at 8:44 pm.

Meeting Minutes - Upton Land Stewardship Committee

February 7, 2013, 7.30 PM

Nipmuc High School Gathering Room

No minutes available.

Meeting not held.

Mike Penko

Secretary

Meeting Minutes – Upton Land Stewardship Committee

March 14, 2013

Nipmuc High School Cafeteria; 7:40 pm

Members Present: Matthew Bachtold, Scott Heim, Mike Penko, Marcella Stasa, Bill Taylor

1. Student Conservation Corps Opportunity: MS investigated using program for trails work at Stefans and Whitney. There is a significant cost (\$4,200 minimum) and LSC agreed to pass on the program. AMC/BSTRA may volunteer at Whitney.
2. Trails Grant: There is 6-7 K still available to be spent at Stefans. Funds need to be spent this calendar year.
3. Forest Management Policy: ConCon held hearing last night. It was lightly attended. Bob Snow raised preservationist concerns.
4. Mike Sawyers of MDFW wants to walk WBCA, Whitney, and Pell Farm. Scheduled for first week in May. Mike S to contact Grafton re Pell Farm participation. MS also asked Mike S. about possible controlled burn at Stefans to improve habitat. He will provide an initial assessment.
5. Whitney: Work day planned for Saturday March 30. Need to obtain info for NOI.
6. Peppercorn CA: Vista pruning at top of hill to improve view discussed. Options include clearing trees to improve view on town owned land, working out an arrangement with the Kelly's for use of existing vista, and/or investigating possibility of a vista from little Peppercorn Hill. LSC decided to put this on hold and address in the Peppercorn Hill stewardship plan.
7. SWF: Parking area bid received from Joe B. \$9,500 (cost of gravel not included). LSC to obtain at least two more additional bids.
8. Community Garden: Revolving fund article for upcoming ATM approved 5-0. A plot may be planted with garlic this fall to raise funds. MB wants to try growing rhubarb (in tires) and maybe asparagus. MB to contact gardeners to see who wants plots this year. Two beds need to be filled and two more could be built this spring. Word date to occur sometime in mid April.
9. Whitney/SWF: Girl Scouts want to do a trail signage project. MS to help them implement the project this spring.
10. Goss Pond: Green Lane trail connection discussed. Site visit to occur in late April (perhaps the 20 or 21st).

Meeting adjourned at 9:10 pm.

Meeting Minutes – Upton Land Stewardship Committee

April 4, 2013

Nipmuc High School Gathering Room; 7:30 pm

Members Present: Matthew Bachtold, Scott Heim, Mike Penko, Marcella Stasa, Bill Taylor

Visitor: Mary Overholt

1. Community Garden: 8 individuals want plots; 3 parties not heard from, including United Parish. Work day planned from April 21 to fill 2 new beds. Notice looking for new gardeners to be placed in Town Crier. As in the past, there will be no charge for plots this year. We may ask for a voluntary contribution next year if the Revolving Fund is approved by Town meeting.
2. Forest Management: ConCom/LSC has inquired about an UMass program in which UMass students would inventory forests on Upton open space. There is no cost but program is competitive, with a decision by Paul C expected in November. The students would do the field work would be done in early 2014.
3. WBCA Site visit with Mike Sawyers in May. Grafton (Pell Farm) to be invited.
4. Goss Pond: Trail connection. Meet on Green Lane, 9am on April 21. Mary C (from RecCom to join us. She is also an abutter.
5. Pratt Pond CA: Disk golf at Kiwanis beach is once again under consideration by RecCom.
6. Stefans/Whitney: Discussion about how to mow trails. Ask DPW? Purchase high grass or brush mower? Use turtle friendly methods, especially at Stefans.
7. Stefans: need to plan multiple work days for invasive control (herbicide), hedge row clearing, and removal of large trees which have falling into fields. Should use 2 person teams, minimum, at all times fro safety.
8. WBCA: Property stewards (the Mahers) will do spring trail cleanup.
9. SWF/Whitney fence: Sale of the farm is progressing. New owners may not have horses in the pasture, so fence railing may not be needed. AMC Worcester would like to put up a small plaque in recognition of their contribution. Motion approved. MS to review/approve design and wording.
10. Whitney/Howarth CA: The girl scouts will be doing a signage project. They will provide everything but the lumber. LSC will purchase whatever they need for the project. LSC authorized MS to spend \$100 for lumber.
11. Recreational Trail Grant: The state asked for more information for second level review. Requested information was provided.
12. Safety: MP to send AHA examples to WT.
13. SWF Parking Area: Still only one bid so far. Mike Barnard (contractor from Millbury) may bid. Ca. \$7,500 is available in the MLT fund for the project. Alternative sources of funding discussed: Conservation Fund? Beautification Fund (which was initially donated to town by a Whitney, Ella Whitney Risteen!).
14. MS and WT to attend a trails conference at Devens.
15. Whitney East/Howarth CA/USF: New, illegally cleared and marked trails noted on all three properties. (Pink Dots and Orange Flagging). LSC to remove the flagging from town land. DCR is aware of problem.
16. Nipmuc HS Environmental Club: WT, MS, MP, and Ellen Arnold invited to attend to talk about forest management. Students from the school are preparing a presentation for the state Envirothon.

Meeting adjourned at 9:37 pm.

Meeting Minutes – Upton Land Stewardship Committee

May 2, 2013

Nipmuc High School Gathering Room; 7:35 pm

Members Present: Scott Heim, Mike Penko, Marcella Stasa, Bill Taylor

Other Attendees: Tom Foley; Mary Overholt

1. WBCA/Pell Farm: Site visit with Mike Sawyers (MA DFW) rescheduled. Efforts underway to coordinate with the Grafton ConCom.
2. Upcoming scheduled work dates. Stefans – May 12 (9 am).
3. Flagging and illegal trails: MS/WT noted considerable amount of new unauthorized flagging at USF, Whitney East, Howarth CA, and adjacent private land. Flagging on town land to be removed.
4. SWF/Whitney CA: NOI for work on Whitney (west) submitted to ConCom. Public hearing scheduled for May 8. Whitney parking area: one bid in hand, others expected. SH to investigate possible donation of gravel by Pyne Sand Gravel. No additional fundraising needed at this time (ca. 7.5K is available from MLT). Girl Scout troop scheduled to install signage at Whitney east on May 15. MS has wording for plaque acknowledging AMC contribution towards the Whitney trail system and parking lot.
5. Goss Pond: New trail access via Green Lane discussed (Tom Foley, an abutter, participated in the discussion).
 - MS explained history/ownership of property and provided Foley a copy of relevant documents.
 - There is an existing trail system on property which includes a trail to West River and a partial loop trail around the pond.
 - Site visit with some abutters held last weekend.
 - LSC would create a ca. 250 ft. long trail from Green Lane to tie into existing trail. The new trail would be 3 ft. wide; existing vegetation would screen it from abutters.
 - Bounds delineating the strip of land the town owns off Green Lane could not be located in field and need to be established. Tom Foley may do this along his property line, saving the town the expense.
 - Tom Foley may be willing to be town Land Steward for the property.
 - There is no evidence of ATV use on existing Goss Pond trails. ATVs do use the adjacent gravel pit.
 - There are at 2-3 docks on the pond which were installed without permits and which are on town property. LSC to defer any enforcement action to ConCom.
 - No decision made on whether or not to construct connecting trail.
6. Stefans: NOI for trail improvements in prep. MS and MP identified new location for the mitigation area.
7. Peppercorn: Need to remove large blue plastic trash barrel that has been near top of hill for several years.

Meeting adjourned at 9:00 pm.

Meeting Minutes – Upton Land Stewardship Committee

June 6, 2013

Nipmuc High School Gathering Room; 7:35 pm

Members Present: Matthew Bachtold, Mike Penko, Marcella Stasa, Bill Taylor

Other Attendees:

1. Discussion about appointment of Land Stewards for specific properties. According to current LSC charter stewards can be appointed by the LSC. LSC members are appointed by BOS, but Land Stewards are not. Motion made and approved to appoint the Mahers as WBCA stewards.
2. Stewardship Handbook: MS to work on developing a handbook. Arlington handbook to serve as an initial model and guide.
3. WCA: MS met with Dana Perry of AMC. AMC is willing to help build boardwalk at Whitney CA West, but the LSC needs to design it. A BSTRA event is planned for late July and boardwalk should be installed by then. MP to design boardwalk and provide MS with list of needed materials.
4. WCA Parking Area: Waiting for quote (which adjusts for the Pyne Gravel donation) and proof of insurance from Paul K, and Dig Safe.
5. Stefans: MP working on NOI. Entire project needs to be completed by end of 2013.
6. Weed/Invasive Control: Planned for Whitney CA West (PI) and Stefans (PI and MR).
7. Howarth CA: AM has rerouted part of trail that was on his property.
8. Whitney East: wet areas along trail just east of hayfields need to be addressed.
9. Community Garden: 3 beds are unclaimed; 2 gardeners seem to have dropped out. MS to plant unused plots for UP food pantry.
10. Goss Pond Open Space: No word yet if abutter (Foley) has surveyed the boundary. The following motion was made and approved unanimously (4-0). "Having taken into consideration the comments of the local community and direct abutters, the LSC finds it is in the town's best interest to establish a 3 ft wide foot trail from Green Lane to the existing trail system on the Goss Pond parcel. Furthermore, this should be accomplished as resources allow within one year."
11. Howarth Glen CA: Motion made to construct narrow boardwalk across the brook at the edge of the field after providing notification to the RecCom. Approved unanimously (4-0). WT to contact RecCom.
12. Warren Brook CA: Walk with Mike Sawyers of MA DFW occurred today. Mike will prepare a report. An unauthorized tree stand was found that is damaging a tree; the stand needs to be removed.
13. Work date scheduled: 9 am Jun 16th at Whitney.

Meeting adjourned at 8:30 pm.

Meeting Minutes – Upton Land Stewardship Committee

June 12, 2013

Nipmuc High School PDC Room; 7:00 pm

Members Present: Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor

1. SWF-Whitney Parking Area: Paul K. (low bidder) withdrew his bid. No reason was given. We currently have two other bids: Tom D. (11K) and Beurgauard (9.5k). The Beureguard bid is for labor only. The Tom D. bid assumes a larger parking lot footprint. There is no quote from the Millbury contractor. LSC will reach out to other contractors ASAP. BT to find out if gravel donation will still be available if construction of parking area is delayed until fall.
2. SWF-Whitney Parking Area: A motion was made and approved (4-0) to open up the east-west trail before the parking area is complete. This will accommodate the July BSTRA event.
3. Whitney CA: MP working on design of boardwalk. The estimated cost of lumber is \$750. PI control needed along fence.
4. Stefans: We may not get billed for mowing last fall, a \$600-800 obligation. The vendor appears to be having paper work problems and has indicated there will be no charge for the work.
5. The LSC authorized MS to spend down remaining FY funds for lumber. Expenditure of LSC funds for food/water for workday volunteers also authorized.

Meeting adjourned at 7:35 pm.

Meeting Minutes – Upton Land Stewardship Committee

July 11, 2013

Nipmuc High School Gathering Room; 7:30 pm

Members Present: Scott Heim, Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor

Visitors: Barry Desilets; Tom Foley

1. Goss Pond/Green Lane Access: Tom Foley informed LSC that he has had his bounds surveyed. The edge of town owned land on Green Lane is about 10 ft from his driveway. The previous owner had installed landscaping and underground irrigation system on town owned land. Mr. Foley presented pictures of the area showing survey stakes. MS read from June 6 meeting minutes that the LSC had voted to construct a connecting trail from Green lane. Mr. Foley said that kids from the neighborhood have been asking him “where the trail is”. He asked LSC if MS had talked with C. Henderson. Answer: no. Mr. Foley plans to talk with the BOS. Site walk tentatively scheduled for Sunday August 4 at 10 a.m.
2. LSC Handbook: MS working on it. Examples from several towns available.
3. WBCA/WCA: The east west connecting trail is open. MS to let BSTRRA know. Trail still needs a bit of work.
4. Work Dates: July 14 (Whitney); July 20 (Stefans); July 22 (Whitney).
5. Website: MS draft notice asking people not to clear/mark their own trails on town owned land.
6. Mountain Bike Trails: Discussion about designating specific trails for mountain bikes. Consensus was that this is not high on LSC priority list.
7. Safety: Safety section to be incorporated into LS handbook. Various AHA’s available to work from. Safety gear from chain saw use not purchased (it will be required but will be byo. LSC voted to purchase hard hats for chain saw spotters, if none are available from DPW.
8. FY budget: ended FY year with a \$58 balance. Much pressure treated lumber purchased. Hand held radios not purchased. Motion made to purchase three hand held radios for \$100 approved.
9. Trail Naming: Need to talk with ConCom about policy for naming trails. LSC We has previously approved trail names at Peppercorn and “Poirier path” at SWF. Do we need a trail log??
10. Land Stewards: MP volunteered to be the steward for Howarth Glen. Someone may be interested in being steward for Whitney West.
11. Eagle Scout Projects: small gifts of recognition (not to exceed \$25) approved. List of scout projects to be added to website (there are about 10proejects to list). MP to do GIS map showing project locations.
12. Thank you gift (\$25 gift certificate) to Mr. Howarth for help transport the supplies for the Whitney boardwalk was approved. The 16 ft. long boardwalk was constructed with help of Americorp Crew and several volunteers on June 30.
13. Memorial bench policy: Copies of Acton policy provided fro discussion. Discussion to continue at next meeting.
14. Forest Management Policy: The policy was approved by ConCom.
15. U Mass Forestry Students: Tom J. coordinating with Paul C. of U Mass.
16. Forest Conference: Saturday September 28. Any attendees from LSC to pay registration fee with their own funds.
17. Stefans: Idea of constructing artificial barn swallow nesting habitat on the west parcel suggested by MP. Possible scout project? MP to research possible designs.

18. Whitney East: Discussion about whether or not to maintain small field along trail as field habitat. Suggestion made by MP to plant a white oak (which is being grown from a seedling collected from underneath the large white oak at Stefans) in the field as part of Whitney dedication this fall. Decision on how to maintain the field was deferred until after a site visit could be held.
19. SWF: The farm has new owners (Lam family). Introductory meeting/ site walk with them (and SVT) scheduled for July 24.

Meeting adjourned at 9:15 pm.

**Land
Stewardship
Committee
MEETING
MINUTES**

August 1, 2013

Nipmuc High School Gathering Room

Marcella Stasa, William Taylor, Cathy Taylor, Matthew Bachtold (left at 8:20), Scott Heim (arrived at 8PM)

- 1 Ms. Stasa called the meeting to order at 7:30 PM.
- 2 The committee discussed the Land Stewardship Handbook and role of land stewards and
- 3 identified the following: monitoring and reporting on conditions of a property; picking up trash;
- 4 reporting illegal activities to the appropriate authorities (similar to the state's Park Watch
- 5 program); and noting work that needs to be done when walking a property. Ms. Stasa will send
- 6 out a draft of a Land Stewardship manual in the next few days.
- 7 The findings from the site walk at Stefans Farm of the town-owned access off of Orchard Street
- 8 to the property were discussed. The town-owned access appears to provide reasonable access to
- 9 the property – there are no significant grades and there are not wetlands. There is one crossing
- 10 over an intermittent stream that would require the construction of a culvert.
- 11 There was a discussion about the sign issue at the trailhead on Howarth Drive at the cul-de-sac -
- 12 the tree-mounted sign keeps getting torn down. Mr. Penko sent some information to Ms. Stasa
- 13 about a post-mounted sign (a sheath that can be slipped over a post) that, if installed with
- 14 cement, appeared to be more vandal resistant. A motion was made to spend up \$40 for the
- 15 materials needed for this type of sign - the sheath, a post and cement – and it was seconded, and
- 16 approved unanimously.
- 17 There was a discussion about needing signs on the west side Whitney Conservation Area to
- 18 direct horse riders down the southerly trail to Warren Brook Watershed Conservation Area. A
- 19 motion to spend up to \$30 for signs directing horse riders was made, seconded and approved
- 20 unanimously.
- 21 There was a discussion about replacing the sign at the Crockett Street parking lot for Peppercorn
- 22 Hill Conservation Area. It was estimated that it would cost \$250 to replace the sign. The
- 23 following options for replacing the sign were identified: request the money from the
- 24 Conservation Commission, possible Men's Club project, or possible Boy Scout Eagle project. It
- 25 was agreed that the first step in replacing the sign was to decide whether to standardize signage
- 26 across all of the town's properties, which would be in part determined by whether the town was
- 27 awarded the signage grant from the Recreational Trails Program. It was decided to defer a
- 28 decision until the outcome of the grant application was known.
- 29 Ms. Stasa reminded everyone that a workday was scheduled for August 24 from 9-11 at Howarth
- 30 Glen.
- 31 The committee schedule another workday for September 15 from 9-11 at Stefans Farm to clear
- 32 brush from the stone walls in the fields, install the mirrors, and apply herbicide to invasive
- 33 plants.
- 34 The committee acknowledged the generous donation of 300-400 gallons of bottled water to the
- 35 community garden by Milford Hospital (the hospital's emergency supply that had passed its
- 36 "good through" date.) The committee also thanks Selectmen Picard for arranging the donation
- 37 and Derek and Nancy Lowry, Richard Robinson, Matthew Bachtold, and Marcella Stasa for
- 38 picking the water up from the hospital and delivering it to the community garden.
- 39 A motion to accept the meeting minutes from the April, May and July meetings was made,
- 40 seconded and they were accepted with one abstention.
- 41 The meeting adjourned at 9:15 PM.

Meeting Minutes – Upton Land Stewardship Committee

September 5, 2013

Nipmuc HS Gathering Room; 7:30 pm

Members Present: Matthew Bachtold, Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor

1. Stefans Farm (Ryan Flodstrom, Eagle Scout project). Ryan is planning to build a boardwalk on the outer loop trail, west of upper field. He worked independently with no recent communication with the LSC. He needs to finish project by end of September. Permit or approval needed from ConCom. LSC is preparing NOI for multiple projects at Stefans, including Ryan's. Ryan will haul materials to site this weekend but not construct until he meets with BOS and gets ConCom approval.
2. MS to work on project guide or checklist for boy scout projects. In general communication with scouts has been excellent.
3. Goss Pond: Meeting with BOS, Goss Pond residents, and LSC scheduled for September 17th. Existing landscaping off Green Lane is on town land: LSC voted 5:0 to allow owner to maintain the landscaping. Discussion about location of future kiosk and plaque honoring the Henderson family. LSC preferred it to be near road, perhaps a mini-kiosk. There was concern about vandalism if it was not visible from the road. Discussion about the historic chimney, which is on private land. BT to talk with Historical Commission about its significance. Possibly of negotiating an easement deed with land owner to preserve the chimney discussed. Motion made to investigate the option of preserving the chimney using a land swap or easement deed. Approved 5:0. LSC will consider adding a loop trail to the existing Goss Pond trail system. A small boardwalk is needed for a wetland crossing on the existing trail.
4. LSC Handbook: MS emailed committee a draft of the handbook for review. Safety guidance is also needed. MP previously provided AHA's (activity hazard analysis).
5. Stefans trail project: work on NOI underway.
6. Stefans (Orchard Street access): MP suggested the LSC develop a plan to access property from frontage the town owns on Orchard Street. A stream channel/ravine crossing would be required. MP to investigate further. Probably too late to develop a proposal for the 2013 fall town meeting. Consider eventually applying for CPA funds.
7. Whitney: LSC to contact Greg Trussel (local landscaper) regarding landscaping options for the parking area.

Meeting adjourned at 9:50 pm

Meeting Minutes – Upton Land Stewardship Committee

October 4, 2013

Nipmuc HS Gathering Room; 7:35 pm

Members Present: Matthew Bachtold, Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor; Cathy Taylor

1. Historical Commission Cultural Council Grant Application: CT is preparing grant application for filmmaker Ted Timmerman to make a film about the Upton Chamber, and stone features on Pratt Hill and perhaps elsewhere in town. She requested a letter of support from the LSC. Motion made and approved 6:0 to send a letter of support to the Cultural Council. MS authorized to finalize the letter.
2. Community Garden: Milk crates need to be returned. MB to call Ken Picard. MS and BT to fill a bed and plant with garlic this fall. Possible construction of an additional elevated bed in 2014 discussed (fill with loader not by hand!). One bed was being top-dressed with raw compost this year and a gardener complained. LSC took no position on this issue. Mike to mow parking area. Glen B. donated and delivered 3 CY of topsoil.
3. LSC Handbook: content of handbook discussed, including safety issues.
4. Recruiting Land Stewards: stewards currently are appointed only for Warren Brook and Howarth Glen CA's. Need to work on a communication policy. Monthly email reports, keep tally of volunteer, contact LSC with problems, etc.
5. Goss Pond: MS met with BOS and Green Lane abutter (Foley). Overall meeting went well. Selectmen Fleming to meet on site with Foley and other abutters.
6. Recreational Trail Grant: Upton awarded grant for the Kiosk/Signage project. Congratulations MS!
7. Stefans Farm: Work date scheduled for November 9, at 1 pm.
8. Stefans: The Ryan Flodstrom, Eagle Scout project boardwalk has been completed. Discussion on how large recognition sign/plaque should be? Signage from a previous scout project (Gruber) is satisfactory.
9. Whitney CA Parking Area: MP obtained cost estimates to install guard rails to delineate the parking area (\$1964 from Miller Fence and ca. 3,000 from Ideal Fence). Site visit/Posted meeting scheduled at Whitney for 2pm on October 12 to make a decision on how to delineate the parking area.
10. Stefans: Several volunteers worked to clear a section of hedge row between the large field and field to north.
11. Stefans: MP presented initial alternatives analysis to improve vehicular access. MP to continue the planning process.
12. Stefans: Recreation Trail Grant: MS has asked for an extension that would allow LSC to complete construction in 2014.
13. Howarth Glen CA: The existing Warren Brook bridge has no rails. It is about a 4-5ft. maximum drop (code is 42"). BSTR funded bridge and did not want rails (horses are afraid of them). BT to research issue.

Meeting adjourned at 9:52 pm

Meeting Minutes – Upton Land Stewardship Committee

October 12, 2013

Whitney Conservation Area/147 North Street; 2 pm

Members Present: Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor

Attendees for part of the meeting: Bob and Michelle Potheau

1. The Committee met on site to discuss possible enhancements to the Whitney Conservation Area trail and the parking Lot off North Street.
2. Parking Lot: Committee agreed there was a need to demarcate the parking area to prevent vehicles from parking on the trail and to avoid encroachments on private property. The following alternatives were considered to delineate a ca. 64 ft. wide parking area: pressure treated guard rails; boulders, timbers placed on ground, concrete “bumpers”, and a rope barrier. After considerable discussion the committee decided to use boulders. MS will ask Jeff Thompson (DPW director) if his crew can move boulders from a stockpile located at Stefans Farm to the Whitney CA. The Potheau’s offered to use equipment they have on site to place the boulders as directed by the LSC. The Potheau’s will also widen the parking area slightly (removing a few feet of lawn) and top dress it with slate colored gravel.
3. Stone Wall Maintenance: Over the years some large stones have been displaced from the stone wall along the south side of the property and lie along the base of the wall. The Potheau’s agreed to try to place these stone onto the top of the wall.
4. Fencing: All agreed that a wire fence along the trail was a good idea. The Potheau’s would like to install the same style of fence used by the LSC on the west side of North Street and use the same vendor to install the fence. The LSC was amendable to this idea. There was discussion about the height of the fence (4 or 5 ft.), but no decision was made. The alignment of the fence also needs to be finalized, particularly where it would cross near the septic system, and near the parking area.
5. Plantings: The Potheau’s are planting some evergreens along the trail easement as a visual screen.

Meeting adjourned at approximately 3:45 pm

Meeting Minutes – Upton Land Stewardship Committee

November 7, 2013

Nipmuc High School Gathering Room: 7:35 pm

Members Present: Scott Heim, Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor, Cathy Taylor

1. Peppercorn CA: Milford Boy Scout troop wants to camp at Peppercorn. Motion to allow campout seconded and approved. Cub Scouts will be doing their annual cleanup at Peppercorn this coming Sunday.
2. Work Dates Scheduled: Goss Pond – Nov 9; Warren Brook – Nov 17; Stefans – Dec 8.
3. Town owned parcel north of WBCA: Based on recent GPS work, need to reroute trails onto town property in a couple of locations. A forest cut is planned on adjacent private property.
4. Goss Pond: Trail work – MS and BT met with BOS and abutter. LSC has go-ahead to cut in trail off of Green Lane. BT to research history of cabin site and chimney and contact Historical Commission. The chimney is on private land. MP thinks easement deed could be a mechanism to protect the chimney.
5. Whitney CA: Boulders to delineate the parking lot have been installed on the easement. The work was accomplished by Greg Trussel (Plowman Landscaping) at a cost of \$650. Trussel is available to do more work for LSC.
6. Eagle Scout Project Checklist: Draft prepared by MS (email her review comments).
7. Stewardship Checklists: MP prepared sample checklist for Peppercorn/Snow CAs. It includes a list of completed O&M projects and outstanding issues. The thought is to do checklists for each property the LSC manages.
8. Kiosk Design and Interpretive Panels: Initial thoughts on design discussed. Text needs to be developed for the panels. The Trails Grant included Heritage Park so Historical Commission input is needed. MS and WT are taking pictures of kiosk and panel locations for coordination with MA SHPO (a grant requirement).
9. Managing Cultural Resources: MS to meet with Historical Commission regarding best practices to maintain cellar holes and stone walls.
10. Snow Plowing: Discussion about how to accomplish snow plowing at the Stefans and Whitney parking areas. Options include DPW, private contractors hired by DPW, and private contractors hired by LSC. First step is to have LSC or ConCom contact DPW through Town Manger.
11. Stefans Community Garden: MB is moving to Uxbridge and the LSC will need to find a new manager for the garden in 2014.
12. Peppercorn CA: MP to research options to replace the Crockett Rd. sign. Sunshine Sign of Grafton is a possible vendor.
13. Motion to approve September 5 and October 4 meeting minutes seconded and approved.

Meeting adjourned.

Meeting Minutes – Upton Land Stewardship Committee

November 23, 2013

Fire Station Training Room: 2:32 pm

Members Present: Matthew Bachtold, Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor

Others Present: Chris Scott (ConCom Chair), Bob and Michelle Potheau

1. Motion to approve October 12 meeting minutes seconded and approved.
2. Whitney CA Parking Area
 - a) BT: Summarized October 12 meeting.
 - b) MP: Explained that landscaper was hired to install the boulders from Stefans because DPW did not respond to LSC request for assistance. Use of boulders from Stefans had been agreed to at the October 12 meeting.
 - c) MP: The parking lot is 78 feet wide...proposed reducing width by about 10 - 12 ft so it was not so close to the Potheau's structure. 78 ft. is wider than needed for target capacity (6 cars)
 - d) BP: Rejected proposal to reduce width...he is entirely opposed to use of boulders to delineate the parking area. He said the boulders from Stefans are too small, unsafe, unaesthetic (scarred), and obscure view of the nearby boundary wall.
 - e) BP proposed removal of the boulders and use of a rope barrier to delineate the parking area.
 - f) MP: Rope barrier was considered as an alternative and could be reconsidered. There is an example of a rope barrier in Concord MA (MP will take pictures of it).
 - g) BP: Suggested using old telephone poles for the posts.
 - h) BT: Asked if Potheau's were still thinking about building fence beyond (to east) of the parking area. Answer: yes, and they will also widen the driveway entrance a bit
 - i) BT: Perhaps Dave H. could install pressure treated posts for a rope barrier (Dave H. installed the SWF pasture fence).
 - j) BP: Rope 30" high?
 - k) MP: LSC needs to investigate safety of rope barrier for horses (contact BSTR).
 - l) BP: Pleased with drainage LSC installed for the parking area.
 - m) BT: More info needed before LSC can decide on whether or not a rope barrier is appropriate. It might be possible to hire Dave H. to install posts before winter. LSC may be able to make a decision regarding the parking area at the next meeting (December 5).
 - n) BP offered to dispose of the boulders off-site (they have commercial reuse value).
 - o) MP: would like to see at least ½ transported back to Stefans in exchange for relinquishing the remainder.
 - p) BP: provided nine (9) pictures of the parking area for the record.
3. Meeting adjourned at 3:25.

Meeting Minutes – Upton Land Stewardship Committee

December 5, 2013

Nipmuc Media Center: 7:30 pm

Members Present: Mary Overholt, Mike Penko, Marcella Stasa, Bill Taylor

Others Present: Bob and Michelle Potheau

1. Motion to approve November 7 and November 23 meeting minutes (as corrected) seconded and approved.
2. Whitney CA Parking Area
 - a) Safety of Rope Barrier: two conflicting opinions from horse experts (i.e. safe and not safe). MP not in favor of rope barrier regardless of safety opinions. BT – his research indicates a chain link fence is not safe.
 - b) Existing Rocks: BP restated his position that he doesn't want "small rocks". He wants 3-4 ft. dia. boulders spaced at 8 ft. centers. MP presented histogram of heights of the existing boulders. The median height is 14". BT – thinks we may have installed too many rocks.
 - c) Other alternatives discussed: guardrail (BP not in favor), car stops, and logs. MP proposed reducing length of parking area to ca. 68 ft. (adequate for 6 cars), using the largest available boulders spaced at a wider spacing. BP indicated he would think about this alternative. BT – perhaps Upton DPW could transport excess boulders back to Stefans.
3. Land Stewardship handbook: MS asked for comments on draft.
4. Eagle Scout Checklist: BT suggested having a Scout or Scout leader look at it.
5. Project Spreadsheets: to be worked on at a future meeting.
6. Signage Grant: waiting for SHPO approval of proposed post-hole locations.
7. Work date: Stefans, Sunday December 8 at 1:00.
8. Snow removal (Stefans and Whitney): contractor estimates discussed; at this time DPW unwilling not to help out. Motion to expend up to \$500 to plow the Stefans lot seconded and approved.
9. Peppercorn: MS meeting with HC on December 17 to discuss cellar hole maintenance. DCR has best management practices to consider; Glen Echo schoolhouse foundation (District 6) at risk from tree falls.
10. Peppercorn Sign: estimate from Sunshine sign discussed. Ca. 2 k for aluminum sign and posts, 1200 for just the aluminum sign, 700 for fiberboard sign with posts. Should be called a "Conservation" or "Recreation" Area? Use Whitney format, but eliminate the "wheat" detail or replace it with oak leaves. MP to get price.
11. Stefans: Steve Foye passed away last month. MP to research Orchard St. access in early 2014.
12. Meeting adjourned at 9:30.