Attending:
Peter Carson, Peter Cunningham, Bruce Easom, Al Futterman, Ray Jackson, Don Klein, Steve Meehan, Bill Rideout, Joan Wotkowicz

The Treasurer called the meeting to order after a brief delay for a quorum.

Review of Moving Together Conference
Peter Cunningham and Bill Rideout attended the 2013 conference and connected with several of the people we will be dealing with.

Abutter Outreach Letter
We edited the current draft. Joan Wotkowicz will circulate a new draft to the committee. It is our hope that Bob Hargraves will be able to participate when we meet with abutters so he can speak from his experience.

Update on Environmental Insurance Legislation
Peter Cunningham learned that the amendment is still in committee. It is expected to get reported favorably, advance to the Ways and Means committee, and then go for a vote. Peter think there are no issues but progress is slow because the amendment is not a high priority.

DCR Update
Peter Cunningham is still in contact with DCR and continuing to wait.

Membership Subcommittee Report
Pete Carson is looking at using an Access database with a membership template. Joan Wotkowicz questioned if Excel would be sufficient. We could start with Excel and then port over. Frequent backups will be important.

We questioned whether income from membership dues is worth the work of membership maintenance, as we mostly need money up front. We considered other benefits of memberships.

Fundraising Plans
In an email dated Sunday 11/17/2013, Bill Rideout circulated a first draft of a fundraising letter along with a sample document from Wachusett Greenways.

PLEASE READ THE DRAFT FUNDRAISING LETTER AND BRING COMMENTS TO OUR NEXT MEETING.

We discussed the idea of contributor names on a bench for the $1000 level.

Permitting Plans
Bruce Easom presented a wetland map of Townsend and pointed out jurisdictional areas (wetlands and riverfront areas). Working with the Conservation Commissions, we will need to address each instance of the trail crossing a jurisdictional area. Also, road crossings and parking will have to go through the Planning Boards.

Upon receipt of a letter from DCR, we will request a pre-project meeting with the Conservation Commissions. We will need to post this as a public meeting. We will not actually be doing "work in the resource," so we will not have to file a Notice of Intent.

Bruce pointed out that the lease agreement with MBTA should specify who has responsibility for emergencies, such as flooding caused by a blocked culvert. Peter Cunningham will ask Tom LaRosa of DCR to advise.

Financial Report
Bill Rideout circulated a summary of our finances. A motion passed unanimously to reimburse Bill $93.50 for expenses (Moving Together Conference, corporate filing fee for MA Secretary of State).
Review of October 17 Meeting Minutes

A motion to accept the minutes with corrections was approved with one abstention.

Other Business

We owe a status report to the Community Foundation of North Central Massachusetts by January 15, using the online AGF form. Joan Wotkowicz will start a draft summarizing our progress, including a commitment letter from DCR.

Next Meeting

Squannacook Greenways will hold our next rail trail meeting on Wednesday, January 8 at 7:00 P.M. at the NRWA.

Respectfully submitted,

Joan Wotkowicz
Clerk
Squannacook Greenways, Inc.