

**Minutes**  
**Town of Norton Alternative Transportation Committee**  
**Wednesday, October 16, 2013 at 6:00 PM**  
**Town Hall Break Room**

Present:

Members:

Cybulski, Don

Holman, Scott

Kollett, Linda

Ebert-Zawasky, Kathy

Kenter, Karen

Ollerhead, Sandy

Guests:

Bill Napolitano

SERPDD

Jackie Schmidt

SERPDD

Mike Yunits

Town Manager

Tim Giblin

Board of Selectmen

Robert Kimball

Chair, Board of Selectmen

Beata Schmid

- I. Karen Kenter called the meeting to order at 6:00 PM.
- II. Information from the Town Manager and Board of Selectmen. (Mike Yunits, Tim Giblin, Robert Kimball)
  - A. The clerk of the committee must record key points from the meeting. Included are the maker and seconder of motions and the vote. If not unanimous, yays and nays must be listed by name. The order is motion, second, discussion, vote.
  - B. Meetings must be posted 48 hours in advance.
  - C. The agenda should be kept general and should include old and new business.
  - D. If an open session is desired it must first be brought to a vote of the board. This allows the general public to speak at the meeting.
  - E. Only approved minutes appear on the web site. It is OK for Rail Trail minutes to stay on the site.
  - F. The Board of Selectmen like reports on progress. This can be given to them directly or through Mike Yunits
  - G. Press releases are fine. They can be given to the Selectmen to announce.
  - H. If the chair is absent, the vice chair runs the meeting.
  - I. Further items of discussion:
    - 1. Norton can do a joint application with Mansfield for federal funds.
    - 2. Norton is only responsible for the parts of the trail within the town.
    - 3. Mike Yunits will contact Mansfield Town Manager Bill Ross for contact information regarding the Mansfield trail.
    - 4. The Route 123 project may begin in 2017-2018.
    - 5. The path crosses Arrowhead Village land. This will have to be dealt with. The Town of Norton is responsible for liability.
    - 6. Emphasis is on public safety. There are several problem areas to be dealt with.
    - 7. Mike Yunits will check on the possibility of a town bylaw against hunting on the trail. Bill Napolitano will check with State Parks and Recreation to see how they handle hunting.
    - 8. Parking needs to be considered.

9. To raise money the committee will need to establish a revolving fund through the Board of Selectmen. Copies can be made at no cost at Town Hall. Stamps need to be officially requested.
10. All efforts at public outreach for grants must be documented and kept in one file or binder

III. Acceptance of Minutes – there were no official minutes to accept.

IV. Election of Officers

- A. There was a motion by Karen Kenter, seconded by Scot Holman to nominate Sandy Ollerhead as chair of the committee. The motion passed. Unanimous.
- B. There was a motion by Linda Kollett, seconded by Don Cybulski to nominate Karen Kenter as vice-chair. The motion passed. Unanimous.
- C. There was a motion by Kathy Ebert-Zawasky, seconded by Karen Kenter to nominate Linda Kollett as clerk. The motion passed. Unanimous.

V. Old Business

A. Updates

1. Scavenger Hunt. There have been three submissions so far. Publicity is out and it has gotten attention. The Selectmen offered to announce it at their meeting.
2. Soccer Family Day. Fliers and FAQ sheets were handed out. Concerns included hunting on the land and vandalism. It was noted at the meeting that Mansfield are not aware of any big vandalism issues on their trail.
3. Publicity
  - a. Norton Cable. It was a rainy day, but some footage was shot. There is also footage of the Girl Scouts walking the trail.
  - b. *Norton Mirror*. Interview with Sandy and Karen should be in the Friday paper. It may also appear in the Mansfield edition.
  - c. *Sun Chronicle*. A reporter was present at the meeting (10/16/13).
  - d. *Globe South Weekly*. This had a small article about the committee appointments.

e. Flier/Poster Distribution.

- i. Poster locations include Quik Stop, Aubuchon, Gold's Gym, Roche Brothers, Haskins, and a few other places. A poster will be placed in the library.
- ii. Kathy Ebert-Zawasky will contact Wheaton to print more posters.
- iii. Jackie Schmidt will let Kathy know how many posters she can print at SERPDD
- iv. Sandy Ollerhead will distribute fliers at Touch a Truck
- v. Denny Goodrich is distributing fliers at the Attleboro Farmer's Market
- vi. Other suggestions included the Open House at the Fire Station on 10/26/13 and the JCS Fair on 10/20/13

VI. New Business

A. Grant Applications with Jackie and Bill

1. Jackie Schmidt deals only with federal funding. There are other funding sites for competitive grants for smaller amounts of money.
2. There are state Recreational Tract grants where the match can be in kind service. These are regional grants in the range of \$5000-10,000. They can be used to leverage other funds. State review results in a lag after application.
3. Federal Grants generally include 80% of construction costs with an additional 20% from the state. The application to MassDOT must come from the Norton Selectmen or the Town Manager.
4. CDs with grant information were distributed and additional copies may be made. Jackie Schmidt is looking for input on the CDs, including suggestions for improvement.
5. The first step is to fill out the appropriate application form on the CD. The committee will meet with Mike Yunits to talk about the form. Bill Napolitano will send a sample form from the Wareham application and SERPDD can assist in the process.
6. Bill Napolitano distributed background information and it was suggested that the committee do some on line research for agencies that give grants for bicycle trails. One suggestion was People for Bikes, who give \$5000 to \$10,000 grants.

B. Other Discussion

1. A Public Information Session was suggested. It should be designed to provide background information on the project and solicit suggestions that might be incorporated into the design. It was decided that this might be held in March 2014. There was some discussion about whom to invite and there was consensus that it should be an open invitation. There was also some discussion about sending out written invitations to all abutters.
2. Sandy Ollerhead will talk with Mike Yunits about a co-submission with Mansfield and joint submissions are the best. Mansfield will also be asked to send a representative to the ATC meetings.
3. It is not yet time to apply for grants, but it would be a good idea to begin to research them

VII. Adjournment

There was a motion by Linda Kollett, seconded by Kathy Ebert-Zawasky to adjourn the meeting. The motion passed. The vote was unanimous.  
The meeting adjourned at 9:00 PM

Respectfully submitted,

Linda S. Kollett, Clerk