

Southborough Trails Committee

Meeting Minutes

Meeting Date: Thursday, Nov 13, 2025

Meeting Time: 5:30 PM

Meeting Location: Virtual Meeting, <https://www.southboroughtown.com/remotemeetings>

Meeting Called by: Kathryn McKee

Note Taker: Satyendra Sharma

Attendees: Kathryn McKee, Satyendra Sharma, William Warren

Absent: Tom Marcoulier

Visitors: None

1. Call the meeting to order - Meeting started at 5:30- PM

Roll call - Satyendra Sharma –present, William Warren-present and Kathryn McKee – present.

2. Approve Minutes from 10/2/2025, 10/7/2025 and 11/6/2025

- Will take up in next meeting.

3. Peninsula Trail Phase I, MassTrails grant, project update: signage and grant extension, paving

- Updated signage quote from Fossil has been received.
- Signage document was reviewed for kiosks and signage.
- Fossil bid doc was reviewed
- Delivery receipt location options – shed or DPW storage – to be confirmed.
- Mass Trail attribution on the sign – need to get info from them
- Draft text for Trails sign design/ content will be worked upon.

4. Peninsula Trail Phase II

- Reviewed draft bid documents
- Bid open date moved to Wednesday, 12/10/2025 at 11:00 AM
- Pre-bid meeting with Beals at Monday, Nov 24, 2025 at 11:00 AM onsite

5. Committee business related to maintenance, trail abutters, website, policies

- Trail Maintenance - Budget – J&J mowing contract – need to give mowing map for FY 2026/FY 2027

6. Schedule next meeting

- Thursday, November 20, 2025 at 7:30 PM

7. Adjournment

Motion to adjourn meeting -moved the motion by Will Warren, Satyendra Sharma– seconded.

Roll Call – Satyendra Sharma – yes, Will Warren, Satyendra Sharma – yes and Kathryn McKee – yes. Motion approved 3-0.

Meeting adjourned at 6:36 PM

Documents Shared During the Meeting:

Fossil Sign Quote

To: Kathryn Mckee
Southboro Trails Committee
17 Common St.
Southborough, MA 01772

Phone#: 508-479-0971

Fax#:

Account Executive: Rhiannon Andrews

ID #: 1110091.01

Tag Name:

| Part Number | Qty | Description | Each | Ext |
|-------------|-----|--|----------|----------|
| | | Trailhead Wayfinding / Regulatory Signage | | |
| E12-12-T4 | 2 | 1/2" Exterior CHPL Graphic. Panel Size: 36"H x 48"W 4 Threaded Inserts w/ Tamper Resistant Bolts. | 907.00 | 1,814.00 |
| UDGE4 | 2 | Upright Double Post (90 Degree). Even Mount with 4 Mounting Brackets. - Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available). | 829.00 | 1,658.00 |
| | | Interpretive & Historical Signage Peninsula Trail | | |
| E12-06-T4 | 2 | 1/2" Exterior CHPL Graphic. Panel Size: 24"H x 36"W 4 Threaded Inserts w/ Tamper Resistant Bolts. | 467.00 | 934.00 |
| CDG224 | 2 | Double Cantilever Pedestal (45 Degree). - Graphic Height: 24". Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available). | 681.00 | 1,362.00 |
| E12-06-T4 | 1 | 1/2" Exterior CHPL Graphic. Panel Size: 24"H x 36"W 4 Threaded Inserts w/ Tamper Resistant Bolts. | 467.00 | 467.00 |
| SPG1212 | 1 | Single Post Pedestal (12" x 12" Mounting Plate at 45 Degree). - Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available). | 265.00 | 265.00 |
| | | Interpretive & Historical Signage Boroughs Loop... | | |
| E12-03-T4 | 2 | 1/2" Exterior CHPL Graphic. Panel Size: 18"H x 24"W 4 Threaded Inserts w/ Tamper Resistant Bolts. | 247.00 | 494.00 |
| SPG1212 | 2 | Single Post Pedestal (12" x 12" Mounting Plate at 45 Degree). - Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available). | 265.00 | 530.00 |
| | | | | |
| 99810 | 1 | COLOR SAMPLE: (8" x 10" x 1/8") CHPL. Created from Client Provided File. -Used in production for color matching and resolution. -Cost includes shipping Sample. See File Prep Guide for More Information. | 40.00 | 40.00 |
| 96304 | 21 | Design & Production - Per Hour Estimate | 200.00 | 4,200.00 |
| | | Alternate Shipping Cost if Lift Gate Required for Delivery: *Only Panel Shipment would Require Lift Gate | 1,596.00 | 0.00 |
| | | | | |



FOSSIL INDUSTRIES, INC.
44 Jefrym Boulevard
Deer Park, NY 11729
800-244-9809 631-254-9200
Fax: 631-254-4172
www.FossilGraphics.com

QUOTE F92189

DATE: 11-10-25

PAGE: 2

All FOSSIL graphics feature 12-Color HD Printing and our Fossilized Surface®.

Subtotal: \$11,764.00

Digital files must conform to Fossil File Prep Guidelines (FossilGraphics.com).
Electronic layout proofs provided at no charge.

Subtotal: 11,764.00

Features are indicated in Part Numbers:

“-P” = Custom Shape; “-T” = Threaded Inserts; “-D” = Double Sided; “-H” = Holes; “MURAL” - Indicates panels built to go directly beside another panel.

Shipping: 1,412.00

0 %Tax: 0.00

TOTAL: \$15,170.00

Shipping to zip code: 01745. Estimate based on destination being a Business that has a forklift on site. Shipping charges include packaging and insurance.

Deposit Due: 0.00

Quote valid 90 days. Order produced under our standard Terms and Conditions of Sale (FossilGraphics.com/terms). For installation info or to determine best thickness of graphic to meet your requirements (FossilGraphics.com/guide).

After Delivery Amount Due 13,176.00

TERMS: Purchase Order / Balance Net 10 After Delivery

Please sign as your authorization to produce: _____ / _____ / _____