

## **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
		<b>Trailhead Wayfinding / Regulatory Signage</b>		
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
		<b>Interpretive &amp; Historical Signage Peninsula Trail</b>		
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
		<b>Interpretive &amp; Historical Signage Boroughs Loop...</b>		
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. <b>Created from Client Provided File.</b> -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
		<b>Alternate Shipping Cost if Lift Gate Required for Delivery:</b> *Only Panel Shipment would Require Lift Gate	1,596.00	0.00



FOSSIL INDUSTRIES, INC.  
44 Jefryn Boulevard  
Deer Park, NY 11729  
800-244-9809 631-254-9200  
Fax: 631-254-4172  
[www.FossilGraphics.com](http://www.FossilGraphics.com)

**QUOTE F92189**

**DATE: 11-10-25**

**PAGE: 2**

[illegible]

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](http://FossilGraphics.com))  
Electronic layout proofs provided at no charge.

**Subtotal:** 11,764.00

Features are indicated in Part Numbers:

**Shipping:** 1,412.00

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

**0 %Tax:** 0.00

**TOTAL:** \$13,176.00

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](http://FossilGraphics.com/terms)). For installation info or to determine best thickness of graphic to meet your requirements ([FossilGraphics.com/guide](http://FossilGraphics.com/guide)).

<b>After Delivery Amount Due</b>	13,176.00
----------------------------------	-----------

**TERMS:** Purchase Order / Balance Net 10 After Delivery

**Please sign as your authorization to produce:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_