

Milford Upper Charles Trail Maintenance
Memorandum of Understanding (MOU)
Rev. 3 (July 2024)

WHEREAS as part of the Federal/State construction funding application and the State's Urban Self-Help Land Acquisition grant application, the Town submitted a maintenance plan which identified the Parks Department and Highway Department as the Town agencies responsible for long term maintenance of the Milford Upper Charles Trail, and

WHEREAS upon completion of the 6.5-mile Trail and having experienced 16 years of maintenance, it was decided to re-define primary maintenance responsibility to the Parks Commission. , and

WHEREAS trail maintenance tasks require participation from the Friends of the Milford Upper Charles Trail (a 501c3 non-profit organization) [the Friends], the Parks Department, the Highway Department, and the Police Department,

THEREFORE, all parties agree to:

1. The division of responsibility as set forth in the Maintenance Task Responsibility Matrix included herein as Attachment 1.
2. Execution of the tasks as set forth in Attachment 1 shall be based upon the judgment of the particular Department Head in his/her management of the day-to-day operations of their department and within the funding appropriated by Town Meeting. Tasks performed by the Friends will be determined by the Friends consistent with funds raised.
3. The tasks that are the primary responsibility of the Friends, and participation in the execution of other tasks, are subject to the availability of volunteers and suitable equipment, and the resolution of applicable liability issues.
4. The Friends shall designate a contact person from their organization who will be the sole interface with the Parks and Recreation Administrator for all maintenance related issues.
5. Maintenance issues identified by the Friends that are outside their scope of responsibility shall be directed to the Parks and Recreation Administrator and Highway Surveyor for resolution.
6. The Parks and Recreation Administrator and the Highway surveyor shall collaborate and coordinate work assignments consistent with their respective budgets and resources.
7. The Parks and Recreation Administrator shall be the sole interface to the Police Department for Flashing Beacon maintenance.

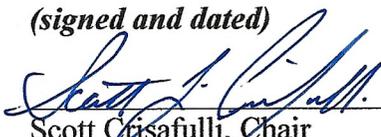
8. The Parks and Recreation Administrator and the Highway surveyor shall collaborate and perform a Comprehensive Maintenance Assessment every two years and issue a report.

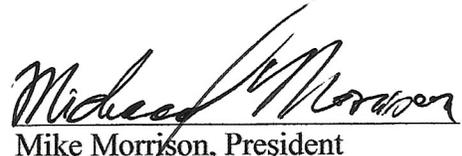
(Reference for Guidance: Milford Upper Charles Trail – Comprehensive Maintenance Assessment Report 09-2018. *E-Copy Available at www.milfordma.gov* > Departments>Planning and Engineering>Milford Upper Charles Trail

9. The Parks Commission shall be the custodian of this agreement as may be amended.

This agreement may be amended by the unanimous signed approval of the signatories. Any of the signatories, on behalf of their represented agency, may opt out of this agreement at their sole discretion upon written notification of same to the other signatories.

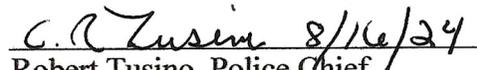
(signed and dated)

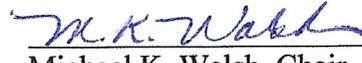
 8/17/24
Scott Crisafulli, Chair
Parks Commission

 8/15/2024
Mike Morrison, President
Friends of the Milford Upper Charles Trail

 8/13/24
Scott Crisafulli, Highway Surveyor
Highway Department

Police Department

 8/16/24
Robert Tusino, Police Chief


Michael K. Walsh, Chair
Select Board

Milford Upper Charles Trail Maintenance						
Memorandum of Understanding (MOU)						
Attachment 1						
Rev. 3 (July 2024)						
Maintenance Task Responsibility						
Task	Parks Dept.	Highway Dept.	Friends	Police Dept.	Comments	
Empty Trash Receptacles	X					
Mowing	X					
Edging	X					
Sweeping with Street Sweeper		X				
Periodic Clean Up Days			X			
Landscaped Areas Maintenance	X				SEE NOTE 1	
Graffiti Removal	X					
Drainage Maintenance		X				
Erosion Repair		X				
Road Markings at Crossings		X				
Tree Trimming	X	X				
Brush Control along the Trail	X	X				
Brush Control at Road Crossings	X	X			Critical Item: Safety Concern	
Invasive Species Control	X	X				
Doggie Station Maintenance	X					
Doggie Station Supplies	X					
Fence Repair	X					
Flashing Beacon Maintenance, as agreed upon by the Chief of Police.				X	As requested by Parks and Recreation Administrator	
Policing				X		
Bollards, Gates, and Lock Maintenance	X					
Pine Needles, Leaves, and Silt Removal	X					
Pavement Mile Markers & Stripping		X			Markers at 0.25-mile Intervals.	
Pavement and Shoulder Maintenance		X				
Root Encroachment		X				
Bench Maintenance	X					
NOTE 1: Landscaped Areas --- Commuter Lot Trail Head at Main St, Main St. Crossing at Dunkin Donuts, along the trail at the Louisa Lake Parking Lot, and Dilla St Crossing.						