

Next Level Trails Quarterly Report Template

Project Name: Historic Vernon to Muscatatuck Park
Grant #: NLT-02-08
Contact Information: Brad Bender – Project Manager - brbender@benderprojects.net
Report Date: 1st Quarter 2023 (Jan. 1-March 31, 2023)

Progress Report

(provide additional detail in Narrative Section below)

Timeline	Task	Status
<i>February and March 2023</i>	New Town Administration	<i>Completed</i>
“	Committee Meetings	<i>Completed</i>
“	Compile Past Project Documents	<i>In Progress (behind, on-time)</i>
“	Download NLT Guidance	<i>Completed</i>
“	Establish New Schedule	<i>Completed</i>
“	Letter and Conference to DNR	<i>Completed</i>
“	RFP sent to Design Firms	<i>Completed</i>
	Receive, review and score RFP from Design Firms	<i>On Schedule</i>
		<i>Behind Schedule</i>

Match / Grant Spend Overview

Category/General Description	Match Funds	NLT Funds
<i>Phase I: Land Acquisition – Appraisals</i>		
<i>Phase I: Design - Surveying</i>		

To date no funds have been drawn down or utilized for this project from either State or Local sources

Narrative Section

Progress since last report: Previous reports list work that has not been performed

Anticipated work next quarter (next steps):

Month 1: April Select, award and Notice to Proceed to Design Firm Contact Local Funding Stakeholders

Month 2: May Survey Design Environmental Contact Property Owners and other stakeholders

Month 3: June Design Environmental Geotech Archeological Utility Coordination Acquisition

Land Acquisition summary (attach parcel table if necessary): None at this time

Permitting/Environmental summary: None at this time

Design/Engineering summary: None at this time

Obstacles or hardships: The overall progress is behind schedule, many elements are starting from scratch.

Potential scope or budget changes: A time extension and modification for bid alternates

Information needed from DNR or external stakeholders? None at this time

Soundbite (How would you describe the current status of the project to local media or elected official in a few sentences?):

The overall progress is behind schedule, a newly elected Town administration is making every effort to get back on track.

One of the first steps was a Teams meeting held with DNR on March 16 that opened new lines of communication.

See minutes from that meeting for additional information.

Attach photos of any progress on the ground (DNR may use for promotional purposes as well as for monitoring progress).

None at this time