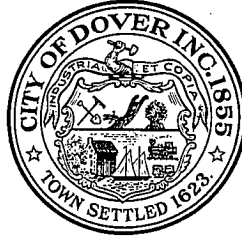


Bruce Woodruff
City Planner
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City of Dover, New Hampshire

Department of Planning & Community Development

Dover Community Trails Committee

Meeting Notes ~ March 9, 2010

- I. **Opening Remarks (Chair, Aviva Grasso) & Introductions**
- II. **In attendance:** Aviva Grasso, Bruce Woodruff, Ken Costello, Donald Michaud, Bryant Hardwick, Bradley Olsen, Michele Alexander, Cheryl Niles, Tom Fargo, Suzanne Meadows, Tony McManus, Charles Miner
- III. **Trail Update**
 - a. Woodruff – (see attached work plan and letter)
 - b. Olsen – Eagle Scouts project section (the 600 ft. section from Fisher St.) cleared, winter storm clean-up & tree removal to do, fill tie rivets, use of ATV approved for clearing. To coordinate with Doug to obtain gravel. May lay seed.
 - c. Meadows – litter removal in Fall under train bridge to be completed in Spring
 - d. Costello – completed walk through to assess Silver St. to Central Ave. (see attached work plan & pictures)
- IV. **Work group updates**
 - a. Formal trail work plan under development (Costello, Woodruff, Alexander)
 - b. Public Relations/Publicity (Grasso to connect with work group for update)
 - c. Fundraising/Grant Opportunities/Management Options (Fargo-see attached links to funding sources)
- V. **Discussions**
 - a. Creating a non-profit 501(c)3 utilizing model developed by other NH communities
 - i. Friends of the Dover Community Trail name proposed
 - ii. Further investigation of relationship between municipalities and established trail organizations to be explored by Fargo, Costello
 - iii. McManus to assist if decision is made to move forward with 501(c)3 status
 - iv. Fundraising opportunities with non-profit status (grants, sell 'spikes', etc.)
 - b. Clearing ties, refuse, fallen trees & brush
 - i. Grasso to connect with Dover Main St. re: adding urban sections to Dover Clean Up Day
 - ii. Prisoner assistance with clean-up and signs (Miner)
 - iii. Dover Community Services for rail tie and brush removal (Woodruff)
 - c. Councilman issue with 24/7 lights in tunnel
 - i. Engineering, Trail Design Committee & Current Committee support 24/7
 - ii. Grasso to provide formal committee response to concerns
 - d. Next Meeting – April 6th, 2010 at 6:00 p.m.

The Community Trails Program Project Work Plan

Trail Section: Fisher Street to Central Avenue.

Trail Section Description/Vision: This section follows the old rail bed, except for a section behind the Moore Business Forum Complex.

Associated Land Use Agreements:

- Moore Business Forum Complex (negotiations)

Work Completed:

- Half of this sections trail easement has been obtained from Moore Business Forum Complex.
- Trailhead parking and easement on former Macintosh College property is obtained.
- Clearing to open trailhead has been completed.

Work to Complete:

- Negotiate other half of trail easement with owner of Moore Business Forums Complex.
- Trail surface: Paved 10 ft. width, 2 ft. width gravel shoulders. Minor clearing and tie removal.
- Railings along path with steep side slopes & wetland areas behind Moore Bldg. (mill motif aluminum black 1st choice, wood rails 2nd choice).
- Crosswalk at Central Ave.
- Central Ave. and Macintosh College trailhead.
- Dawn to dusk hours of operation signage.
- Landscaping to break up long stretches of trail (desirable).
- Lighting at trail intersection near former Macintosh College.
- Maintain/use historic rail structures.
- Negotiate trail construction design behind Moore with owner (requires outreach)

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Silver Street to Fisher Street

Trail Section Description/Vision:

Associated Land Use Agreements:

- City-owned

Work Completed:

- Section has been mostly cleared.

Work to Complete:

- Trail surface: Paved 10 ft. width, 2 ft. width gravel shoulders. Tie and junk removal. Gravel sub-surface and maintenance dredge of former rail bed swales to improve drainage
- Dawn to dusk hours of operation signage
- Maintain historic rail structures
- Minimal clearing along path and any fallen trees and brush
- Fisher St. crosswalk and signage

- Plantings
 - 121 Belknap – Chapman
 - 105 Belknap – Dido
 - 103 Belknap – McWilliams
 - 101 Belknap – Cox/Lucey
 - 99 Belknap – Parker

- Fences (located on abutter's property)
 - 101 Belknap – Cox/Lucey
 - 99 Belknap – Parker
 - 97 Belknap – Humphreys
 - 95 Belknap - Joy

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Silver Street Underpass

Trail Section Description/Vision:

Associated Land Use Agreements:

- City-owned

Work Completed:

- Lighted underpass structure.
- Stone headwalls and wingwalls.
- Stair access from Silver St. – light, NE corner, timber railing
- Graded slope exposing remaining abutment blocks

Work to Complete:

- Bench at stairs with trash receptacle
- Security – faux cameras

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Folsom Street to Silver Street

Trail Section Description/Vision:

Associated Land Use Agreements:

- Goldstein trail easement obtained and executed

Work Completed:

- Clearing and fill w/ grading.

Work to Complete:

- Trail surface: Paved 10 ft. width, 2 ft. width gravel shoulders. Grading and gravel subbase
- Dawn to dusk hours of operation signage.
- Unlighted
- Signage and trail markings
- Paving apartment complex lot

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trail Program Project Work Plan

Trail Section: Washington Street to Folsom Street

Trail Section Description/Vision:

Associated Land Use Agreements:

- All easements with multiple landowners obtained and executed

Work Completed:

- All plan work completed except paving middle section

Work to Complete:

- Signage, trail markers, crosswalk safety markings, curb reset

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Cocheco River Railroad Bridge

Trail Section Description/Vision:

Associated Land Use Agreements:

- City owned

Work Completed:

- All plan work

Work to Complete:

- Light fixtures repair
- Signage
- Benches and trash receptacle
- Trailhead improvements

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Transportation Center to Washington St.

Trail Section Description/Vision:

Associated Land Use Agreements:

- Easements obtained

Work Completed:

-

Work to Complete:

- Trail markings on pavement
- Signage front and rear of lot

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trail Program Project Work Plan

Trail Section: DTC to Fourth St bridge (sidewalk section)

Trail Section Description/Vision:

Associated Land Use Agreements:

- none

Work Completed:

- none

Work to Complete:

- survey sidewalk condition
- identify needed repair areas
- trail signage and markings

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trail Program Project Work Plan

Trail Section: Fourth St Bridge to Whittier St

Trail Section Description/Vision:

Associated Land Use Agreements:

- Sixth St. Station easement obtained
- Cassily easement obtained
- City-owned and city sewer easement

Work Completed:

- Rough trail exists

Work to Complete:

- Clearing, grading, some bridge structures
- Signage and trail markings
- Easement from Downeast Energy needed. Negotiations stalled.

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Whittier St to Spaulding Turnpike along Whittier Falls Parkway

Trail Section Description/Vision:

Associated Land Use Agreements:

- Easement obtained and executed several years ago. Land owner threatening to renege.

Work Completed:

- Trailhead signage and rock gate
- Delineation fencing erected
- Gravel trail installed

Work to Complete:

- Outreach to land owner

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Spaulding Turnpike Cochecho River Bridge Section

Trail Section Description/Vision:

Associated Land Use Agreements:

- Approval to construct under-bridge improvement obtained.
- Agreement pending

Work Completed:

- Preliminary engineering
- Final design plan
- Environmental permitting
- Grant obtained

Work to Complete:

- DOT review approval
- Bid for construction
- construction

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD

The Community Trails Program Project Work Plan

Trail Section: Spaulding Turnpike to Watson Road

Trail Section Description/Vision:

Associated Land Use Agreements:

- all easements obtained

Work Completed:

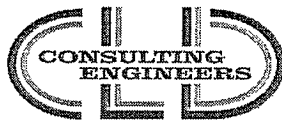
- signage
- walkable/bikeable trail surface
- preliminary engineering for Watson Rd Trailhead parking lot
- final design at 90% waiting for owner approval

Work to Complete:

- trail head parking area at Watson
- trail head Signage
- final approval from land owner for parking lot
- funding for construction
- Trailhead improvements

Requirements and Plan for Ongoing Maintenance & Oversight of Trail Section:

TBD



February 22, 2010

Mr. Bob Burns
F.L. Merrill Construction, Inc.
619 Sand Road
Pembroke, New Hampshire 03275

Re: City of Dover 13482
Remaining Work Items – 3rd Notice
CLD Reference No. 02-0298

Dear Bob:

This letter is meant to inform you that there remain project work items to be completed before the March 1, 2010, deadline; this is one week from today. CLD took part in a field walk with Merrill and the City on Friday, February 19. The following items were noted:

- There is some remaining frozen dirt around the bearings on the Washington Street abutment that needs to be removed. Cleaning of the other substructures is complete.
- Deck timbers on the north end of the bridge have been planed down and are complete.
- Roof trim on McNeal's house is complete.
- The City will check to see that all of the lights work. It was noted that the globe of the bridge-mounted light closest to Washington Street has a crack in it.
- There is a section of spalled concrete on the Washington Street abutment backwall still to be patched.
- The issue of "extra electrical service" to the bridge still needs to be resolved. Please provide written clarification of Merrill's position so that CLD may review it with the City.
- Two of the tall arborvitae have turned brown and a few others have partially turned. One rhododendron also appears to have died. These plants are under warranty for one year from Cameron's Nursery.
- Merrill has some leftover pieces of the bridge railing if the City wants them. Merrill provided Woody with a can of touch up paint and a spare bulb.

We request that Merrill personnel please make every effort to complete the remaining items before the March 1, 2010 date. Also, please contact CLD at such time as Merrill personnel are actually in Dover and near completion of the remaining items so that CLD can confirm that the work is done and acceptable.

If you need any further information, please contact me robertr@cldengineers.com or (207) 363-0669 ext13.

Very truly yours,

Robert D. Ricard

Robert D. Ricard
Project Engineer

RDR:kjb

cc: Frank Merrill, F.L. Merrill Construction, Inc.
Bruce Woodruff, City Planner
Dave White, City Engineer

NEW HAMPSHIRE VERMONT MAINE

Dover Community Trail - Silver Street to Central Ave (Rt. 108)
 Work Plan

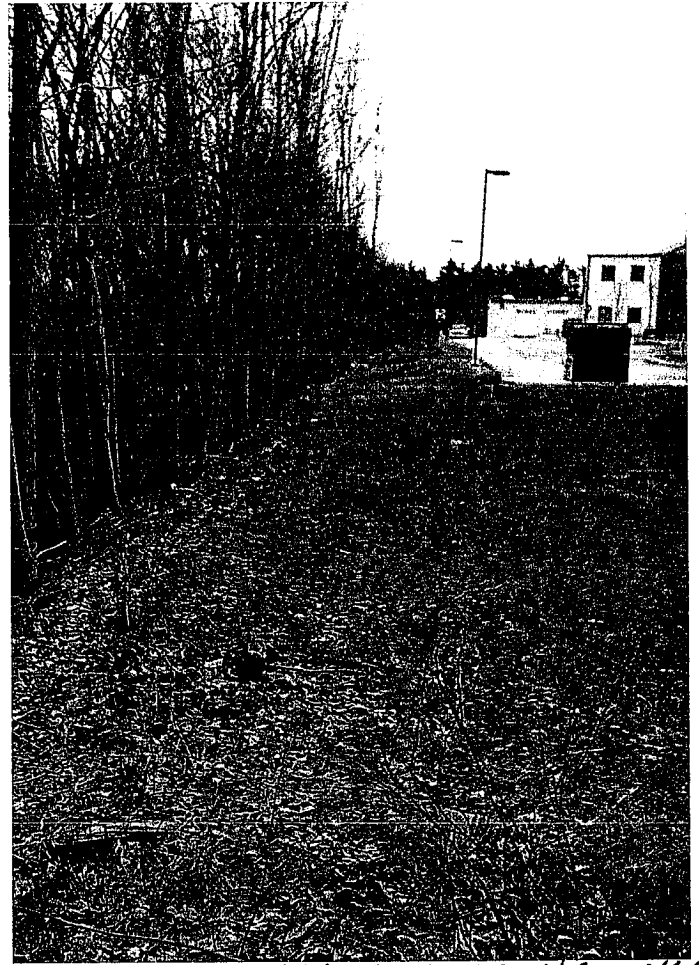
DRAFT
 3-Mar-10

Action Item	Responsibility	Approx. Duration	Notes
Silver St. to Fisher St.			
Expedited Wetlands Permit for Swale Maintenance	Planning		how long is permit valid?
Dredge swale to provide positive drainage	?	2-3 weeks	remove spoils
provide proper erosion controls	?	2-3 weeks	may need riprap, address point sources
raise bed near access stair?	?	2-3 weeks	
Removal remainder of ties from Fisher St. to Silver Street	?	1 week +/-	disposal issues for unusable ties?
Minor grading after ties are removed	?		
Clean up trash, debris, trees and rotted ties	?	1-2 weeks	
Install planting/fencing per agreements	?	1-2 weeks	How is work funded? Donations?
Review original design re: surfacing	?	Committee	
Install guardrails at steep drop-offs	?	2-3 days	How is work funded? Donations?
Paint cross walk in Fisher Street	?	1 day	
Install crosswalk signage	?	1 day	
Provide directional and identification signage			
Fisher St to Central Ave (Rt. 108)			
Finalize easement from Fisher St to Central Ave (Rt. 108)	Planning		
Clear and grub vegetation and repair grading from grubbing	?	1 month	
Remove ties as needed and minor grading.	?	1-2 weeks?	
Install planting/fencing per agreements	?	1-2 weeks	How is work funded? Donations?
Review original design re: surfacing	Committee		
Install guardrails at steep drop-offs	?	2-3 days	How is work funded? Donations?
Work with Mill property owner to establish trail location	?	3-4 months?	
Install erosion control measures in swale next to bed?	?	3-4 weeks	slow velocity of runoff
Provide directional and identification signage			

3.3.10



LOOKING SOUTH @ VELOCITY



LOOKING NORTH TOWARDS VELOCITY



LOOKING NORTH BEHIND VELOCITY



LOOKING NORTH TOWARDS SILVER ST.



LOOKING SOUTH TOWARDS FISHER ST.



LOOKING SOUTH FROM FISHER ST.

Links to Funding Sources for Bike/Pedestrian Trail Projects
Compiled by Tom Fargo, March 9, 2010

Federal Highways Administration Bike/Pedestrian Program Home:

<http://www.fhwa.dot.gov/environment/bikeped/index.htm>

FHWA Grants webpage:

<http://www.fhwa.dot.gov/environment/bikeped/bp-guid.htm#bp4>

NH Dept. of Transportation Bike/Pedestrian Program Home

<http://www.walkinginfo.org/assistance/contacts.cfm>

NH DOT Bike/Ped Links

<http://www.nh.gov/dot/nhbikeped/links.htm>

NH Bureau of Trails Home (in Dept. of Resources and Economic Development)

<http://www.nhtrails.org/>

Trails Bureau Grants and Programs Webpage

<http://www.nhtrails.org/grants-and-programs/>

Bike-Walk Alliance of New Hampshire

<http://www.bwanh.org/>

Links to Community Trail Management & Governance Templates

Pathways for Keene, NH (Section 501(c)(3))

<http://www.tlaorg.org/pathways/>

<https://www.sos.nh.gov/corporate/soskb/Filings.asp?401881#>

Friends of the Northern Rail Trail in Grafton County (Section 501(c)(3))

<http://www.northernrailtrail.org/>

<https://www.sos.nh.gov/corporate/soskb/Corp.asp?411355>

Friends of the Northern Rail Trail in Merrimack County (Section 501(c)(3))

<http://www.fnrt.org/>

<https://www.sos.nh.gov/corporate/soskb/Corp.asp?718631>

Windham Rail Trail Alliance (Section 501(c)(3))

<http://www.windhamrailtrail.org/>

<https://www.sos.nh.gov/corporate/soskb/Corp.asp?485997>

Manchester Moves, Inc. (Section 501(c)(3))

<http://www.manchestermoves.org/>

<https://www.sos.nh.gov/corporate/soskb/Corp.asp?973724>

Friends of the Goffstown Rail Trail (Section 501(c)(3))

<http://goffstownrailtrail.org/index.html>

<https://www.sos.nh.gov/corporate/soskb/Corp.asp?446635>