



CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Conference Room, City Hall**
Meeting Date: **Wednesday, April 6, 2010**
Meeting Time: **6:00 pm**

I. In attendance: Michele Alexander, Anthony Colarusso, Ken Costello, Aviva Grasso, Bryant Hardwick, Jason Lucey, Donald Michaud, Cheryl Niles, Bradley Olsen, Chris Parker, Mark Seymour

II. Status Updates

- a. "Friends of the Dover Community Trail" non-profit (Bryant Hardwick)** – By-laws and other crucial documents have been drafted. Board members and filing fees of \$250 minimum needed to move forward with incorporating non-profit.
 - i.** Committee discussed challenges in recruiting and retaining board members for non-profits. Committee to explore other non-profits that may serve as fiscal agent or move forward to recruit board members- to be discussed again at next meeting.
 - ii.** Manchester Moves was instrumental in the planning and initiation of trail system. Trail construction and maintenance has been a city responsibility, with grants when appropriate. Manchester Moves acts as promoter and plans events.
- b. May 15th Field Day/Trail Clean Up at Watson Road trailhead (Mark Seymour)** – Mark, on behalf of Trout Unlimited, invited Trails Committee to event to participate and volunteer alongside numerous other community organizations as an opportunity to promote the Trail Committee. Mark will provide flyer when available and Trail Committee Chair will distribute to members. Potentially day will include groundbreaking for parking lot. Cheryl Niles & Mark noted ideas for funding for parking lot that can be explored by Open Lands Committee.
- c. Eagle Scouts (Bradley Olsen)** – Bradley coordinating to receive gravel for trail with Community Service. Reported that 4-wheeler greatly facilitated his work. Other scouts groups may be available for projects such as sign installation when needed.
- d. Dover Clean Up Day (Aviva Grasso)** – Because the trail will need more significant work, we will use this day to promote the open sections and recruit able bodies for a trail-specific clean-up event.
- e. TIP funds (Chris Parker)** – Planning Department is working with Finance department to determine what funds remain from other completed transportation projects. Remaining funds could be available for the community trail, with city council approval. Committee and community support will be sought.
- f. Tunnel Lighting (Michele Alexander)** – update provided to committee, including solutions ranging in cost from \$500 - \$3,000. City will determine best option balancing safety and costs. Using a City electrician will reduce labor costs from those provided. Chief Anthony Colarusso noted importance of lighting for safety.
- g. Grant for Spaulding Turnpike underpass (Michele Alexander)** – extension filed this week and approved until June 2011.
- h. Logo (Aviva Grasso)** – distributed a copy of a trail logo developed in the fall



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III. Work Plan (Michele Alexander) – distributed draft (same as distributed with agenda)

- a. Discussed abutter fencing and plantings as Committees first priority. Abutter Jason Lucey remains concerned about current use of trail - option of placing a “trail closed” sign for this portion discussed. Michele to follow-up with Planning Department regarding this option. Ken Costello to explore fencing style options and obtain current estimate for all materials, plantings, and labor. Jason Lucey noted that fencing styles/material had not been determined by Design Committee and suggested possible cost-sharing if abutter wants more expensive fence.
- b. Committee requested a current map with sections of trail delineated and designated as “open portions”, “under-development” and “proposed portions”.
 - i. Open Lands Committee has the northern, rural sections of the trail well in hand, including maps that are available at the Chamber of Commerce office/Visitor Center.
 - ii. Trails Committee focus for now will be trail sections from the DTC (train station) to Fisher St. Upon receipt of engineering plans from Planning Department Ken Costello will create estimate for construction of proper swales & base of trail in this section. Michele to follow up to provide engineering plans to Ken and discuss dredge permit with Bruce Woodruff.
- c. Several elements of the trail affect all portions and the Committees will need to collaborate on these elements:
 - i. Design Standards for Trail signage needed – Cheryl Niles noted there has been some signs developed in northern portion and Mark Seymour noted the high school may be an option for further sign production. Michele Alexander to follow-up with Marcia Gasses to determine if any design standards are in development for trail signage, and if not, work with both Committees to develop an agreed upon standard so entire trail is cohesive. Once design standard is agreed upon Committee can begin to recruit volunteers and donors.
 - ii. Cohesive public relations plan – Michele expresses interest in creating a public relations plan and Facebook fan page for Community Trail, and the Committee approved. Fan page will be developed then approved by committee prior to being made public. Public relations plan for trail must take into consideration that the urban portion is not yet open for use.
- d. Trail Clean Up Day – efforts will be made to obtain potential volunteers to sign up for a future planned trail clean-up day. Aviva Grasso will email Committee members to determine who may be able to attend the April 24th Dover Clean up day to recruit sign-ups for the trail clean up day. An official trail clean up day will not be planned until abutters fencing and plantings have been put in place, as clean-up work on the trail in the Silver to Fisher portion would only encourage additional traffic.

NEXT MEETING: Wednesday, May 5th, 2010 at 6:00 p.m. at City Hall