



CITY OF DOVER

COMMUNITY TRAIL SUB-COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Finance Conference Room, City Hall
Meeting Date: Monday, June 7, 2010
Meeting Time: 6:30 pm

MEMBERS PRESENT: Aviva Grasso (Chair), Mark Seymour, Chuck Miner, Don Michaud, Bradley Olsen, Cheryl Niles.

STAFF PRESENT: Bruce Woodruff (City Planner, Transportation Coordinator), Michele Alexander (Planning Intern)

1. URBAN TRAIL SEGMENTS

A. North from Silver Street - Eagle Scout Bradley Olsen’s project is complete, and signed off on by Bruce Woodruff. Bradley will present to a scouting board for their approval in August. Pictures of before and after circulated at meeting. Committee acknowledges and applauds hard work by Scouts in clearing segment of trail from Fisher St. towards Silver St. and the positive image for the trail created by their involvement. Bradley Olsen to follow up with Michele Alexander with list of Scouts who worked on the trail so they can be acknowledged as volunteers and for Facebook fan page posting regarding the project. Bradley Olsen will provide Eagle Scouts leader contact to Aviva Grasso to learn more about potential involvement of other scouts.

B. Privacy Screening for Belknap St Abutters - Michele Alexander stated that the contractor chosen out of three quotes is 125 Fence, and work will proceed approximately four weeks from the date that abutter signed permission letters are received. The Planning Department sent letters by certified mail to gain property owner permission to construct fencing on property. To date no signed permission letters have been received. Planning department has fielded a number of questions from abutters regarding upgrades. Abutters are responsible for costs of upgrades. The committee suggested that abutters receive another letter giving them a specified amount of time (one week) to respond if they desire a fence funded by this project. Michele Alexander will develop this letter to prevent further delays in fence installation. Aviva reported that in response to Mary Parker’s question at the last meeting, Ken Costello researched the lifespan of Cedar Stockade fences and determined that 12-15 years could be anticipated.

C. TIP Funding Availability – Bruce Woodruff reported that Transportation Improvement Program (TIP) funds from projects completed under budget have been identified and transfer of funds is in process. The Finance Department is responsible for transfer of funds. We anticipate fund transfer in time to pay for abutter fencing. Additional funds may be available for other trail projects.

D. Crosswalk at Washington St. – Bruce Woodruff reports that Community Services has not placed a marked crosswalk at the Washington St. trail crossing because the trail in this urban segment is not officially open to the public. The crosswalk was originally slated to be placed when the bridge and tunnel were constructed, however was not completed at that time due to a planned resurfacing of Washington St. At this time, the trail must be officially opened in order for a crosswalk to be placed. Committee discussed the steps necessary in order to officially open the trail. Key points include: installation of abutter fencing; identifying signage that lists hours and rules, and official adoption by the Recreation Department as a City linear Park facility.

E. Ideas for clearing remaining trail segments – The committee discussed Eagle Scouts, UNH volunteers, local corporate volunteers, any interested citizen-led group, community service organizations, youth from the Teen Center, Youth-to-Youth Drug program, and Dover High ROTC students who need



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community-service hours. As always, the committee recognized that prior to further trail clearing, abutter fencing must be in place, and for the portion from Fisher St. to Central Ave. an easement is required from property owner. Michele Alexander and Aviva Grasso will draft a letter from the Trail Committee to property owner requesting trail easement, and upon suggestion by Mark Seymour a generic letter template for introducing the Trail Committee and Trail project will also be developed. Mark Seymour suggested that project lists and priority lists be developed to be ready for those interested in contributing time and donations to the trail. Michele Alexander will develop lists.

2 RURAL TRAIL SEGMENTS

A. Parking lot - Mark Seymour reported on behalf of Marcia Gasses (not present) that the groundbreaking took place in May. To date, however, funding is not secured for parking lot. Cost estimate needed from Tritech who completed the engineering plans pro-bono. TIP money, if available, could be allocated for this portion of the project. Michele Alexander suggested that because engineering plans exist for this portion of the project it would be well-suited for a grant-funded project. When the cost estimate for the parking lot is obtained, Committee is to explore funding options.

B. Trout Unlimited Clean Up day update – Mark Seymour reported that it was successful and media provided coverage of the event. It was noted that many who attended had not heard that this trail portion was open to the public. Cheryl Niles noted that removal of the concrete slab provided a more welcoming trail entrance. Mark Seymour and Committee discussed further promoting the trail and usage of the trail. It was noted that urban portion cannot be promoted until abutter fencing is in place.

C. Committee participation in Clean Up Day – Aviva Grasso attended the event on behalf of the Trail Committee and distributed flyers developed by Michele Alexander at the event to promote the Trail Committee. Several people Aviva met noted that they wondered what was going on when they drove down Fisher Street. Others had no idea any part of the trail existed. Michele Alexander to forward the flyer to Mark Seymour for further promotion through Trout Unlimited.

D. Rt. 16 underpass update – Bruce Woodruff reported that the Planning Department is waiting for approval of maintenance agreement by City legal department and for additional engineering plans needed for the NHDOT. Tritech provided engineering plans, but preparation of project specifications was not under the current scope. These will be needed in order to move forward with an RFP for construction bids, unless design-build is used. Bruce Woodruff to follow-up with Tritech.

3. FULL TRAIL

A. Michele Alexander- [Facebook fan page](#) launched on May 16, 2010. Over 50 fans thus far, and Chris Parker (not present) is promoting through Planning Department fan page. Members encouraged to promote the page. Announcements of meetings and other news will continue through this public relations avenue. Flyer distributed at Clean Up day announced the [fan page](#) launch.

B. Michele Alexander/Bruce Woodruff – new grant application under consideration discussed and Planning Department will advise Committee if an application proceeds.



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C. Dover Main St as Fiscal Agent – Aviva Grasso reported that she contacted a member of the Dover Main Street board and was informed that they would discuss the possibility of acting as a fiscal agent. This was desirable in part so that donations could be tax deductible. No decision yet. Bruce Woodruff will investigate whether the city can serve in this capacity.

D. Friends of the Dover Community Trail – Aviva Grasso reported that Bryant Hardwick (not present) determined that application for 501(c)3 status would cost at least \$600, not the \$200 anticipated.

E. Trail Signage and Trailhead Kiosks – Signage indicating trail heads at completed portions of the trail needed, and Chuck Miner offered to facilitate contact with the State Prison to complete the signs. Mark Seymour offered to the Committee that a request could be formally made to Trout Unlimited to pay for the signs. Aviva Grasso to draft letter and Chuck Miner to provide sign costs and utilize Dover Trail logo provided to develop signs.

Mark Seymour also will facilitate the development of specs and materials list with the Building Trades teacher for trailhead kiosks, as Building Trades students can build the kiosks as materials or funds become available and as segments of the trail are completed. Michele Alexander will forward kiosk sketch created by Ken Costello to Mark. Bruce Woodruff suggested kiosks include a bench and Chuck Miner suggested that the information boards be designed to minimize unwanted posters from utilizing the information boards. Plexiglas covers suggested by Bruce Woodruff for information boards. Sketch by Ken Costello includes benches and information boards. Bruce and Aviva will identify potential meeting dates to continue discussions with teacher and Mark.

4. **COMMENTS** – Mark Seymour reminds the committee that further youth involvement in the trail, and use by youth, sports teams and community groups will serve to further enhance the positive image and reduce vandalism on the trail.
5. **NEXT MEETING** – WEDNESDAY, AUGUST 4TH, 2010, 6 P.M.
6. **ADJOURN**