Community Trail Committee - Minutes

CITY OF DOVER

Meeting Type:	**Regular Meeting**
Meeting Location:	**2nd Floor Conference Room, City Hall**
Meeting Date:	**Tuesday, January 19, 2016**
Meeting Time:	**5:30 PM**

Members Present: Bryant Hardwick (Chair), Curtis Pratt, Jon Niehof, Bobbi Dixon, Leon Deyo, Jim Verschueren, Andrew Goodell, and Rick Schnable

Staff Present: Donna Benton

B.Harwick opened the meeting at 5:30pm

1. Introductions
   - No action taken

2. Approval of December 1, 2015 Minutes
   - Approved unanimously on a motion by C.Pratt and seconded by J.Niehof.

3. Go over Request for Qualifications
   - D.Benton went over the Request for Qualifications (RFQ) process thus far as well as the anticipated timeline sharing that the expansion needs to be completed by the end of 2018. The deadline for submissions is January 28th and interviews will occur in early February of the top few firms that submitted their qualifications. She then answered questions from the Committee.

4. Trail Wish List Prioritization
   - J.Niehof scribed as the group went through the wish list items and started to vote on whether each was a high, medium or low priority. It was decided that the items were too specific and that it might be helpful to first think of larger categories. The general categories included: Construction/Drainage/Surface, Maintenance/Trash/Recycling, Signage/Information, Culture/Aesthetics, Public Relations/Promotion, Health/Wellness/Fitness, and Safety/Health. J.Niehof will put together a list that files the more specific wish list items under these broader categories. The group then went around with each member sharing their top two or three priorities they would like to see be implemented. D.Benton and J.Niehof will work together to type up the notes and send out before the next meeting. Some new items that were brought up at this meeting included the possibility of stone dust on the rural section to avoid ticks, to see the aesthetics planned out to ensure sections are cohesive similar to the Silver Street process, bird feeders/houses on the trail, and a way for mounted patrol and strollers to get down to rural section.

5. Brainstorm Advertising/Public Relations-pamphlet, partnerships?
   - J.Niehof will look into Adopt-a-Spot documents and whom to reach out to such as the Chamber and Dover Main Street. B.Hardick will look for previous folder which has some documents for Adopt-A-Spots. D.Benton asked if the Committee would like to create a pamphlet to place around the City promoting the trail and include an updated map. The Committee would like to see this pamphlet given to Real Estate Agents as well as have them available at the Chamber of

Commerce, Transportation Center, Indoor Pool, Library, etc. B.Harwick will reach out to Ken Costello to see if he already has a draft pamphlet or if he would be interested in putting one together along with updating his previous trail map. B.Dixon suggested looking into placing an "ad" in the Dover booklet and will call the Chamber of Commerce to look into the opportunity. The idea of adding the trail to one of the historic walks was brought up. Jim will talk to Ron Cole about what he knows of the trail and the possibility of tying it into one of the existing city walks. The idea of talking with Cathy Beaudoin at the Library about doing a Dover Reveals was mentioned. The Committee is still in favor of doing a ground breaking and ribbon cutting at the appropriate times.

6. Other Business
   - The excess snow/ice falling down the slope near Liberty Mutual/Measured Progress area makes it difficult to pass through the trail. D. Benton will reach out to the property managers and bring the issue to their attention.

7. Next Meeting February 16—
   - February 16 is scheduled for 5:30pm on the second floor of City Hall. The Committee will continue to discuss priorities, an update on promotion/public relations including pamphlets and abutter notices, and an update on the RFQ responses.

8. The meeting adjourned at 6:45pm on a motion by C.Pratt and seconded by J.Niehof. U/A.