



CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **2nd Floor Conference Room, City Hall**
Meeting Date: **Tuesday, June 21, 2016**
Meeting Time: **5:30 PM**

Members Present: Jon Niehof (Acting Chair), Liz Wilber, Terrence Glazier, Rick Schnable, Leon Deyo, Peg Purcell, Andy Goodell, Barbara Winter, Dick Ferraro, Steve Oman, and Susan Pike.

Staff Present: Donna Benton and Officer Michelle Murch.

J. Niehof opened the meeting at 5:30pm.

1. Introductions
2. Approval of May 17 Minutes
 - Approved unanimously on a motion by P.Purcell and seconded by L.Deyo.
3. Phenology Trail Presentation
 - S.Pike explained the Phenology Trail project and provided handouts for more information. She said she would be the project lead and would ask the CTAC if there were volunteers to help participate and to help advertise the project. The idea of looking at similar applications where trail users could take photos and upload them was brought up. Susan Pike will look into other applications and determine the best fit. She will contact other phenology professionals as to how to set up the trail and to help schedule workshops and trainings. The CTAC stated their willingness for S.Pike to set up the Phenology trail.
4. National Trails Day – Recap
 - D.Benton summarized the National Trails Day event and thanked everyone who helped with the event. It was pointed out that good public relations and advertising resulted from this event. The CTAC expressed interest in celebrating again next year.
5. July 15th Cochecho Arts Festival
 - Officer Caproni scheduled the CTAC to be the “non-profit” of the night at the Cochecho Arts Festival on Friday July 15th. A group of about 5 people would need to staff a booth and hand out bookmarks and maps and help promote the trail. Bryant Hardwick has already offered to help set up and break down the event. T. Glazier offered to volunteer and after others go home to check their calendars, they can contact D.Benton if they are willing to volunteer. The Open Lands Committee will also share the booth and volunteers will be sought at their June 23rd meeting. D. Benton will get a poster size of the new map and a temporary banner printed out and laminated to use at the booth.
6. Update on TAP Grant Process
 - D.Benton explained that she is expecting to receive the Notice to Proceed with the Feasibility Study from NHDOT on June 22nd.
7. Discuss logo options
 - The logo produced by Relyco was passed around to show the group. It was discussed that the design might be viewed as too busy. R.Schnable completed a draft invitation to submit logo ideas. D.Benton will send out to members to review on their own for the next meeting. The timeframe of the logo project was decided on: September 1st the invitation will be advertised with a due date of November 30th. The CTAC will then choose one and have it finalized by Spring 2017. This timeframe allows plenty of time for schools to participate and before signage, etc. need to be designed and installed.
8. Update on Promotion/Advertising/Adopt-A-Spot/Public Relations/Any Homework
 - J. Niehof explained that he met with Dover Main Street about the adopt-a-spot program and that he and staff will work together to come up with a policy for the trail.



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9. Other Business

- The sign has been re-installed and the debris pile previously discussed is looking a lot better thanks to the Mounted Patrol speaking to the property owner. There is still gravel that to be shoveled by anyone who feels motivated.
- Pictures from B. Dixon and L. Deyo were also passed around about potential signs and amenities for the trail.
- D.Benton mentioned an upcoming event about sea level rise and passed around a flyer for those interested.
- D.Benton will ask Community Services to pick up the two brush piles near Folsom Street.
- J. Niehof will help trim the fallen branches near the Silver Street tunnel.
- Discussion ensued about vehicular and pedestrian transportation throughout the downtown area including from the Dover Transportation Center and other city projects in the pipeline.
- D.Benton announced that she is applying for a second tap grant to connect trails to the High School and Middle School and will keep the CTAC updated.

10. Next meeting July 19, 2016

- July 19 is scheduled for 5:30pm on the second floor of City Hall. The Committee will continue to discuss the TAP grant, promotions/advertising avenues, review the Cochecho Arts Festival and the adopt-a-spot program, call for logo submissions, and trail clean ups.

11. The meeting adjourned at 6:32pm on a motion by R.Schnable and seconded by L.Wilber. U/A.