

CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Second Floor Conference Room, City Hall**
Meeting Date: **Tuesday, October 18, 2016**
Meeting Time: **5:30 PM**

Members Present: Bryant Hardwick (Chair), Rick Schnable, Steve Oman, Liz Wilber, Jon Niehof, Liz Pierson, Rich Pierson, and Katie MacKinnon

Staff Present: Assistant City Manager Christopher Parker and Officer Joe Caproni.

B. Hardwick opened the meeting at 5:30pm.

1. Introductions

B. Hardwick welcomed new and returning members

2. Approval of September 20 Minutes

- Approved unanimously on a motion by L. Wilber and seconded by J. Niehof.

3. Update on TAP Grant Process

- C. Parker explained that a joint meeting and public hearing took place at the Planning Board meeting on September 27th where CLD provided an update on the project. Donna Benton and R. Lundborn attended the Natural Resources Agency Coordination Meeting on September 21st at the NH Department of Transportation Office in Concord as part of the process in the feasibility study, which should be completed over the next month. D. Benton completed the reimbursement submittals for July and August from the state as CLD has been supplying monthly invoices.
- C. Parker explained that grant application for Phase IV, connecting the future trail head at Central Ave/Rutland via the sidewalks to Daley Drive, then behind the middle school and high school to Bellamy Road. The trail would then connect through Bellamy Park to the existing trail easements behind Lilac Gardens and Westgate Village to Route 155. D. Benton presented the proposal to the regional Transportation Advisory Committee on October 7th. Staff expects to hear back on grant approval by the end of the year.
- C. Parker gave an overview of the trail creation, vision and expansion to date.

4. Apple Harvest Day Prep for October 1

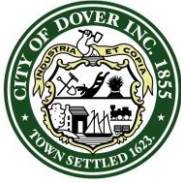
- B. Hardwick spoke to the positive feedback he heard about the trail and booth, despite the rain.
- K. MacKinnon stated that the Chamber of Commerce estimates 30K people attended.
- R. Schnable related questions he heard about the trailhead on Fourth Street. Discussion ensued regarding the establishment of that trailhead as part of the TAP grant.
- J. Niehof related concerns raised about the parking shown on the trail maps, and a need to clarify.

5. Discuss logo process with Katie MacKinnon from Chamber of Commerce

- K. MacKinnon reviewed her experience with branding and the need to set yourself up for success. She stressed that before advertising for feedback and ideas, the committee needs to ensure that it can process those ideas and feedback. She discussed the idea that the trail committee should establish a vision first and then make sure its brand reinforces that vision. She invited a trail committee member to attend a series of branding seminars the Chamber is hosting.
- C. Parker gave some background on the trail logo and signs.

6. Update on Promotion/Advertising/Adopt-a-spot/Public Relations/Any Homework

- B. Hardwick spoke up about the Planning Board meeting from September 27th.



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- J.Niehof said that there was no update on Adopt A Spot.
 - J.Caproni stated that the Corrections office will be cleaning the area below the train trestle.
 - C.Parker mentioned working with Community Services Department to install boulders to prevent vehicles from accessing the trail, near Beckwith Park.
7. RSA 910A Right-to-know handout
- C.Parker reviewed a handout on the Right-to-know law. Discussion ensued regarding the need for public business to be performed in the public, and the need to post agendas, refrain from email conversations and to properly record meetings and document decisions made.
8. Other Business
- C.Parker discussed the Land Use Meet and Greet held annually. The Committee should look for an invite in December for the January meeting. Topics will include the Stewardship of Resources Master Plan Chapter.
 - J.Niehof discussed the October 25th NHDOT meeting updating the progress on the Spaulding Turnpike.
 - C.Parker gave B.Hardwick an update on the Whittier Street bridge replacement.
 - J.Caproni gave an update on what he and Officer Murch have witnessed when patrolling the trail.
 - B.Hardwick announced that anyone interested in attending the branding seminar should let D.Benton know by Friday, October 21. If no other interest, R.Schnable will attend.
9. Next meeting
- Discussion ensued about meeting on November 8th, Election Day.
 - Committee decided to meet next in December
10. The meeting adjourned at 6:32pm on a motion by S.Oman and seconded by J.Caproni. Vote: U/A.