



CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Second Floor Conference Room, City Hall**
Meeting Date: **Tuesday, December 20, 2016**
Meeting Time: **5:30 PM**

Members Present: Bryant Hardwick (Chair), Rick Schnable, Steve Oman, Terrence Glazier, Lynn Peterson,
Staff Present: Assistant City Planner Donna Benton and Officer Joe Caproni.

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

1. Introductions

2. Approval of October 18 Minutes

- Approved unanimously on a motion by R.Schnable and seconded by B.Hardwick.

3. Update on TAP Grant Process

- D.Benton explained that the Feasibility Study was completed in mid-November and was sent to NHDOT to review. After checking in with them, it sounds like staff should be hearing back in the next two weeks. D.Benton then passed around a hard copy of the Feasibility Study for the CTAC to look through. It is also available on the Community Trail webpage off of the main Dover website.
- Once the Feasibility Study is approved, the next step would be to begin the preliminary design which would then come to staff and the CTAC for review before going to the engineering design phase.
- D.Benton still has not heard about the Phase IV TAP application, but has heard from SRPC that NHDOT is facing many other deadlines and would let us know as soon as they heard any news.

4. Thank you to the Harry Potter Alliance Clean-Up Crew

- D.Benton informed the CTAC that the Library's Harry Potter Alliance voluntarily set up a clean-up on the trail on November 19th. The CTAC is very appreciative and signed a thank you card for them.

5. Meet and Greet on January 10

- D.Benton explained that every year the Planning Board hosts a meet and greet to get all of the different committees, boards, and commissions together to give a brief overview of ongoing projects. B.Hardwick will provide the CTAC's update.
- The event begins at 5:30pm at the McConnell Center Cafeteria and will also include an informational workshop on the new Stewardship Chapter of the Master Plan by the consultant.
- Three CTAC members have RSVP'd to attend this event.

6. Discuss branding process

- R.Schnable gave an update regarding the Chamber's workshops on branding that he has attended. He explained the branding architecture and how we need to figure out the personality of the trail and its core values. The main goal should be to have people believe in the Community Trail's mission. The rest of the sessions focused on the strategies to implement this goal.
- R.Schnable brought up that the Community Trail is only one part of Dover and that there needs to be communication between other committees.
- D.Benton explained the different Master Plan Chapters and different committees. R.Schnable volunteered to attend other committee meetings to gain their input on how to improve the promotion and branding of the Community Trail.



CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Second Floor Conference Room, City Hall**
Meeting Date: **Tuesday, December 20, 2016**
Meeting Time: **5:30 PM**

- D.Benton and B.Hardwick explained that the Meet and Greet was a good place to start. The Open Lands Committee gets monthly updates on what the CTAC is doing. Therefore, the Recreation Advisory Committee might be a good place to start as there is already a relationship there and the missions are similar. D.Benton and R.Schnable will coordinate getting on a Recreation Advisory Committee agenda in the New Year.
 - The CTAC is very appreciative that the Chamber allowed R.Schnable to attend these branding workshops.
7. Update on Promotion/Advertising/Adopt-a-spot/Public Relations/Any Homework
- D.Benton explained that Dover Main Street is busy right now and has not gotten back to the CTAC regarding the adopt-a-spot program.
 - D.Benton noted that the City has updated the Community Trail webpage and moved it to a better location on the website directly as a menu-item on the Planning Department's webpage rather than under Special Projects where it was before.
 - D.Benton attended a workshop on November 30 on how to add the Community Trail to the TrailFinder website. This TrailFinder website is unique because the property owners have to give permission to have the trail listed. This will allow for staff to create the webpage to then link from the existing webpage and facebook page. TrailFinder is able to break the Community Trail down to different segments and list which segment allows which kind of use, directions on where to park, where trailheads are, hours of use, and more. D.Benton will work on getting the Community Trail onto the TrailFinder webpage in the New Year.
 - S.Oman brought up an idea to create a video commercial for the Community Trail which can be shown on Channel 22 and linked from the webpage and Facebook page. The CTAC really liked this idea and will brainstorm more about the design and aspects of it at the January meeting.
8. Other Business
- D.Benton mentioned that it was brought to staff's attention that parents from the Seacoast Charter School are parking at the Watson Road trailhead at school pick up and drop off.
 - The CTAC discussed that the detour needed for the Whittier Street bridge will be in place at least until next November, but will eventually be helpful making the trailhead there better and more accessible in the future.
 - Officer Caproni gave an update on what the Mounted Patrol has noticed on their rounds.
 - The CTAC asked if Community Services could be asked to plow the section from Washington Street to the Transportation Center as that whole area is now ice and dangerous for pedestrians/bicyclists that travel to and from the Transportation Center.
 - The trail crossing across Washington Street was also mentioned the reasoning for why it is a trail crossing and not a crosswalk were discussed.
9. Next meeting January 17
- The next meeting will include updates of the TAP grant project, Phase IV application status, a video advertisement of the Community Trail, and website updates.
10. The meeting adjourned at 6:34pm on a motion by S.Oman and seconded by T.Glazier. Vote: U/A.