



CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Second Floor Conference Room, City Hall**
Meeting Date: **Tuesday, January 17, 2017**
Meeting Time: **5:30 PM**

Members Present: Bryant Hardwick (Chair), Rick Schnable, Steve Oman, and Liz Wilber.

Staff Present: Assistant City Planner Donna Benton and Officer Joe Caproni.

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

1. Introductions
2. Approval of December 20, 2016 Minutes
 - Approved unanimously on a motion by S.Oman and seconded by R.Schnable.
3. Update on TAP Grant Process
 - D.Benton recounted 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 few days.
 - 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 informed the group that 46 of the next round of TAP applications were voted as acceptable but only the top 12 were granted funding. Dover was ranked 13 for the proposal to connect the future trail head at Rutland/Central Ave to the schools to Bellamy Park and eventually to Route 155. Therefore, if another community's project falls through (which usually a few do each year, then Dover is the next to receive funding. She and Assistant City Manager Chris Parker are trying to schedule a meeting with NHDOT to see how they can be ready if Dover is able to get funding.
4. Meet and Greet on January 10 Recap
 - B.Hardwick said there was a good representation at the Meet and Greet on January 10 and they heard a brief overview regarding the completion of the Stewardship Chapter of the Master Plan. He appreciated hearing the other committee updates and found it was a nice time to connect.
 - R.Schnable and S.Oman also attended the Meet and Greet and were impressed with the amount of volunteers, all the activities going on, and that it was nice for a newer resident to attend.
5. Discuss branding conversation with other committees
 - R.Schnable gave an update on his time at the Recreation Advisory Committee meeting on January 9. He explained the TAP project to them and the emerging campaign of the trail.
 - Two pieces of feedback he received were (1) that signage needs to be improved, especially regarding how the trail connects between the different parts, and (2) to have a better presence on Facebook to help get the word out. B.Hardwick explained that there may be a high school student that could be interested in sending staff articles and photos to post to the Facebook page which currently has over 1,300 likes.
 - R.Schnable also mentioned having liaisons between other committees and the CTAC.
 - To help make sure the CTAC is aware of what other committees are up to, staff will provide written updates monthly to the CTAC.
6. Discuss video advertisement for Community Trail



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- D.Benton asked for specific direction from the CTAC for what they would be looking for in the video before asking the Media Services Manager for assistance in recording with the drone and editing.
 - Discussion ensued about having the view from the bridge, the northern part behind Liberty Mutual, Mounted Patrol, families, multi-users, and more be featured in the video.
 - The CTAC decided to look into other trail videos online for ideas as to angles, and lengths of the video.
7. Update on Promotion/Advertising/Adopt-A-Spot/Public Relations/Any Homework
- Since Dover Main Street is currently looking for a new Executive Director, the CTAC decided to put the Adopt-A-Spot conversation on hold but created a deadline of May that if Dover Main Street is not able to work with the CTAC on the Adopt-A-Spot Program that the CTAC will look into other options of creating a program.
 - The CTAC will begin taking more photos and videos to send to D.Benton to post on the Facebook page.
8. Other Business
- D.Benton explained that it is time to apply for the Serve Liberty Mutual volunteer opportunity and asked if there were any projects that Liberty Mutual could potentially do in May that the CTAC had in mind.
 - Ideas were general clean-up of both portions of the trail, build a fence and/or plant shrubs to block some of the eyesores seen from the trail, and to help take photos and videos to promote the trail, even for employees to send us when they take their lunch break on the trails. If anyone has other ideas, they should send them to D.Benton.
 - Officer Caproni gave an update and noted that no major criminal activity has occurred on the trail and that they are still working with Community Services to get a mattress removed.
 - D.Benton said she spoke with Community Services about plowing the portion of the trail from Washington Street to the Transportation Center.
9. Next meeting February 21
- The next meeting will include updates of the TAP grant project and the video advertisement of the Community Trail.
10. The meeting adjourned at 6:20pm on a motion by L.Wilber and seconded by R.Schnable. Vote: U/A.