



**CITY OF DOVER**

## COMMUNITY TRAIL COMMITTEE - MINUTES

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

**Members Present:** Bryant Hardwick (Chair), Jon Niehof, Liz Wilber, Cara Baker, Wendy McManus, and Steve Oman.

**Staff Present:** Assistant City Planner Donna Benton, Officer Joe Caproni, and Community Services Director John Storer.

B. Hardwick opened the meeting at 5:33pm (after a quick video was taken by Media Services Technician Mike Lockhardt).

1. Introductions
2. Approval of September 19, 2017 Minutes
  - Motion to approve made by W.McManus and seconded by J.Caproni. Vote: U/A.
3. Recap Apple Harvest Day Booth on October 7, 2017
  - The CTAC thanked the volunteers that helped run the CTAC and Open Lands Committee (OLC) booth at Apple Harvest Day. Both staff liaisons were out of town and appreciate the patience and effort the citizen volunteers put forward.
  - The names on the sign-up sheet will be added to the email list.
  - Feedback provided by the volunteers in order to plan for next year included trying a different booth location further from bands or radio stations, the need for better handouts, to put the trail on the OLC map so it can be used for both purposes, having businesses cards with CTAC information, not setting the tables up in a U-shape, and having less clutter on the tables
4. Update on TAP Extension Phase III Preliminary Design
  - D.Benton explained that the Notice to Proceed with Final Design was received from NHDOT and CLD is finalizing the Final Design plans to submit to her next week. Next steps would be to go out to bid.
  - D.Benton will be meeting with Downeast energy next week about the easement at Fourth Street.
5. Update on TAP Extension Phase IV
  - D.Benton explained that the City selected one of the firms out of the four bids to continue negotiations. Once the firm submits cost estimates and a proposal, the next step would be to request an award of bid. Then Council would be requested to award the bid this fall.
6. Discuss Video Advertisement of the trail
  - Mike Lockhardt from Media Services shot some footage of the CTAC at this meeting. He will edit it with the footage taken this summer, re-shoot some that had lighting issues, and a video should be available for viewing at the December meeting.
7. Update on Promotion/Advertising/Adopt-A-Trail Section/Public Relations/Any Homework
  - B.Hardwick recapped that the CTAC now has an official Adopt-A-Trail Section program. The existing trail will be split into seven or so sections. D.Benton reached out to Liberty Mutual but has not heard back so she will reach back out again. B. Hardwick asked about the Fisher Street



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neighborhood so D.Benton will reach out. J.Niehof believe his 603 group is willing to adopt a section and will confirm with paperwork.

- J.Niehof mentioned again that he would put together a press release about the adopt-a-trail section opportunity.
- D.Benton met with members of the Rotary on Monday September 25<sup>th</sup> about the partnership and possibility of donating additional trailheads and doing some trail clean-up.
- Apple Harvest Day was a nice opportunity to get the word out about the trail.

### 8. Other Business

- D.Benton announced the Library Group (OWLS) held a trail clean-up day on October 14<sup>th</sup> from 10am to noon and sent around a thank you card for the Committee to sign.
- Officer Caproni updated the CTAC on recent happenings on the trail including that the new rope railing was taken, suggested using a chain when replacing it in the future and that there has been a bit of tagging/graffiti in the Silver St. tunnel.
- B.Hardwick will follow up with additional schools about the possibility of painting a mural inside the tunnel. C.Baker will bring the idea to Seacoast Charter School.

### 9. Next meeting: December 7<sup>th</sup> at 6pm

- Please note the different day and time for others to come who typically have scheduling conflicts. There will be no November meeting.
- The next meeting will include updates of the TAP grant project and the video advertisement of the Community Trail.

### 10. The meeting adjourned at 6:11 pm on a motion made by J. Caproni and seconded by W. McManus. Vote: U/A.