

## RECREATIONAL TRAILS COMMITTEE MEETING MINUTES

MARSHFIELD TOWN HALL

MEETING ROOM 3

**May 29, 2019**

**IN ATTENDANCE:** Vicki McPherson, Ned Bangs, Eric Goodwin, Keith Rice, Steve Goodhue

**ADVISORS:**, Bert O'Donnell

**ABSENT:**, Greg Guimond (advisor), Brendan Coyne, Bill Grafton (advisor)

**VISITORS:** Angela Scieszka, Mike Arsenault, Paula O'Brien Broome

Meeting opened at 7:01 pm with motion by Keith & 2<sup>nd</sup> by Eric, passed unanimously.

Vicki & Ned discussed proposed presentation to MCTV as well as new membership. Ned will follow-up with MCTV about presentation timing and report back.

Steve will draft a request for new members to be submitted to the Mariner.

Angela notes she's working on Rail Trail/Bridle Path, John Little, Webster's Wilderness, Pratt Property. Steve noted he feels like progress is stalled on kiosks w/ signs and would like to see some progress. Angela noted a temporary solution might be a good fix. Steve noted such a minimal expense could be fit into the budget.

Keith noted that the next two kiosks (CVS is now done) being built are for Ferry St 1<sup>st</sup> then South River, Vicki confirmed. Webster's & Pratt can be done in tandem. Overall priority is Pratt, Webster, CVS, Ferry St., Station St.

Paula noted that when she bought her house she knew it was abutting town property, so she shouldn't have a complaint about improvements, but rather questions.

Paula noted a concern with South River St. crossing and speeding related to safety. Committee members noted safety on road crossings was a priority and is part of the planning process.

Eric motioned that the Rail Trail/Bridle Path working group be constituted in finality by July 1 consisting of at least Steve, Ned, Eric, & Greg as an advisor, & Brendan as affiliate if DCR grant is awarded. New members who need not be seated RTC members but must be in support of the long-term success of the project are welcome to join before July 1, with no more than 5 members. Keith 2<sup>nd</sup>. No discussion. Passed unanimously.

Next meetings June 12 & 26, & July 10.

Vicki noted she'll be out June 9 – July 9. She'll communicate with Brendan about leadership hand-off while she's away.

Eric motioned to push any Rail Trail/Bridle Path agenda items until after the forthcoming working group is convened. Vicki 2<sup>nd</sup>. No discussion. Unanimously passed.

Eric motions that Wharf Creek leads our next proposal and Steve will rough out a first draft for discussion at the next meeting. Vicki 2<sup>nd</sup>. Discussion: Ned noted a smaller project would be appropriate, members agreed. Vote passed unanimously.

Eric will send dog waste scoping document to entire RTC. Also benchmark NSRWA dog waste information.

Trail assessments – Bert noted a summary spreadsheet would be helpful for quick info access. Vicki motioned that we adopt the proposed trail assessment system. Steve 2<sup>nd</sup>. No discussion. Vote to adopt was unanimous.

Vicki motioned to adopt May 8 minutes. Keith 2<sup>nd</sup>. No discussion. Unanimous vote to adopt.

Eric motioned to adjourn. Keith 2<sup>nd</sup>. Unanimous adjournment at 9:38pm.

# **Rail Trail/Bridle Path**

## **Working Group Overview, July 1<sup>st</sup> start**

*May 29, 2019*

The RTC voted on May 8, 2019 to convene a working group to oversee the Rail Trail/Bridle Path improvement project under the Recreation Trails Committee. Following is a first draft overview of that working group's purview for LRPWG review & amendment, and subsequent presentation to the RTC for acceptance. The proposed working group would complete work steps and bring them back to the larger RTC for amending and approval before implementation.

### ***Working Group Membership***

The working group should consist of no-less than 3 members and no more than 5, with 1 advisor (Town Planner recommended). Members need not all be voting members of the RTC, but must be in support of the project and committed to its success in the long-term.

### ***Scope-of-Work Overview***

1. Lead the strategic planning process with a project start date of July 1, 2019 and completion date of June 30, 2021.
  - a. Produce project plan
2. Oversee project finance including ensuring mandated processes are followed
  - a. Procurement
  - b. Grant management (if awarded)
  - c. Budgeting, accounting, reporting
3. Lead outreach to stakeholder groups, both internal & external
  - a. Marshfield departments
  - b. Abutters
  - c. User groups
  - d. Regulators
  - e. Other stakeholder groups as identified
4. Oversee implementation
  - a. Engineering
  - b. Contractor/s
  - c. Signage
  - d. Rules & regulations review
  - e. Ongoing stakeholder consultation
5. Finish project
  - a. Finalize finance & reporting and deliver
  - b. Public announcement/s & event/s
  - c. Integrate updated trail management into RTC

RECREATIONAL TRAILS COMMITTEE  
Trail Assessments  
May 8, 2019

The majority of committee planning and action is based on local knowledge of committee members/advisors, field research, and strategy driven by the Comprehensive Trails Plan. Adopting a trail assessments process will:

- make data for decision making more accessible
- summarize and quantify trail inventories
- inform strategic decision making
- offer an iterative yearly process to ground committee work

PROPOSED TRAIL ASSESSMENT PROCESS

1. Prioritize trails for assessment – ongoing basis
2. Complete assessments by filling out management report template trail-by-trail
3. Review completed trail management reports with committee for revision
4. Vote to adopt management reports trail-by-trail with review of each adopted report scheduled yearly
5. Appoint individual committee members to oversee yearly trail management report reviews, trail by trail
  - a. When yearly review comes up it will be the responsibility of these members to present the management report in question with updates, if any, and recommendations
6. Add future reviews to the committee calendar
7. Store adopted trail management reports both digitally and in paper in a central location