

## RECREATIONAL TRAILS COMMITTEE MEETING MINUTES

### MARSHFIELD TOWN HALL

### PLANNING BOARD ROOM

The meeting was called to order at 7:04 pm on August 1, 2018.

IN ATTENDANCE: Linda Cincotti, Steve Goodhue, Vicki McPherson, Ned Bangs, and Brendan Coyne

ABSENT: Keith Rice, and Roger Whidden

ADVISORS: Greg Guimond and Bert O'Donnell

GUEST: Eric Goodwin

APPROVAL OF MINUTES: The minutes of the RTC 6/20/18 meeting were read and a motion was made by Brendan and seconded by Vicki to approve the minutes. The vote passed and was unanimous.

The minutes of the RTC 7/18/18 were read and a motion was made by Vicki and seconded by Steve to approve the minutes. The vote passed. (Brendan and Ned abstained because they were absent last meeting)

#### OLD BUSINESS: **Update: Graphic Design Status/Map and Sign Fastener Review**

Greg indicated that the town logo that was added in the top right hand corner was to be digitized by Brenner but it would cost more money. As an alternative, Greg and Vicki gave Brenner (and Wendy) the town picture on a zip drive so that Brenner can manipulate the picture to the committee's liking for the Jose Carreiro Woodland signage. Additionally, Vicki and Greg addressed every change order with Brenner before today's meeting. The Committee discussed the correspondence from Brenner and Wendy, which indicated that any additional hours of design will be billed at \$85 per hour. And, that the completion of the actual sign panel production time is 4-6 weeks. However, there have been specific changes that the Committee has requested Brenner to make that have not yet been complete. Ned suggested two options: a) items discussed to change with Brenner that weren't changed will not be charged or cost the committee money; b) anything new that we see or did not discuss with Brenner the committee will pay the cost for:

### **Old items already asked for:**

- The shape of main property should more accurately follow the shape in the locus map. It was reshaped, but it does not look exactly like the main property;
- Wetlands need to be changed, as they are not exactly what the committee asked Brenner to do. There needs to be twice as many wetland icons, and they need to be half of the size of what they are currently (Greg gave Brenner a picture to use from an official USGS QUAD map as an example);
- In the main portion of the map there is no distinction between the town of Pembroke and Marshfield. Greg made the recommendation to put the Marshfield designation on the bottom of the locus map above Pembroke on the town line;
- Trail classification symbols; circle, square, and diamonds need to be smaller and evenly spaced. (also asked also that trail dots to be evenly spaced but looks okay);
- The photos on the map have been updated (rectangular 5' by 4' landscape with no borders surrounding them), however, a more recent, nicer picture of the rock and will be submitted to Brenner for an update. Also, the committee is requesting Brenner find the original top left photo which is brighter and more welcoming;
- When Eric reference a bounced email he also mentioned that the QR did not bring Eric to a map and instead brought him to a general QR standard website –

Ned indicated it has not been updated yet but Brenner will connect it which will bring users to all of the RTC trail maps – the committee needs to follow up to make sure the QR gets linked properly

### **New items to ask for:**

- Maryland street should not be the same size of Route 3A, and have a similar proportion as it has in the locus map. The committee agreed to make it smaller by reducing the width of black roadway of Maryland street on main map and make it half the width of route 3, and to reduce name to fit within;
- Locus map bottom portion is missing some green. Green should cover the trail completely and be consistent with main part of map. (i.e., extend green color of on locus map completely over the trail);

- In the top left logo, the “bench color” from the legend is to be used in top left logo for the trail, instead of the tan/beach color;
- Spell out the partners Community Preservation Committee, Department of Public Works, Recreational Trails Committee, North and South River Watershed association;
- Cut out Marshfield on bottom under Partners, so it reads: “Community Preservation Committee, Open Space Committee, ~~Marshfield~~ Conservation Commission, Department of Public Works, North and South River Watershed Association, Recreational Trails Committee....”
- Add logo of Trustees of Reservations of the abutting property (Two Mile Farm). The Committee is planning on putting this in and Bert going to work with Vicki and Open Space to see if they have any reservations about adding this information and the respective logo.
- Tyler message to go after under “Partners” to read: “Community Preservation Committee, Open Space Committee, ~~Marshfield~~ Conservation Commission, Department of Public Works, North and South River Watershed Association, Recreational Trails Committee Boy Scout Troop 38, Hanover, MA, with a special thanks to Tyler MacLeish for building the kiosk for the sign, clearing and marking the trails, and installing the “You are Here” posts as part of his 2017 Eagle Project...”
- Center the logos at the bottom and enlarge Boy Scouts of America insignia;
- On the legend, below trail head and above parking (in the middle/in between), add two trail circle lines: “- - -” blue Trail” “- - -” red trail (circles, dashes used for sake of example)
- Locus map should actually be in the box as it is not part of the map; it should stay the same but underlined in black within the locus map;
- Two Mile farm should be unbolded and Jose Carrerio keep the same size and font, but going to bold it. A vote was conducted on this specific change, and passed, Ned was the only member who opposed.
- Underline “Safety” with white in bottom left corner;
- Want to make trail dots bigger

Not a standard kiosk so we may need to confirm with Scouts what the size of the Kiosk is and to match the map.

**Eric's notes from last meeting:**

- 1.S – is the vernal pool a certified vernal pool? Bert going to check it out as it is an official designation.
- 2.R – 2 paragraphs under history, the space forming the 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs should be removed
- 3R – History in paragraph 2 – there should only be 2 paragraphs. The space forming the 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs should be removed – Brenner corrected in new map as noticed by Vicki and Greg
- 4S – Trail classification, line 5 – remove the “of” following “evoke,” it should read “stone walls evoke an agricultural tradition...”
- 5S – Trail classification, paragraph 3 – reword second sentence to “the loop route starting at Maryland St. is 0.6 miles, about 20 minutes — Greg recommended we take the length of the trail and move it out and highlight it. (Take it out and make it its own statement: “The loop route starting at Maryland Street is 0.6 miles, about 20 minutes” – pull this out to make own bullet to highlight)
- 6S – trail classification, paragraph 4 – reword to “trails are class II and III – medium to broad width, easy to moderate grade and well marked
- 7R – trail classification paragraph 5, line 4 trail should have lowercase “t” and network should be singular, remove the “s”
- 8S – trail classification, paragraph 5, line 5 – remove “the” so it reads the expectations of trail users
- 9R – Below line – add space between lines 3 and 4 so “You may” begins a new paragraph
- 10S – Below line – replace “print” with “access” so it will read “you may access a trail map online”
- 11R – Below line – the URL is almost correct, it should be [www.marshfield-ma.gov/trails-committee/pages/finasl-trails-maps](http://www.marshfield-ma.gov/trails-committee/pages/finasl-trails-maps)
- 12S – Below line, paragraph 3 lines 2 and 3 – change to read “if you or your organization would like to support the Marshfield Recreation Trails Committee program email (committee agreed RTC should be capitalized)
- 13R – Below line – email isn’t working for me. I emailed [RTC@townofmarshfield.org](mailto:RTC@townofmarshfield.org) and it bounce. The convention looks correct, but it isn’t working.
- 14R – Partners – names should be mentioned in similar formats with no abbreviations; perhaps Community Preservation Commission, Open Space Committee, Conservation Commission, Department of Public Works, Recreation Trails Committee, NSRWA, Boy Scouts (see above under new changes, the committee acted on this item and changed it slightly)
- 15S – “Trail Rules and Regulations” change to “Trail Rules and Information” to reflect and include the 2 paragraphs of non-rule based info

16R – Trail rules and regulations paragraph 3, URL – URL is broken and an “r” to “conservation”

17S – Move 9 symbols and “be kind” above the Geocaching and tick info, so it’s contiguous with the rule language(the committee decided not to take action on moving the 9 symbols to the middle and to keep them at the bottom)

18S – Tick paragraph, line 1 – change to wear repellant and check for...” remove the comma

Vicki made a motion to approve the changes as discussed and Steve seconded. The vote was passed and unanimous.

#### **OLD BUSINESS – Review Subcommittee Structure:**

Linda mentioned that with all of the work coming down on the committee, as efficient way to distribute tasks is through assigning members to subcommittees with specific goals and tasks. The idea is to create working groups that committee members will be responsible for. Linda would like members to really think about what they would like to do, what projects they would like to get involved in, and what level of commitment. She made the point that it’s a lot easier to run a committee when everyone has a specific job and brings it back to the committee and gives that information back to the committee to act on.

**Action Item 1 for next meeting:** Ned proposed that at the September meeting members be prepared to discuss subcommittees and subcommittee preferences.

**Action Item 2 for next meeting:** Ned mentioned that members should contact Todd Goodwin for name badges. Ned stressed the importance as it gives more credence to the committee members when they are working out in the field. He mentioned that after receiving his, while out in the field, citizens have stopped to ask what the committee does, what we are about, how they can get involved, etc. Also, he mentioned that the articles in paper have helped with outreach efforts, and the Chamber of Commerce is committed to printing out logos for hats and t-shirts for RTC members. This is another step in the right direction to become more organized and efficient and better serve the community.

**Action item 3 for next meeting:** Greg advised the committee to request from the planning board and DPW to use the sidewalk funds for Parsonage/Webster Street.

#### **Proposed Subcommittees**

**Vendor Liaison** – includes communicating with the High School and all other vendors chosen by the committee, investigating and seeking out possible vendors needed for projects, creating standard process and set of forms to be used in requesting project

quotes from vendors, setting up interviews with possible vendors and the committee, becoming the liaison between the vendors and the committee.

**Agenda item for next week:** Steve mentioned that Brenner would charge \$249 for post, mounting brackets, concrete, and to put the panel on. The committee decided to wait for Bill to discuss options concrete vs. rocks. Eric and Vicki mentioned that they were at the Pratt property and lightly shook the kiosk and is not sturdy. That is why concrete is recommended; it keeps posts in place and will talk to Bill on what is acceptable.

Eric on behalf of Bill wanted to express his concern for the tight timeline of the Jose Carreriro sign as it takes 4-6 weeks to finalize. The goal is to have it finalized for September 23, which is the date for Tyler MacLeish's honor recognition. The committee would like to try to use this for larger public outreach and maybe a ribbon cutting event honoring Tyler for all the work he has done for the community. He also mentioned Marshfield Community television would conduct interviews with RTC members.

Eric mentioned that the committee should reevaluate itself on what our vision is, our future, and committee mission statement.

**Community Relations** – includes creating policies which regulate the donation/stewardship/sponsorship process and being responsible for the monitoring of that process, also includes initiating a community input correspondence program, monitoring and updating the RTC website, and creating an outreach program to recruit possible trail maintenance volunteers, being the liaison between these volunteers and the committee.

**Long Range Planning** – includes creating a trail priority list based on criteria that the committee has deemed important, creating a trail enhancement and maintenance program for finished trails investigating the cost for enhancement of targeted trails and presenting this information as well as suggestions to the committee.

**Proposal** – includes seeking out possible funding sources for RTC projects, presenting these findings to the committee, responsible for filling out and submitting the proposal requests forms, tracking the status of the submitted proposal request.

NEXT MEETING: 8/22/18 at Marshfield Town Hall in the Planning Board Room @ 7 pm.

Vicki motion to adjourn, Steve seconded, vote was unanimous.

ADJOURNEMENT: 9:35 pm

Submitted by Brendan M. Coyne

