

## Hallowell Recreation Commission Report

January 15, 2020

**Meeting:** January 15, 2020, City Hall

**In Attendance:** Councilor Diano Circo (Committee Chair), Cathy Murray (Conservation Commission Member)

**Absent:** Chris Vallee (Public Member), Maggie Newton (Tree Board Member), Anthony Ronzio (Public Member)

### **Conservation Commission Updates**

The Hallowell Conservation Commission (Commission) is working on signs to put up at Berry Field and the Res notifying the public that pet waste must be picked up (rough draft attached). The Commission would like City permission to install the same signs at Vaughan Field when they are ready.

As outlined in the recently completed Trail Management & Communications Plan for the City of Hallowell, the Commission has completed MOU's with the major trail user groups at the Res (attached). These MOU's are with the Central Maine Chapter of the New England Mountain Bike Association, and Manchester Country Riders (snowmobile club), and outline responsibilities for trail management and maintenance. They also provide a process for how maintenance issues can be addressed and provide a communication chain for making decisions.

The Commission is interested in engaging in the Comprehensive Plan process, possibly through a recreational use survey. Recreational uses were a part of one of the public meetings for the previous plan.

### **Tree Board Updates**

Maggie Newton will be resigning from the Tree Board and new member will need to be assigned to the Recreation Commission to represent them.

### **Updates from City Council**

The Chair updated the Commission on changes to the proposed reconstruction of the Bureau of Parks and Lands boat launch downtown.

### **Res Survey Report**

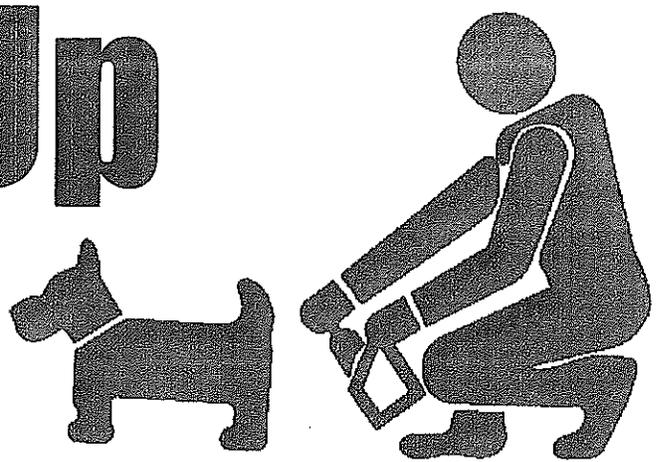
The Commission reviewed the updated (and final) survey report for the Res.

### **Next Committee Meeting**

- March ?, 6pm, City Hall, Council Chamber

Waste Service: use a warm grey background

# Clean Up After Your Pet



## Did you know?

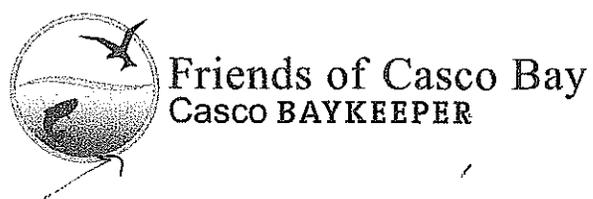
- The EPA estimates that 2 to 3 days' worth of pet waste from just 100 dogs in a 20-square-mile area can contribute enough bacteria to temporarily close a bay to swimming and shellfishing.
- Pet waste, rich in **nitrogen**, is transported by rain or melting snow into streams, the Royal River, and eventually into Casco Bay, promoting growth of weeds and algae, depleting oxygen, and leading to ocean acidification.

→ Vaughan + Bombahook Streams, Cascade Pond and Kennebec River

## What can you do?

- Take a plastic bag when walking your pet. Never leave pet waste along trails, in the woods, on the beach, or on the snow.
- Dispose of pet waste in a responsible manner, preferably by flushing it down the toilet or by putting it in the trash.

# Pick up after your pet and help keep our water clean.



Crystallovec

## Trail Management & Communications Plan for City of Hallowell – Recreation Area/City Forest (the “RES”)

- A. Scope** – Trail Management and Maintenance on City owned properties and parks
- B. Priorities to frame decisions** – #1: public safety, #2: trail integrity, #3: conserve/preserve natural resources
- C. Recurring Maintenance** – activities that happen on regular basis, evaluations of trail conditions, seasonal closures or openings, etc. Responsibilities and conditions called out in memos of understanding (MOUs) with organizations not associated with City of Hallowell.
- Annual (or as needed) multi-use trail evaluation – by a ‘to be determined’ RES trail steward; ties in Bike Association & Snowmobile Club as outlined in MOUs.
  - Seasonal preparation of snowmobile trails by Manchester Country Riders (snowmobile trail #29 runs along the RES’s Pipeline Trail; snowmobile trail #27T runs along the RES’s Quarry Trail)
  - Seasonal preparation of mountain bike trails by Central Maine chapter of the New England Mountain Bike Association
- D. Unplanned Activities** – examples are downed trees, flooding, erosion, damage to resources, etc.
- Is there an immediate public safety concern?
    - YES – discovered by trail club
      - Club volunteers may make emergency repair, recommend closure, or immediately contact first responders as appropriate
      - If club volunteers make emergency repair, they will notify (Manager and Steward) within 24 hours
    - YES – discovered by trail user
      - Trail user contacts first responders as appropriate and alerts City Hall/City Manager (207-623-4021)
      - Based on issue, City Manager contacts Public Works, Police, and alerts Recreation Commission Chair, HCC Chair, and Steward
        - Once concern resolved, reporter contacted to close item.
    - NO – is heavy equipment required to resolve?
      - YES – contact City Hall/City Manager (207-623-4021)
        - Based on issue, City Manager contacts Public Works and alerts Recreation Commission Chair, HCC Chair, and Steward
          - Once resolved, reporter contacted to close item.
      - NO – reporter can resolve or contacts City Hall/City Manager (207-623-4021)
        - Based on issue, City Manager contacts Public Works and alerts Recreation Commission Chair, HCC Chair, Steward
          - Once resolved, reporter is contacted to close item
- E. Planned Activities** – examples are trail maintenance or improvements to existing trails, trail events, new trails, etc.
- Requestor contacts Recreation Commission Chair and Steward and submits a short proposal including, but not limited to activity description, purpose, scope, costs, required resources, impacts, benefits
  - Recreation Commission Chair reviews proposal and schedules Recreation Commission review, as needed
    - Is activity MINOR (i.e., trail activity for fewer than 10 people, clearing trailside vegetation, or re-decking a boardwalk) or MAJOR (i.e., trail race, trail-based fundraising event, new bridge or trail, or trail reroute)?

- MINOR – Recreation Commission Chair and Steward will approve activity
  - Once approved, requestor and stakeholders are contacted
  - At completion, Recreation Commission Chair and Steward are notified
- MAJOR – Recreation Commission review will ensure all stakeholders are aware and review proposal prior approving activity or submitting recommendation to City Council with City decision-making completed within 45 days
  - Major activity NOT approved
    - Recreation Commission Chair reports back to requestor with reason(s), next steps
  - Major activity approved
    - Recreation Commission Chair reports back to requestor and may ask for periodic updates and final notification of completion
    - At completion, Recreation Commission Chair is notified

Document History

-Jan 16 draft version: RES Working Group and Recreation Commission draft

-v0221 draft version: RES Working Group and Recreation Commission 2<sup>nd</sup> draft

-v0424a – updates after 03/20 review with MOUs specific to RES (B. Martin/R. Presnar

**Memo of Understanding between Central Maine Chapter of the New England Mountain Bike Association (CeMENEMBA or Club) and City of Hallowell (City)**

**Whereas:**

- i. Mountain biking is a healthy outdoor activity for people of all ages that is growing in popularity
- ii. The CeMENEMBA has volunteers, who are skilled at building and maintaining sustainable mountain bike trails
- iii. The Club promotes responsible mountain bike riding
- iv. Mountain biking has become a year round activity with the availability of fat-tire bikes which allows riding in winter conditions
- v. The City encourages and supports year round outdoor recreation for its physical, emotional, economic, and quality of life benefits
- vi. The City and the Club share a mutual interest in well-managed trails suitable for mountain bikes and shared with other users

**Therefore:**

**CeMENEMBA agrees to:**

- a. Accept responsibility for routine single-track trail management and maintenance
- b. Perform routine maintenance on single-track and multi-use trails to allow for safe passage and to minimize impact of trail use according to current best practices
- c. Notify the City (Hallowell Recreation Area ("RES") Steward via the Hallowell Recreation Commission) when planning to use an ATV or other motorized vehicle in connection with trail maintenance or construction
- d. Notify the City (Hallowell Recreation Area ("RES") Steward via the Hallowell Recreation Commission) and seek approval for construction projects including new structures, new trails, reroutes, or other substantial rebuilding
- e. Maintain adequate liability insurance to cover organized trail work and events
- f. Assign only experienced, certified operators to tasks requiring use of chainsaws or similar cutting tools
- g. At its discretion, raise funds and in-kind support for new projects and major repairs
- h. Make emergency repairs or close single-track trails if conditions threaten user safety, and notify the City within 24 hours
- i. Recommend to the "RES" Steward seasonal or temporary trail closure to protect trail integrity
- j. Notify the City of any problems needing City action or decision making
- k. Provide the City with a Club point of contact, preferably a Hallowell resident



## **Memo of Understanding between Manchester Country Riders (MCR or Club) and City of Hallowell (City)**

### **Whereas:**

- i. Snowmobiling is an outdoor winter sport enjoyed by people of all ages
- ii. The Manchester Country Riders snowmobile club performs the winter maintenance and grooming of trails in Hallowell for snowmobiling purposes
- iii. There are two traditional snowmobile routes (27T and 29) through portions of the Hallowell Recreation Area/City Forest ("RES")
- iv. MCR has the skills and volunteers to properly prepare trails and groom them for winter use
- v. People use the groomed snowmobile trails in the RES for other recreation including walking, skiing, and biking in winter
- vi. The City encourages and supports outdoor recreation for its physical, emotional, economic, and quality of life benefits
- vii. The City and the Club share a mutual interest in well-managed trails suitable for snowmobiles and shared with other users

### **Therefore, Manchester Country Riders agrees to:**

- a. Accept responsibility for routine snowmobile trail management and maintenance as conditions permit and MCR volunteers are available
- b. Prepare the snowmobile trails for winter use, including installing appropriate signs and removing blowdowns, according to current best practices
- c. Groom trails as needed during the winter season
- d. Notify the City (Hallowell Recreation Area ("RES") Steward via the Hallowell Recreation Commission) when planning to use an ATV in connection with trail maintenance or construction
- e. Notify the City Hallowell Recreation Area ("RES") Steward via the Hallowell Recreation Commission) and seek approval for construction projects including new structures, new trails, reroutes, or other substantial rebuilding relating to snowmobile use
- f. Assign only experienced operators to tasks requiring use of power tools
- g. At its discretion, raise funds and in-kind support for new projects and major repairs relating to snowmobile use
- h. Make emergency repairs or trail closures if conditions threaten user safety, and notify the City maintenance as conditions permit and MCR volunteers are available
- i. Recommend to the "RES" Steward seasonal or temporary trail closure to protect trail integrity
- j. Notify the City of any problems needing city action or decision making

**Memo of Understanding between Manchester Country Riders (MCR or Club) and City of Hallowell (City)**

- k. Provide the City with a Club point of contact, preferably a Hallowell resident (No Hallowell residents belong to our club)
- l. Provide a brief annual report outlining activities for the past year, plans for the next year, and noting any outstanding issues or incidents; due by November 30<sup>th</sup> to "RES" Steward/Hallowell Recreation Commission relating to activity on City of Hallowell property

**The City agrees to:**

- a. Allow for routine management and maintenance of the snowmobile trail system by the Club, with the caveat that the City retains the ultimate authority for managing City lands
- b. Provide the Club with a point of contact and clear lines of communication
- c. Develop and follow standard procedures for approval of major projects
- d. Make decisions within 45 days about requested changes to the trail system
- e. At its discretion, raise funds and in-kind support for new projects and major repairs
- f. Mark and maintain property boundaries

**Both Club and City agree together to:**

- a. Meet together at least once a year or more frequently as necessary to address issues related to public use of the trails including inappropriate use, user conflicts, danger points, and trail improvements
- b. Spread the word about trail use etiquette, including sharing trails, for all users
- c. Plan together for trail work days and more complex projects
- d. Coordinate outreach related to trail work days and other activities
- e. Review maps and other outreach materials for accuracy and completeness

**Modification and Termination**

This agreement will remain in effect in perpetuity once signed by authorized representatives of both parties unless modified or terminated as described below:

This agreement may be modified with the concurrence of both parties and new signatures by authorized representatives.

This agreement may be terminated by either party by written communication. Termination will be effective 30 days after receipt of written communication.

S/ \_\_\_\_\_ 09/13/19 \_\_\_\_\_  
City of Hallowell Date  
PoC: Rosemary Presnar, 207-512-0311

S/ \_\_\_\_\_ 11/14/19 \_\_\_\_\_  
Club Date  
PoC: Paul Giguere, 207-623-2331

**Version History**

5/13/19 - edits by MCR (PG) plus an edit on 9/13/19 "November" date change (RP)