

**National Park Service – Rivers, Trails, Conservation Assistance (RTCA) Program
Hallowell City Forest/Recreation Area Project
Tuesday, December 5, 2017; 6pm-6:50pm; City Hall Auditorium**

Agenda

- a. Welcome – Rosemary Presnar, Hallowell Conservation Commission
- b. Introductions - All
- c. RTCA Program overview- Burnham Martin, NPS Rivers & Trails
- d. Hallowell's RTCA application overview/vision- Rosemary
- e. Draft work plan overview – Burnham/All
- f. Q&A and comments - All
- g. Next Steps

12/05/2017 Meeting Notes:

Agenda items a. thru c.)

- Kick-off meeting for the Hallowell Recreation Area/RES planning project under the National Park Service's Rivers, Trails and Conservation Assistance program. Hallowell Conservation Commission's application was approved for technical assistance for FY2018.
- Meeting was held at Hallowell City Hall Auditorium; approximately 25 people attended including members of City Council (Mike Frett, Maureen Aucoin, Kara Walker, Diano Circo) and members of the Conservation Commission (Rosemary Presnar, Cathie Murray, Deb Sewall, Karen Simpson, Ben Godsoe). Many community organizations represented as highlighted in below notes.
- A sign in sheet was available to attendees for future information and potential call for volunteers
- Burnham Martin has 5 other RTCA projects for 2018 and can provide approximately 1/6th of his time towards Hallowell as our coach through 2018. We got a late start, so some time may go into 2019 NPS fiscal year. An example of a comparable project would be a Freeport community trail project Burnham worked on in the past several years.

Agenda item d.) Rosemary reviewed the following Application sections: Purpose, References, and Key Partners and Stakeholders

Project Purpose - Goal/Focus

"The project goal is to create a partnership between the City of Hallowell and diverse stakeholders to develop a high-level roadmap for the Hallowell Recreation Area including conservation of natural resources while improving access to a sustainable system of multi-use trails and recreational opportunities."

Focus on a process to provide, encourage and manage multiple recreational opportunities (biking, dog walking, birding, running, snow-shoeing, cross-country skiing, nature photography, swimming, hunting, fishing, naturalist activities, etc.) in the context of a healthy natural setting. We anticipate that the forests, wildflowers, clean water, productive wetlands, and other natural resources as well as the historic quarries that make being at the Res a great experience will need to be recognized and protected as we go forward. Looking for a balance and a pleasurable, safe experience for all users from Hallowell and surrounding communities. (The RTCA effort is the first step in this process!)

References

RTCA application is posted on the City website (hallowell.govoffice.com) under Boards & Committees/Hallowell Conservation Commission/RTCA Program. The following documents were used for the application:

- **Harold Burnett, Forest Management Plan – 2012**
- **HCC & Dominie Consulting, Open Space Plan – 2007**

Additional documents mentioned at meeting as good sources:

- **Terrance J. DeWan & Assoc, Master Plan – 1989**
- **Land and Water Assocs. (Alec Giffen), Forest Management Plan- 1999**

Key Partners – submitted Application Commitment Letters

- City of Hallowell (City Manager, Clerk's Office, Public Works, Mayor, Council) – Councilors Mike Frett, Kara Walker, Diano Circo, and Maureen Aucoin attended 12/5 meeting
- Hallowell Recreation Commission (Councilor Diano Circo, Chair) – Diano attended 12/5 meeting
- Hallowell Tree Board (Wes Davis) – Wes attended 12/5 meeting
- Central Maine chapter of New England Mountain Bike Association is noted in application as a key partner; time constraints with their largest annual event prohibited a formal letter in application in June 2017 - Chris Riley attended 12/5 meeting
- Hallowell Conservation Commission – submitted application; will coordinate overall work plan with Burnham and a working group

Stakeholders – submitted Application Support Letters

- Augusta Trails & Augusta Conservation Commission (Rex Turner)
- Augusta Bird Club (Cheryl Ring, Glenn Hodgkins)
- State Sen. Shenna Bellows
- State Rep. Charlotte Warren

Additional contacts for Key Partners and Stakeholders

- Hallowell Bicycle/Pedestrian Advisory Committee – Maggie Warren attended 12/5 meeting
- Hallowell Health and Wellness Committee – Councilor Lynn Irish
- Historic Hallowell Committee – Sam Webber, City Historian
- Ordinance Rewrite Committee
- Manchester Conservation Commission – Garry Hinkley attended 12/5 meeting
- Manchester Snowmobile Club – Paul Giguere attended 12/5 meeting; Manchester's club works with private landowners abutting Res and trail maintenance
- Farmingdale – Barnstormers Snowmobile Club – Bob Dill (may be retiring as Club president)
- State of Maine Softball League – Joe Bernard

Others?

- AARP Maine (Patricia Oh, Age Friendly Community Team) in terms of their "domains of livability" in the community and #1 is outdoor spaces. Hallowell is involved in the Maine program.
- Senior Spectrum/Cohen Center – neighbor to the RES, future connections are possible
- Hallowell Planning Board – Judy Feinstein volunteered to be liaison to Planning Board
- Nicole Grohoski, GIS Specialist Center for Community GIS - Maine Trail Finder (connection from Alan Stearns)
155 Main Street, Suite 2B, Farmington, ME 04938
www.community-gis.org

Agenda item e.) Burnham reviewed the following draft task list/workplan (additions to original list are noted in parenthesis and underlined)

Developing a management framework for trails at the Res

Draft task list (additions to original list are noted in parenthesis and underlined)

Create a core working group (that can work towards solutions / will have homework! Will need meeting times and a Chair with agendas that have timelines and deliverables.)

Include representatives of appropriate city boards/committees

Include representatives of interested trail users

(Chris Riley, Paul Giguere, and Garry Hinkley are interested in participating; discussion included keeping RTCA work under the HCC and tied into existing monthly meetings.)

Vision and goals for management of the property

Review existing plans

(Current, updated boundary survey)

Citizen input – (see how RES is used by public, try to get overall picture of RES use, including trails)

Specific recommendations for the trails

Inventory **existing** resources

Trails (location, characteristics, condition)

Important natural and cultural features (acres to avoid, acres to use)

(add educational & historic aspects)

Identify issues related to trail use

Review good practices for trail design/management (for problem solving, see management/structure bullets below)
/maintenance

Discuss and agree on recommendations for:

Vision and goals for the trail system

Improvements and maintenance for the current system

Management group/structure for dealing with issues such as user conflicts, group use, or holding events

Addressing new trails or uses

Develop outline of management framework

Written document with recommended guidelines/approaches

Recommend management team

(include Communications,

Volunteers – liabilities, insurance)

Seek public input as needed

Suggestion: Public walking meeting in the spring

Write draft plan

Engage in appropriate municipal process for review by interested boards and committees

Write and submit final plan

(Include any short-term and long-term financial needs in management plan;
Future planning/process for other enhanced recreations uses;
Options for conservation/preservation of the property)

Continue management team meetings and actions

– **Agenda item f. Questions and discussion**

- Caution was raised to just not concentrate on trails.
The application was written to enhance the outdoor recreational experiences for all users of the RES. Trail use has the current focus and need. Currently, the trails are getting a bit more attention based on the increased use and need for maintenance & signage. Awareness of trail network and safety are noted in application. Efforts will be made to gather public inputs and ideas across other recreational activities (past plans and surveys will be reviewed). As we progress with the RTCA trail effort, this will be a starting point for other inputs into the overall management plan for the RES.
- A boundary survey is being planned.
It is expected that a long awaited RES boundary survey will be funded in 2018 via the City budget process. It is important to understand where the City's property ends in relationship to private landowners. RES users may not be aware they are on private property, even though many abutting landowners have been very generous over the years to allow access and those relationships need to be recognized and maintained. Not having a current boundary survey should not hold up initial RTCA work.
- Does the RTCA project include funding?
No, the RTCA award provides staff hours from NPS, but RTCA staff can help identify funding sources and assist with grant applications. The final work plan should include an estimated budget for any long-term expenditures, as needed. Initial informational kiosks and trail signage can possibly be funded out of existing Parks and Conservation budget allocations or as solicited donations from the community. RTCA effort can be a first step in applying for monetary grants.

– **Agenda item g. Next Steps**

- Publish meeting minutes – review Dec (Burnham), publish Jan (Rosemary)
- Setup Google Docs/Drive for working group – January (Rosemary)
- Outreach to interested working team members – January (Rosemary/HCC)
- Review and summarize existing plans recommendations related to trails and recreation at the RES – January (Burnham)
- Schedule next working meeting to move forward with finalizing above work plan with priorities, timelines, and deliverables – target meeting date: February 6, 6pm at City Hall (Rosemary)