

**Hallowell “RES”/City Forest RTCA Working Group Meeting
4/3/2018 Meeting Notes
Hallowell City Hall**

Attendees:

Burnham Martin, Rivers, Trails and Conservation Assistance Program (RTCA);
Rosemary Presnar, Ben Godsoe and Deb Sewall, Hallowell Conservation Commission (HCC);
Wes Davis, Hallowell Tree Board; Paul Giguere, Manchester Riders Snowmobile Club;
Garry Hinckley, Manchester Conservation Commission (MCC) and Central ME Chapter of NEMBA

Rosemary Presnar chaired the meeting.

1. Notes from March meeting reviewed and approved to post on City website.

2. Review & Updates of Work Plan (Item numbers refer to Workplan tasks; review v4.0 of Workplan for details, attached for reference)

- Items 6c & 7 – Discussion on management framework and models for trail system mgmt.
 - Overview of existing, current ordinances and policies that address RES. Rosemary when through Recreation Commission, Tree Board, Conservation Commission, and Comp Plan highlights in regards to RES.
 - *Recreation Commission has purview of the RES, Waterfront Park, and Vaughan Field. The Recreation Comm is to provide policy and administrative guidance to City Council and City Manager on the development, use, and management of parks and recreational programs and facilities for the City of Hallowell.*
 - Current Rec Comm process not currently active or functioning; RES Working Group questioned the list of responsibilities of Rec Comm per ordinance vs their ordinance membership listing and skill set towards overseeing trail management, conflict resolution; definitely a gap.
 - Snowmobile or biking reps on RES Working Group have no current recollection of planning meetings with Rec Comm for trail maintenance or other concerns; group reps have not contacted Rec Comm either.
 - No on-going meetings with bike association since single-track trails were constructed. Issue came up last year on leaf blowing trails, no long-term solution reached.
 - Non organized RES users such as beach goers, dog walkers, hikers, ball players, etc. may not realize full trail system potential
 - Review of Burnham’s “models for trail system mgmt discussion points” paper (see attached)
 - Budget item needs to be included – added to v2
 - Different seasonal conflicts on trails can exist; plan trail usage with alternatives and options for variety of users
 - ACTION: Rosemary will review responsibilities lists between current ordinance & models paper
 - ACTION: Invite Recreation Commission member for May meeting
- Item 2d – update on Outreach
 - Ben and Garry presented draft outline to group (see attached)

- They will continue to work on options/recommendations for online surveys, meetings, and interviews
- Item 3 – Update on Inventory existing trails
 - Burnham **will** have an intern to assist with tasks in the summer
 - Gather all existing maps – MBA (KLT may have file), Snowmobile (Paul provided), RTCA Application(latest City version) , others

3. Meeting summary and Next steps

- Continue to learn about management structures and recommend a management entity for the property, assigning responsibility for creating and maintaining trails, coordinating uses, resolving conflicts between users. Both education and trail design can help mitigate conflicts. Management Framework discussion will continue at May meeting.

4. Next meeting will be at 5:30pm on Tuesday, May 01.

Models for trail system management in Hallowell – discussion points; April 4, 2018 – v2

Trail management functions

1. Manage issues: complaints, conflicts, problem solving, education, maps, events
2. Address changes: new trail uses, new trails, trail closures, environmental changes
3. Address trails on adjacent land: communicate with landowners about existing trails, negotiate new trail links to address landowner concerns or connect open space/other trails
4. Maintain trails: regular frequent monitoring, seasonal tasks, emergency repairs, planned large projects, signs
5. Manage volunteers: stewards/adopters, community volunteer days, volunteer trail crew, school students
6. Manage hired crews: youth conservation corps, contractors
7. Coordinate management and maintenance with trail clubs
8. Coordinate with other activities: timber harvest, developed recreation area, invasive species removal
9. Create budgets: estimate amounts and costs (including volunteer hours and in-kind support) of materials and work hours needed for project completion
10. Fundraising: seek funds or in-kind donations for trail construction or other tasks
11. Maintain liaison with City Council and other committees, departments, and staff

Questions

- What other functions/tasks should be included in the list above? Should any be deleted?
- What functions are currently managed well and what areas fall short?

General conceptual management models

1. Create or identify and strengthen an entity to manage only trails
 - a. Only on the Res
 - b. On all city-owned property
 - c. On city and private conservation land
 - d. On city and private conservation land plus private land
2. Create or identify and strengthen an entity to manage trails and other recreation
 - a. Only at the Res
 - b. On all city-owned property

Specific possible trail management models

1. HCC or Hallowell Recreation Committee creates a subcommittee for Res trail management with representatives from appropriate clubs and user groups
2. Hallowell creates a city-wide trail committee to manage trails on all city property in coordination with trail clubs
3. Hallowell creates a city-wide trail committee to manage trails on all city property plus private property trail connections in coordination with trail clubs
4. Hallowell creates a Friends of the Res group (coalition or nonprofit) to manage trails at the Res in coordination with trail clubs and under an agreement with the city
5. Hallowell creates a Friends of Hallowell Trails group (coalition or nonprofit) to create and manage trails throughout the city in coordination with trail clubs and under an agreement with the city
6. Other ideas?

The Res Project Outreach – Draft Outline

Purpose of Outreach:

- Obtain information about recreational use of “The Res,” including about all forms of recreation (both intensive and dispersed). For example, uses probably include: activities in the swimming/picnicking area and ballfields, use of different types of trails, as well as hunting and other non-trail uses.
- Raise awareness about this project within Hallowell and for people who live outside of town but are likely to recreate at The Res.

General approach:

- Identify and reach out to all stakeholders, including abutting landowners, town committees, trail groups, recreational or other clubs that use The Res, the general public, and others?
- Could include different types of outreach to the public, some of which may happen at different points in the process. For example:
 - Engaging residents and people who recreate at The Res at a broad scale could happen early on, through some sort of survey, as well as toward the end of the project when folks can react to a draft product (whatever form that takes); and
 - More targeted outreach to specific interests at The Res could happen throughout the project and include meetings, interviews, or maybe events, and would inform and shape the recreation inventory, final plan, or products.

Tools to gather feedback

- Online survey:
 - Research questions/themes could include:
 - Who uses The Res? Who does not use the Res? Is there a good balance of opportunities for people want to recreate there?
 - For people who use the Res now: how frequently; what type of use; are they residents or live nearby, vs. people who come to The Res as a specific destination?
 - For all respondents: What do they like/not like about the property now? What do people want to see happen at The Res?
 - Demographics info: age; residence/geographic info; working vs. retired; other?
 - Other?

- Events:
 - Could have an event where we invite different types of recreational users to come and mingle. This type of outreach may be a good way to build relationships between trail groups and other stakeholders, and to raise awareness about the project.
 - An idea that we talked about at the meeting was an event with different types of activities in which people could participate, perhaps dovetailed with trail work or another event already taking place.
 - Other?
- Meetings or interviews:
 - Good way to get specific information about the trails and other infrastructure that already exist at the res
 - Interview questions may include:
 - How does your group/activity use The Res? How frequently? What time of year? Where on the property does your activity take place? (Maybe have them draw on a draft map that shows what we think we know)
 - After they correct our map, ask: what should stay the same? What should change?
 - We could also attend recreational trail group or club meetings and ask the same kinds of questions. For example, we could attend the NEMBA chapter board meeting and pick their brains for 20 minutes or so. Or, we could attend a snowmobile club meeting, probably in the fall, and ask the membership some general questions.
 - Another option would be to invite a representative of each group to a meeting onsite at the res. This would be sort of a “summit” where the groups could talk to each other and to us about what they want to see happen there. This meeting may help form a mechanism to solve disputes between rec user groups in the future – as well as a group that could help make decisions related to recreation on the property.
 - Other?

WorkPlan v4.0

The RES Planning Project(RTCA) Workplan	Outcome / Deliverable/ Who	Timeline
1. Create a core working group <u>(that can work towards solutions / will have homework!</u>	Rosemary Presnar– reachout to participants, keep RTCA/RES project work under the HCC and tied into existing monthly meetings.	Jan 2018-complete
a. Include representatives of appropriate city boards/committees	Deb Sewall – Conservation Ben Godsue– Conservation & Brownfields Wes – Tree Board	Jan 2018-complete
b. Include representatives of interested trail users	Paul Giguere – Manchester Snowmobile Club Garry Hinkley – Central Maine NE Mountain Bike Assoc / Manchester CC	Jan 2018-complete
c. City of Hallowell – keep informed/copied on minutes and activities	Diano Circo – Recreation Committee Nate Rudy – City Manager City Public Works, HCC, Tree Board, Planning Board	Diano invited to May meeting
d. Discuss purpose/scope of working group & project	Group will focus on RES uses, existing trail network, management framework; final report will recommend longer term priorities validated from past reports.	Feb 13, 2018
e. Discuss and adjust workplan/tasklist		Ongoing
2. Vision and goals for management of the property		
a. Summary of existing plans	4 past plans – Burnham to review and summarize	Jan2018- complete
b. Review of existing plans summary	common threads, follow-ups, conclusions Inputs/common thread findings from 2/13/18 past Plan Summary review: <ul style="list-style-type: none"> • Need for an inventory of existing trails and for signs, blazes, mapping to make it use-friendly** • Need for a management plan 	Feb & Mar 2018 meeting reviews Use as inputs to future planning.

	<ul style="list-style-type: none"> • Need to identify who is going to make decisions about how the property is managed • Need for a maintenance budget <p>**Some initial, low cost recommendations may be considered with existing HCC budget and/or solicited donations.</p> <p>Longer Term needs:</p> <ul style="list-style-type: none"> • Need for a decision about whether to actively manage forest resources • Trail Connectivity to other communities 	
c. Current, updated boundary survey	Diano Circo advocating for 2019 City Budget 3/28 – City Manager confirmed RFP will be written	Open
d. Citizen/Public input – (see how RES is used by public, try to get overall picture of RES use, including trails) - Consider residents and non-residents	<p>?others – maybe bring in for interviews: family w/young children, dog walkers, Maine Naturalists, bird club, Augusta Trails, Cohen Center, Planning Board, Recreation Comm</p> <p>See March minutes for additional ideas/notes for Field Days to tie in guided walks for interested groups – snowmobile and bike trail overviews, land owner consent, hikers, birders, dog walkers, history, etc.</p> <p>See Item 8 – and surveys (vol 2 of Open Space plan has survey questions and results from 2007) See Item 4 – if survey, capture why folks do or do not use RES; also concerns/issues</p>	Mar meeting – Ben and Garry April Update (see attached RES Project Outreach draft outline)
e. Specific recommendations for the trails	See item 6 <ul style="list-style-type: none"> – inputs from outreach – future management 	
3. Inventory <u>existing</u> resources	Existing maps (WWW, MBA (have copy), Maine Trail Finder?) City map – from RTCA application Manchester Snowmobile Club –have copy)	March meeting - Rosemary, Maureen, Burnham to take on. NPS will have intern

		in summer to assist.
a. Trails (location, characteristics, condition)	Do trails cross private land, where, who?	
b. Important natural and cultural features (acres to avoid, acres to use)		
c. educational & historic aspects		
4. Identify issues related to trail use	part of survey in 2d?	
5. Review good practices for trail design/management (for problem solving, see management/structure bullets below) /maintenance		
6. Discuss and agree on recommendations for:		
a. Vision and goals for the trail system		
b. Improvements and maintenance for the current system		
c. Management group/structure for dealing with issues such as user conflicts, group use, or holding events	Started discussion in April; reviewed existing Ordinances for Rec Commission, Tree Board, and Conservation Commission; ties to 2010 Comm Plan	In progress: April discussion; Burnham draft of models (see attached v2)
d. How to Address new trails or uses		
7. Develop outline of management framework	Start discussion in April	In progress: April discussion; Burnham draft of models (see attached v2)
a. Written document with recommended guidelines/approaches	Include inputs from 6.	
b. Recommend management team (include Communications, Volunteers – liabilities, insurance, etc.)	see 6c.	

8. Seek public input as needed	see 2d.	Outreach plan in progress.
Suggestion: Public walking meeting in the spring		
9. Write draft plan		
10. Revise, 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)		
Options for grant opportunities		
11. Engage in appropriate municipal process for review by interested boards and committees		
12. Continue management team meetings and actions		