

**Hallowell “RES”/City Forest RTCA Working Group Meeting  
6/5/2018 Meeting Notes  
Hallowell City Hall**

**Attendees:**

Burnham Martin and Marie Caspard - Rivers, Trails and Conservation Assistance Program (RTCA);  
Rosemary Presnar, Ben Godsoe and Deb Sewall, Hallowell Conservation Commission (HCC);  
Wes Davis, Hallowell Tree Board  
Garry Hinkley, CeMe NEMBA & Manchester CC  
Paul Giguere, Manchester Snowmobile Club

**Guests:**

Maureen AuCoin, City of Hallowell Councilor  
Kat Schweikert, GIS/Mapping Volunteer

Rosemary Presnar chaired the meeting.

**Notes from May meeting reviewed and approved to post on City website.**

1. Core Working Group/Guest introductions
  - a. Welcome Marie, intern for the RTCA program from Bowdoin College
  - b. Mo AuCoin, City Councilor
2. Review Notes from May meeting – no changes
3. Review assigned Work Plan task updates
  - a. SURVEY: WP Item #2d: how to collect public inputs on RES uses
    - i. Surveymonkey survey questions tested and will be ready in a week or so; will distribute via social media, City website, emails lists, QR code postings, etc.
  - b. MAPPING: WP Item #3: inventory existing RES resources
    - i. Group reviewed GIS mappings from Kat with overlays from various existing maps; noted some trails that should or should not be promoted (especially on MBA fund raiser map), some trail names missing, which trails should be multi-use vs single use, any directional signs needed for single-track MB trails, how to close off what looks like ATV spurs into RES, where to trails cross private land, future use of Beacon Rd access, etc.
    - ii. Next steps is to have Marie move forward with trail condition assessment and sign plan; decide on City ‘approved’ trail map
4. Discuss management framework for RES: WP Item #7 & Follow up on open items from May mtg – draft decision/communication chart, etc.
  - i. Will hold this open item for future meeting, must return to this issue.
5. Homework/next meeting date
  - a. Marie – work on site at RES & with team members for trail condition assessment, sign plan, etc.; send GPS shape files to Kat
  - b. Rosemary – extension request by end of June to Burnham
  - c. Ben/Garry – ready survey for prime time by end of month
  - d. Next meeting – July 10 at RES at 5:30pm
6. Adjourn

**WorkPlan v6.0**

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

	<p>about how the property is managed</p> <ul style="list-style-type: none"> <li>• Need for a maintenance budget</li> </ul> <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"> <li>• Need for a decision about whether to actively manage forest resources</li> <li>• Trail Connectivity to other communities</li> </ul>	
c. Current, updated boundary survey	<p>Diano Circo advocating for 2019 City Budget</p> <p>3/28 – City Manager confirmed RFP will be written</p> <p>5/22 – HCC providing inputs to City Manager by June 1 (complete)</p> <p>6/29 – funding is still in budget proposal, some discussion of splitting over 2 years or a reduction.</p>	Open
<p>d. Citizen/Public input – (see how RES is used by public, try to get overall picture of RES use, including trails)</p> <p>- Consider residents and non-residents</p>	<p><b>?others</b> – 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)</p> <p>See Item 4 – if survey, capture why folks do or do not use RES; also concerns/issues</p>	<p>Mar meeting – Ben and Garry</p> <p>April Update ( see attached <b>RES Project Outreach</b> draft outline)</p> <p>May – draft in process</p> <p>Jun 21 – survey went live!</p>
e. Specific recommendations for the trails	<p>See item 6</p> <ul style="list-style-type: none"> <li>– inputs from outreach</li> <li>– future management</li> </ul>	
<b>3. Inventory <u>existing</u> resources</b>	Existing maps (WWW, MBA (have copy), Maine Trail Finder?)	March meeting - Rosemary, Maureen,

	City map – from RTCA application Manchester Snowmobile Club –have copy CeMeMBA guide – have copy	Burnham to take on. NPS will have intern in summer to assist. Jun-Jul: Marie Caspard is RTCA Intern; working on trails' assessment and items a, b, c
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		
<b>4. Identify issues related to trail use</b>	part of survey in 2d?	
<b>5. Review good practices for trail design/management</b> (for problem solving, see management/structure bullets below) /maintenance		
<b>6. Discuss and agree on recommendations for:</b>		
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 – will continue.	In progress: April discussion; Burnham draft of models ( see attached v2)
d. How to Address new trails or uses		
<b>7. Develop outline of management framework</b>	Started discussion in April – will continue	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.	
<b>8. Seek public input as needed</b>	see 2d.	Outreach plan in progress.
Suggestion: Public walking meeting in the spring		
<b>9. Write draft plan</b>		
<b>10. Revise, submit final plan</b>		
(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		
<b>11. Engage in appropriate municipal process for review by interested boards and committees</b>		
<b>12. Continue management team meetings and actions</b>		