Final Minutes TRAILS COMMITTEE MEETING

CALL TO ORDER
VICE CHAIR Cathy Brisbin called the meeting to order at 3:05 pm

ROLL CALL
Present: Elizabeth Caselton, Catherine Quist Brisbin, Kurt Frieden, Kim Hansen, Maggie Mah, Don Pugh, Sarah Rivers, Holly Nash, Anne Van Camp.
Absent: Rick DeBenedetti, Eldona Hamel
Also present: Sean Rose, Town Engineer

PUBLIC COMMUNICATION
(Persons wishing to address the Committee on any matter not on the posted agenda are invited to do so. Please note, however, that the committee is not able to undertake extended discussion or to act on non-agenda items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. As a courtesy to others, the communications should be kept to a three-minute limit.)

Members of the public were present to discuss dangerous situation on corner of Olive Hill (near 131) and Canada Road (Jo Egenes, Maggie Bedecarre, Nan Nagle)

A situation of cars parked on the trail at the end of Olive Hill Road seems to create a dangerous situation for equestrians, bicycles and car traffic. Additional signage and/or logs, bollards, boulders, … to discourage parking in between the bridge and Canada Road were suggested.

The committee agreed to enter this issue on the Trails Project List and Sean Rose agreed to perform a site visit prior to the next meeting on June 7, 2017. Contact information was exchanged.

MINUTES from April 13, 2017 presented for approval

Minutes were approved as presented; Holly Nash made a motion to approve the 04/13/17 minutes and Sarah Rivers seconded the motion. Unanimously approved.

OLD BUSINESS

Review of proposed driveway design 205 Mountain Wood Lane, presented by Corinne Jones was moved up on the agenda and discussed.

A clear site map with pictures and planned design was distributed to all members. The project will be reviewed by the ASRB and a discussion/review is also requested from the Trails Committee for input on equestrian easements.
The site with 2 existing equestrian easements was discussed as well as the planned equestrian – non-slippery -- crossing of the driveway. The easement is already a dedicated one, is currently in use and will not change; trail will be on right side of the driveway. Property owners plan for meandering driveway (currently straight). No changes are needed and committee has no issues with the presented plan. The existing trail on the property and on to Roberta will not change.

The 201 Wood Lane was briefly discussed but was referred for discussion in next meeting.

1. **Review of Monthly Financial Report** for the Trails Committee, Roll over of Capital Improvement Plan money by Sean Rose:

Sean provided an overview of the current budget and expected expenses ($77,719); there is one month left in the fiscal year.

The Mountain Home Road bridge project is now completed and it is expected that $17,000 will be recuperated by owner’s home owner’s insurance (fallen tree).

Two additional bridges are down due to latest storms.

Smoke Tree Lane/Woodside Road project was authorized to start and is expected to run $4,000.

2. **Review of Trails Project List** and Budget. Recommend action and funds for new trails projects selected by the Committee:

- **Project # 1144: Review/update of possible bridge between Manzanita and Whisky Hill**

  Results of land survey are in and location of bridge was discussed with property owners (Kahls, Kelly Bates, Strohs); need easements from new people.

  Next step is to give information about the bridge layout and show footprint of existing trail, then, gather commitment in writing from home owners prior to allocating additional funds to the project.

  Suggested meeting with 3 home owners. Sarah Rivers, Elizabeth Caselton agreed to meet; Sean will set it up.

  Elizabeth Caselton makes a motion to proceed with bridge project planning and Sarah Rivers seconded.

  Unanimously approved by committee.

  Maggie Mah requested clarification about “Town Council not supporting additional funds”; Sean clarifies.

  Kurt Frieden inquired about a clarification for not using additional matching funds from the Town due to the limitation of the trail to equestrians ONLY.

  Clarification was made about the Town Staff’s recommendation to only match the existing CIP budgeted funds for this project.

  Final meeting members with Stroh family will be Sean, Maggie Mah and Sarah Rivers.

- **Project # 1139 Trail easement at Vintage Court**

  Homeowners (London’s) agree to provide an additional new easement to facilitate safe passing of horses. Sean will budget out the cost for that project by next meeting.

- **Project # (not assigned) Review of trail improvement options on Greer Road**

  Sean met with homeowners, together with Eldona. Plan is to expand the width of the trail to 5 ft by using the existing soil from the home construction. Town is working on finalizing drainage issues; further up, County Roads may be involved.
- Project # needs to be assigned – Godetia trail, Town Trail to be dedicated to Bob O’Neill. Trail is currently badly washed out, there are drainage issues, Maggie can provide photos. Dedication has not been scheduled as first, the trail needs repair. Canada Road towards Jefferson. This project should have high priority. Sean will contact Maggie Mah and get more information.

- Project # 1029.1 280 Tunnel, PGE substation to Woodside Hills
  Sean shared that there is resistance from neighbors about opening this trail.

  Sean requested a “prioritizing” process for the various projects as the completion of one project will affect other projects.

- Project # 1137 Marva Oaks
  Nice flat area in “right of way”, only minor needs and can be done right away. Town staff can easily fit it in and paid for by maintenance budget.

- Project # 1144 (already discussed prior)

- Project # 1172 Manzanita OR Fox Hollow (could be creek crossing)

Kurt Frieden requested a clarification about prioritizing tasks and budgets. If the Manzanita/Whiskey Hill bridge goes through, will that deplete other projects? Sean clarified the availability of the town crew to do the minor tasks but their inability to take on major tasks. It is suggested to prioritize the project lists. Sean can provide a work plan and completion dates, together with budgeted amounts (cost estimates).

Elizabeth requested how today’s new topic brought by the public would make it to the project list; it will become an agenda item on the next meeting.

- Project # 1302 206 Manzanita
  Plan is to look at the fence and clarify the two existing trails (near road and up the hill). Oleanders onsite are also an issue. Location is a public “right of way” and neither planting or fencing is allowed without a permit. Sean will investigate and report back.

- Project # 1098 Specific area Trail Plan Emerald Hills
  Sean reviewed it with Maggie Mah; phase 1 is constructed by the Town, needs more research and might require another meeting.

- Project # 1139 OK – discussed earlier in this meeting

- Project # 5114 Woodside Road Howard Boone Trail requires maintenance; had meeting with Mr. Butler; he and his staff will repair that trail. This item should be moved to the “maintenance” section.

- Project # 201 Roberta Trail (in research)
  Sean met with Eldona, showed a map; additional easement is shown on the top of the property (North towards the West side of the property). Looking into connection to the Central Trail. Not a high priority but need to keep on the list. Don suggested to investigate a possibility to get an easement on 201. Project needs to be walked prior to proceeding.
- Project 1029.1 was re-visited by Kurt Frieden
  Expressed the urgency to act, prior to the trail being overgrown. State was contacted but no firm answer was received. Town has received lots of feedback (visibility issues by neighbors). Sean will further investigate and provide clarification.

Don Pugh motions to complete the two projects suggested by Sean (#1137 and #1139) to be moved into action and Sarah Rivers seconded; unanimously approved.

196 Albion – Oleander on the trail
Service report can be submitted; Sean will look into it.

Maggie Mah presented a couple issues on Kings Mountain Road (potholes)

Raymundo/Runnymede overgrown Oleander

Seems there are several ways to request a service maintenance; we should have an electronic version available.

3. **DRAFT letter from Trails committee** for trail user fees including projects completed and suggestions for Trail Committee awards (Don)

Some corrections were made and Anne Van Camp will run the letter by the LEHC committee on their next meeting. Town sends out letter and invoices, towards middle of June (after our next meeting). Database is existing but probably not updated. We may have to review and update to invite new horse owners and to encourage them to pay the Trail users and Stable fee.

4. **Reviews of awards handbook** guidelines documents (Maggie/Elizabeth)

Legacy of awards, seem duplications with other organizations; cross overs are expected. Project is ongoing.

5. **Update on Best Practices Manual** for Construction in Woodside (Maggie)
Brochure has been sent to Kevin Bryant and will need to be approved by Town Council; then a budget will be prepared for printing.
Maggie found a publication about “construction site” signage (In English and Spanish); originally put together by Donna Poy and Fentress Hall.

6. **Trails Committee Liaison to Equestrian Heritage Committee** N/A
LEHC is working on a resource guide for horse owners/stable owners

7. **Trails Committee Liaison to Circulation Committee** N/A

8. **New agenda item for next meeting June 8, 2017**

Nominating committee for 2017/2018 awards

*Meeting adjourned at 4:45 pm*

Respectfully submitted: Anne Van Camp