

Grand History Trail Feasibility Study Committee Meeting #1

Meeting Date: Monday, July 17, 2018

Distribution Date: Thursday July 19, 2018

Next Meeting Date: To be decided

1. See the attached meeting agenda. The topics and headings below are taken from the agenda. The bullets describe what was discussed or took place.
2. A list of people attending is the second attachment.

I. INTRODUCTIONS

- Bob Thomas, founding partner of Campbell, Thomas & Co. (CT&C), introduced himself to most of the Study Committee members as they came into the meeting room.
- At 10 a.m., Project Officer Dennis Hicketier thanked everyone for coming and introduced Bob Thomas and Douglas Maisey of CT&C. Dennis asked the Study Committee members to introduce themselves, explaining who they represented and what their interest was in trails.
- Bob talked about his extensive experience with trail development and cited numerous examples of trails he has worked on and people and organizations he has worked with over the last 40 years. He also talked about how these experiences relate to this current trail study.

II. STUDY COMMITTEE / PROJECT CONTACT LIST

- Everyone in the meeting had a copy of the Study Committee list. It was explained that the Gettysburg Area School District was still trying to identify a permanent representative for the committee, but Ms. Casey Thurston was in attendance for today's meeting.
- Mr. Thomas provided the names and experience of three other members of his team (Harry Murray, Tim Wilson, and Jeff Case) and he will add them to the Project Contact list.
- Bob said he would look to the Study Committee for key contact personnel and help with making connections to people and organizations who can help with the study.

III. ROLE AND RESPONSIBILITY

- a. Review of the Grant Proposal and Overall Goals.
 - In addition to the requirements from DCNR, Bob said they will provide an opinion of probable cost of easements and land purchases that will be necessary to create the trail.
 - He felt the goals were clearly stated in the Request for Proposal.
- b. Team Organization and Responsibilities.
 - Bob wants the Study Committee to guide the work.
 - Meetings of the full Study Committee will be alternated between daytime and late afternoon to help those who cannot get away during the day. Approximately four full study committee meetings are planned.
 - Dennis will draft meeting minutes with review by Bob and his staff.
 - Bob suggested bi-weekly coordination phone calls with Dennis and Jackie just to keep up with work being completed.
 - CT&C has already received assistance from the Adams County Office of Planning and Development for mapping and parcel identification.
- c. Study Team Contact List and Communications
 - Bob explained how it is important to have a complete list with phone numbers and email addresses for quick and easy access to get answers and discuss issues.
 - Jim Paddock brought up the use of agricultural easements and land in the “Clean and Green” program. Bob was familiar with these situations and gave a couple examples related to them. Jim mentioned a couple people and resources he thinks that Bob should talk to about land availability for trails. Jim mentioned “Sarah Kip” and the “Civil War Trust”. Dennis will start this list.

IV. OVERVIEW

- a. Overall Goals and Objectives
 - In addition to the goals and objectives stated in the Request for Proposal, Bob emphasized how it is important to learn about goals and objectives of property owners. Bob gave examples of how resistance to a trail could be overcome when property owners learned how the trail could help them meet one of their goals, i.e., the 83-year-old woman who wanted to sell cookies on the trail and residents who needed better access to their land.
 - Bob also talked about focusing on the public’s interest in history for our area. They may not be as excited about having a trail as they are about giving people another way to experience the important history in our area.

b. Project Scope

- Bob talked about the importance of linking with the 9/11 National Memorial Trail and the Grand History Trail and trails south of Gettysburg in Maryland.

c. Public Participation Process

- Bob explained how he has frequently used the Quaker model of “circle 8’s.” After a short presentation to a large public gathering, people gather around tables in groups of no more than 8. Experience has shown that nearly everyone will provide input and ideas in a smaller group whereas many will not do so in a larger group setting.
- Bob talked about using smaller meetings, “iced tea and cookies” meetings, with key stakeholders because people tend to be more open and communicative when talking face-to-face in small groups.

d. Reporting

- The final report will contain all the elements described in the RFP. Bob emphasized that it will contain information on projected trail costs, development of community support, and an implementation strategy that may include a phased approach. The report may contain recommendations for interim routes which can help in the long run.

V. SCHEDULE / PROJECT MEETINGS

a. Review Project Schedule - Deadlines for Tasks and Deliverables

- Bob went over the Proposed Schedule that he passed out and was contained in their proposal.
- The original schedule started in September but has now been moved up three months due to our prompt action.

b. Project Coordination Meetings / Public Meetings / Interviews

- Bob stressed the importance of meeting with representatives from Gettysburg National Military Park. Dafna will help arrange these meetings but some may need to wait until a new park superintendent is installed.
- Bob suggested we meet soon with representatives from Frederick County Maryland and Emmitsburg, MD.

c. Review Funding Opportunities and Critical Deadlines

- As part of the study, Campbell Thomas & Co. will keep an eye on key funding opportunities. Opportunities to pursue grants may be available for future phases of work later in the study.

VI. EXISTING CONDITIONS / OBSERVATIONS

a. Background Materials / Previous Studies and Reports

- Bob mentioned information provided in the background of the RFP and said it would be helpful if there are any other reports to review.

- The design team will set up a Dropbox folder which can be used for sharing and gathering background materials provided by the study committee.
- b. Potential Right-of-Way (Railroad, Utility, Old Road ROW's etc.)
 - Bob gave examples where these have been discovered on other projects and proved very useful. We do not know of any in our study area.
 - c. On/Off-Road Alignment Alternatives
 - CT&C will look at several possibilities. Sometimes CT&C finds short segments that do not connect initially, but eventually ways can be found to connect them.
 - d. Interim Alignment and Phasing
 - It is difficult to obtain funding for a full trail development of 10-12 miles so CT&C will suggest ways to do a phased development and use interim alignments until the end goal can be achieved.
 - e. Local Resources / Important Connections
 - It will be important for Study Committee members to identify these resources and connections to CT&C for follow up.
 - f. What other Opportunities or Concerns do you see?
 - Dennis said he did not think that one trail could connect all the historical sites in the study area and it would be okay to have spurs off the main trail. Jim stressed that there could be smaller loop trails off the main trail and Bob readily agreed.
 - The issue of trail maintenance was discussed, and Bob said the study would provide recommendations for this.

Trying to get everyone on the Study Committee at a group meeting is challenging because some cannot come during the day and some cannot come in the evening. Dennis suggested alternating the time of day, so everyone can participate at some point. Jackie suggested having the meeting recorded as a Webinar so those who cannot attend can at least hear what was discussed.

VII. AGREEMENTS AND INVOICING

- Bob will submit invoices to the Project Officer, Dennis, who will coordinate payment with Jackie. Invoices will mostly be monthly and will cite a percentage of the study completed.

VIII. NEXT STEPS

- Develop the Contact List
- Explore meeting dates with GNMP and Frederick County
- Continue Mapping
- Begin the Inventory and Analysis Phase of the work

These minutes were prepared and submitted by Dennis Hickethier, Project Officer, with input from CT&C.

