

**ETMD Board of Directors – Agenda**

**Kennebunk Town Hall - Third Floor Conference Rm - May 13 2015 - 8:30 – 10:30 a.m.**

1. **Minutes of April 8, 2015** attached – **needs vote -** 3 min
2. **Financial Report –** Carole (will follow) – **needs vote –** 2 min
3. **ETMD Priorities** 90 min
   * Management Policies & Procedures
     1. Future ET planning – Tad / Carole
        + Report on 4/29 internal planning meeting , follow up email to Unitil
        + 2015 Dues – Status report from ETMD representatives
        + Funding Sources and strategies – Carole
     2. Trail Maintenance/Repairs – Tad
        + Maintenance Meeting set for May 28th – Scarborough 11 – 1
          1. Response from ETMD representatives on confirmed attendees
        + Signage - Trail Etiquette, ER markers, Kiosks, US Bike Route 1 status - Carole/Jim
     3. Reports from Municipalities
4. **Ongoing / Proposed Projects**: 10 min
   * Scarborough – 019386.00 Bill R
     1. $150,000 .8 mi. design update
     2. Pleasant Hill Rd – SoPo town line update
5. Outreach & Events - Carole
   * 1. ETMD 2015 booked events
     2. ETA Annual Meeting – May 14th
     3. ETA Strategic Planning Process – Bob H
6. **Other Business** – issues? Concerns? 5 min
7. **Next Meeting** – June 10, 2015
8. **Adjourn**

**ETMD Board of Directors – Minutes**

**Kennebunk Town Hall - Third Floor Conference Rm April 8, 2015 - 8:30 – 10:30 a.m.**

In Attendance:

Tad Redway, Chair – Arundel  
Bob Hamblen – Saco  
Marianne Goodine – Wells  
Val Camire – old Orchard Beach  
Joe Yuhas – ETA  
Carole Brush – ETMD – Executive Director  
John Andrews – ETA  
Bill Reichl, VP – Scarborough  
Greg Tansley – Secretary – Biddeford

Edward Blais – Scarborough (Alternate)

Meeting called to order at 8:30 AM

1. **Minutes of January 14, 2015**

* *Motion to approve Hamblen/Second Yuhas/Unanimous approval.*

1. **Financial Report**

* *Marianne summarized the Treasure’s Report.*
* *Carole to get new computer to replace the old one.*
* *Ed Blais as about the 4 towns on the list do not pay dues.*
* *South Portland not billed.*
  + *Redway → South Portland not at all interested.*
  + *Andrews pointed out that ETMD has not yet given South Portland any $*
* *Redway→ we have presented to North Berwick and Eliot in the past. We have not pushed Kittery – they got what they wanted.*
* *Motion to approve Andrews/second Hamblen/Unanimous approval.*

1. **ETMD Priorities** 90 min
   * Management Policies & Procedures
     1. Review Notes from March 11, 2015

* *Redway - Productive meeting, although no quorum.*
  + *Redway - sent a letter of support to Unitil.*
  + *Redway - letter pending in support of bond (LD 193).*
    1. Future ET planning – Tad / Carole
       - Unitil CoLocation Agreement Strategy discussion
* *Discussion Regarding bringing in others (legislators) to the discussion*

*−Andrews to try to get the Governor involved.*

* ***Pre-Unitil Meeting***

*John Center – Marianne*

*Governor – Andrews*

*Barry Hobbins – Bob Hamblen*

*Wayne Perry – Tad*

*Ron Collins – Marianne*

*Barry Tibbets – Tad and Carole*

* *Agreed to try to meet in 2-3 weeks → April 27 – May 1 hopeful meeting date.*
  + - * 2015 Dues – Municipal follow up
        1. *Already discussed.*
        2. *Carole - Official invoices to be sent out in June.*
      * Sources and strategies
      * *Carole - ETA – Grant writer coming on board.*
      * *Carole - Maine DOT TE Application can be filed any time.*
        1. *They would like to see shovel ready projects*
        2. *Can have 20%, 33%, or 50% Match (50% Ideal)*
        3. *Will accept Force Accounts*
      * *Carole - Seek Private funding? Foundations?*
      * Updates Maine DOT; East Coast Greenway
        1. *Hamblen – attended the March 23 Meeting*

*Met Patrick Adams.*

*BR 1 – Should be sending out an RFP for sign fabrication soon with hopes for a mid-summer installation*

* + - * 1. *Andrews – will the signs be visible from both directions?*
        2. *Carole – In Scarborough they do, but it appears the ET signs have been removed*
        3. *Carole – Maine DOT to take care of on-road signs, PACTS to take care of off-road signs (in the PACTS Region)*
        4. *Hamblen – Overall it was a good meeting – 500 miles of East Coast Greenway anticipated in Maine, 376 miles of which on-road.*
        5. *Carole – Patrick Adams will start up the Bicycle/Pedestrian Council again which should meet 4 times/year.*

*Topic areas include the aging population, wayfinding*

*Next Meeting scheduled for Wednesday May 29 @ 3 PM @ Maine DOT.*

* + 1. Trail Maintenance/Repairs – Bob H
       - Action items per 1/14 minutes:
         1. Summary of anticipated repairs & existing maintenance agreements (sent in March)
         2. Municipal maintenance contacts – reps please provide at mtg
* *Carole – do we want to try to get a maintenance contract meeting still this year?*
* *Tad – May meeting (Scarborough?)*
* *Greg – Recommends opening up the agreements.*
* *Hamblen - letter to Town Managers re: maintenance responsibilities and that communities may need to budget additional resources for maintenance.*
* *Hamblen - What was the original investment per town? We have given you the trail, it is well liked, now we need to maintain it.*
* *Greg – perhaps we need the public to be involved in expressing the needs for proper maintenance.*
* *Andrews - maybe need to get the ETA involved, Bob Hamblen agreed.*
* *Tad – still need to get DPW Directors together. We need to better communicat who/what ETMD is. 1st or 2nd week of May? Tentative.*
* *Blaise - should try for Managers as well.*
  + - * 1. *Carole collected DPW contacts.*
        2. Set date for Spring outreach to municipal maintenance contacts

***Rain date 21st***

***Tentative May 15th 1.5 hrs. 11:30 – 1:00.***

* + - * 1. Status on Zoom mtg

*Greg said he and Hamblen met with Al Shutz. Discussed opportunities to approach health agencies*

* + - * Signage - Trail Etiquette signs, US Bike Route 1 status - Carole
        1. *Carole showed the sign to the meeting attendees.*
    1. ETMD Representatives & Alternates – needs updates

1. **Ongoing / Proposed Projects**: 10 min
   * Scarborough – 019386.00 Bill R
     1. $150,000 .8 mi. design update
     2. *Pleasant Hill Rd – SoPo town line update*

* *Reichl discussed that design still under way around the pond.*
* *Waiting to hear back from CMP.*
* *MTA are willing to give some property*
* *Working on an Alternatives analysis*
* *Was asked to ask ETMD if the can contribute $ towards the Alternatives Analysis.*
* *Motion to contribute $2,ooo Hamblen, Second Yuhas/Unanimous Approval (Reichl abstained) – some discussion about a loan but no motion so the approval constitutes a grant*

1. Trail Maintenance & Management
   * Reports from Municipalities
     1. *No Discussion other than above.*
   * Outreach & Events
     1. *Carole - ETA Annual Meeting – May 14th*
2. **Other Business** – issues? Concerns? 5 min
   * 1. *No discussion*
3. **Next Meeting** – May 13, 2015
4. **Adjourn**
   * 1. *Motion to adjourn Hamblen/Seconded Reichl/Unanimous Approval. Meeting adjourned at 10:25 AM.*