

“attachments” are all on the ETMD website

<http://eastertrailmanagement.org/policies/>



Trail Operator's Manual July 1, 2011

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[SEE REVERSE SIDE FOR EMERGENCY CONTACT INFO](#)

Emergency Contact Info

In the event of an emergency: The first call will go to Unitil Emergency at 866-900-4460 followed by notification to those listed below:

a. Frank Callahan, Operations Supervisor

603-765-5561 (cell) 603-221-1451 (pager)

E-mail: Callahan@unitil.com

b. Patty Quinn, Corporate Contact

603-235-7335 (cell) 603-773-6427 (office)

E-mail: Quinn@unitil.com

c. GSGT (Unitil) local reps for your area. Please contact either:

Chris Sullivan

603-396-3566 (cell) 603-221-1467 (pager)

E-mail: Sullivan@unitil.com

Shawn LaChance

603-235-1947 (cell) 603-221-1464 (pager)

E-mail: Lachance@unitil.com

Additional Contacts

After contacting Unitil, please contact the following:

a. Eastern Trail Management (Carole Brush)

207-284-9260 (office) 303-877-8337 cell (emergency only)

E-mail: eta@easterntail.org

b. Public Works Department of the Municipality

c. Sanitary District and/or Water District of the Municipality

Operator's Manual for ET Communities - Attachments

4 a) ETMD Founding Documents

- 1- Membership Agreement (Approved 11/8/00)**
- 2- Articles of Incorporation (Filed 3/23/01)**
- 3- By-Laws (Adopted 9/26/01)**
- 4- Management Plan (Draft 7/11/02)**
- 5- Custodian of Records (Adopted 12/08/04; amended 6/01/05)**

4 b) ETMD Structure & Filings

- 1- 501 (c) 3 (Granted 12/13/07)**
- 2- Annual Report (2011 – filed 11 feb 11)**
- 3- Liability Insurance (3/01/11 – 2/28/12)**

4 c) ETMD Trail Operations

- 1- Land Use Agreement (Adopted 5/11/05)**
- 2- Safety and Trail Maintenance (Adopted 2/09/11)**
 - a) CoLocation Agreements**
 - b) Municipal Maintenance Agreements**
- 3- Signage (Adopted 5/11/05)**
- 4- Locks (Adopted 3/09/11)**
- 5- Trail Route Changes (Adopted 1/08/03)**
- 6- Rules for Operation of the Eastern Trail (Adopted 8/09/06)**
- 7- Maine Hunting Info (2010)**
- 8- Complaint Form (Adopted 3/09/11)**
- 9- Frequently Asked Questions (Adopted**

1. Preface to ETMD Managers' Manual

This manual was written to collect the lessons learned by the founders and developers of the Eastern Trail for the benefit of managers new to the trail. A town manager may be faced with managing a newly opened section in the town, or the manager may be new to the town's government. Some sections of the manual were written as the first section, crossing Scarborough Marsh, was being planned. Other sections were written as challenges were discovered such as managing access keys for the gas company and for town emergency personnel.

In 2009, then ETMD President Bob Hamblen asked ETMD's Executive Director Carole Brush to compile this managers' manual. During the following two years she collected historic ETMD documents and asked several ETMD officers to review existing documents and to create additional material.

The authors hope you, the new ET manager find the material helpful, and that you will provide feedback where you find additional material

2. What is the Eastern Trail

The Eastern Trail is the proposed 70-mile Southern Maine segment of the East Coast Greenway, a multi-use trail that will connect Key West, Florida with Calais, Maine by a mostly off-road greenway. The Eastern Trail (ET) begins at the Piscataqua River in Kittery and, after traversing twelve communities, ends in South Portland at Bug Light Park on Casco Bay. At the end of 2011, 15.5 miles are complete with three 2011 projects expected to provide an additional 5.0 miles. Maine citizens and many out-of state visitors already enjoy its many pleasures.

HISTORY

The ET exists because of remarkable cooperation among several groups, and a unique harmony of local and national visions and efforts. Some background:

- In 1945, after over a century of service, the Boston & Maine Eastern Line suspended train service from Kittery to Portland. In 1965 Portland Gas Light purchased much of the abandoned right-of-way and installed a natural gas pipeline, a use in effect today. Unitil, a New Hampshire-based public utilities company, acquired the line and most of the right-of-way in 2008.
- In 1991, the dream of a recreation-transportation trail offering public access— particularly to hikers and bikers—coalesced into the formation of the East Coast Greenway Alliance (ECGA). The ECGA, dedicated to the development of a continuous, traffic-free trail from Florida to Maine, links 25 major eastern seaboard cities and offers its users a multitude of historic and scenic experiences.
- Maine, however, had already given expression to this vision. In 1973, the Planning-Research Division of the Maine Bureau of Parks and Recreation published a study of B&M's abandoned rail right-of-way and its potential use as a trail from South Berwick to Scarborough - ending before the marsh at Pine Point Rd. That study found most of the right-of-way in "good" condition. In December 1997, a few local outdoor conservation enthusiasts

active in developing hiking trails in Scarborough, Saco and Old Orchard Beach, united in their desire to create a trail on the abandoned rail corridor between Scarborough Marsh and Route 1 in Saco. They had no expertise, no money, no organization— only enthusiasm, energy, and a “why not?” attitude. Therefore, undeterred by unknown obstacles, they inquired of Granite State Gas Transmission [then right-of-way owner] about access to the right-of-way and were rewarded by a favorable response from GSGT’s president: “As a pipeline operator, Granite has minimal above ground facilities and would not object to use of its right of way for passive recreation.”

- In January 1998, these volunteers showed up, unannounced, at a USM public Bicycle Coalition of Maine (BCM) meeting to pitch their trail idea. Quite unexpectedly, not only the Coalition but also other participants— representatives from the Maine Department of Transportation (MaineDOT) and the Maine Office of the National Park Service Rivers, Trails, and Conservation Assistance Office (NPS-RTCA) — immediately endorsed their proposal.
- Thus, the Eastern Trail group decided to organize to take advantage of the groundswell. In March 1998, the group now called the Eastern Trail Alliance (ETA) held its first public meeting, still focused on their modest proposal for a Scarborough-Saco trail. But interest and letters of endorsement from Arundel and South Portland, which was hoping to develop a trail from Bug Light to Scarborough, widened their ambitions. Further, a July 1998 full page story published in the *Maine Sunday Telegram* provoked wider attention and interest from other communities, who sent representatives to ETA meetings. By 1999, all the activity and publicity attracted the attention of the ECGA, who decided to hold its Second Annual Members Meeting that September in . . . South Portland! The ECGA recognized that what was happening spontaneously in Southern Maine was precisely the kind of local/regional activity that could make their national dream a reality.
- First, the founders of the ETA had to find how to translate their contagious regional enthusiasm into the pragmatic strategies that would turn dreams into grounded reality. Valuable advice came from the MaineDOT: ETA could not hope for financial or project support from state or federal sources until it incorporated with representatives from the towns the trail would cross if it followed the path recommended in the 1973 study. With the advice and participation of MaineDOT, the Southern Maine Regional Planning Commission, and the NPS-RTCA, ETA was able to define and codify an organization with a governing board of representatives from each municipal government and the ETA. The official result was the Eastern Trail Management District (ETMD).
- Several projects and milestones have followed:
 - 1999 ETA incorporated; IRS deems 501 (c) (3) non-profit
 - 2001 Engineering Feasibility Study published
 - ETMD founded as all twelve towns and ETA approve proposed bylaws and agree to pay dues to ETMD.
 - 2004 Scarborough Marsh bridge and trail opened
 - 2005 South Portland Greenbelt completed to Wainwright Fields
 - 2006 Defosses-Nonesuch River spur opened.
 - South Portland-Scarborough Feasibility Study published
 - 2008 Old Orchard Beach connection opened
 - Funded design of Kennebunk-Arundel-Biddeford section
 - 2009 Funded design of Old Orchard Beach-Saco section
 - Proposed funding 19-mile Kennebunk to South Berwick section
 - 2010 Kennebunk-Arundel-Biddeford section opened
 - 2011 Kennebunk Turnpike bridge will be opened.
 - Old Orchard Beach-Saco section will be constructed

- 2012 and beyond? Another 50 miles to design and build.

WORKING RELATIONSHIPS

The foregoing history documents an enviable record of accomplishment in a remarkably brief period of time. How to account for it? The record suggests the answer: a unique coalition of shared belief and cooperation that began with naïve, contagious grass-roots enthusiasm excited a spontaneous response from several established private and public organizations. The groups found common cause in their shared vision of a public-access trail and then decided that a more formal organization of their efforts could lead to pragmatic success. Those early hallmarks guided the evolution of the working relationship among the ETA, municipal, state and federal government agencies. For example, in 1998 MaineDOT proposed to execute an engineering feasibility study of a multi-use trail from Black Point Road to South Berwick, if ETA could raise 20% of the cost. ETA raised the needed \$32,000. The study clarified the vision publishing design concepts and estimated construction costs. That early project embodied ideals of local control and governance, coordination with state and federal agencies, and grass roots user concerns.

In a very real sense, ETMD is still evolving with some trial and error (inevitable, it seems) to discover processes and strategies that will translate into efficient and effective action.

Although municipal governments have provide millions of dollars in local funds, MDOT by allocating federal transportation enhancement funds used to fund transportation enhancement projects statewide, has provided the majority of ET project funding. MaineDOT has also provided useful advice about how to initiate and manage various stages of these complex projects, including feasibility studies, securing easements, evaluating bids to choose contractors, guiding wetlands and other regulations compliance, and, finally, providing oversight during construction.

Some principles and practices have evolved, guided both by common sense and by conscious design:

- Any of the partners or stakeholders may propose a trail project.
- Proposed trail projects receive examination and discussion to reach consensus among the stakeholders.
- Each stakeholder is encouraged to bring issues of common concern to the notice of the other members to be resolved by ETMD.

By necessity and mutual agreement each municipality manages and maintains completed sections of the Eastern Trail within its borders.

3. Eastern Trail Management District (ETMD)

E-Mail: eta@eastertrail.org

Web: <http://eastertrailmanagement.org>; <http://etmap.org>

Current Officers:

- Tad Redway, *President (Arundel - Town Planner)*
- Dan Letellier, *Vice President and Treasurer (Biddeford - Superintendent, Parks & Fields)*

- Bob Hamblen, *Secretary (Saco - City Planner)*
- Carole Brush, *Executive Director (Scarborough)*

Trustees & Alternates:

- Arundel: Tad Redway; Jenn Dumas
- Biddeford: Dan Letellier; Greg Tansley
- ETA: John Andrews; Bob LaNigra; Tom Daley; Bob Bowker; Jim Bucar
- Kennebunk: Mike Claus; Caroline Segalla
- Kittery: Suzanne Patrakis, Ann Grinnell (alternate)
- Old Orchard Beach: Jason Webber; Bill Robertson
- Saco: Bob Hamblen; John Sherman
- Scarborough: Bruce Gullifer; Bill Reichl
- South Berwick: Anita Rosencrantz; Terrence Parker

About the Eastern Trail Management District (ETMD)

The public and town officials are often confused what the distinction is between the *Eastern Trail Alliance* and the *Eastern Trail Management District*. In many instances, the lines between the two organizations can become blurred. To clarify, the ***Eastern Trail Alliance*** is an advocacy group of supporters and trail users who have provided the vision, the political and logistical support for the Kittery to South Portland trail. Members of the ETA include public officials, outdoor clubs, private organizations, businesses, and any private citizen with a passion for supporting and using outdoor trails and activities.

On the other hand, the ***Eastern Trail Management District*** is an independent 501c3 non-profit corporation formed in 2001 to oversee the development, construction, and management of both the on and off road sections of the 72 mile long Eastern Trail. Membership in the ETMD is limited to the *Eastern Trail Alliance* and the eleven communities the Trail runs through, including Kittery, Eliot, North Berwick, South Berwick, Wells, Kennebunk, Arundel, Biddeford, Saco, Old Orchard Beach, Scarborough, and South Portland. While the *Eastern Trail Alliance* functions as the spirit and soul of the Eastern Trail, the *ETMD* serves as the Trail's heart and muscle.

Specific roles and duties of the ETMD include the following:

- ETMD negotiates, secures, and holds the necessary legal easements and user contracts to construct and operate the Eastern Trail over private and public property. These property owners include Unil Energy Company –owner of the former Eastern Railroad right-of-way, Central Maine Power, and Maine Department of Inland Fisheries and Wildlife.
- ETMD actively maintains the good relationship and communication with easement grantors, resolves use problems, and insures that user contract provisions are observed.

- ETMD serves as the legitimate legal authority recognized by State and Federal agencies as being eligible for public grant monies. As a consortium of eleven municipalities covering two counties in the most populous region in Maine, the ETMD has greater clout in the grant award system than any single municipality can muster.
- ETMD prepares and administers Federal, State, and private grant applications for the funds necessary to build the Trail and associated improvements like bridges, parking areas, trail access points, and support facilities;
- ETMD plans and designs the Trail and support facilities and also is responsible for securing all necessary and associated local, state, and Federal permits.
- The ETMD also bids and awards construction contracts, oversees all Trail construction activities, resolves private/public disputes, and insures compliance with Federal and state regulations and civil rights laws. ETMD also provides uniform signage and information centers on the Trail, and negotiates with Maine DOT to provide directional and informational signage not only on State but also on local roads.
- ETMD establishes user policy on the Trail and governs which types of activities are allowed on the Trail and which are not. In addition, the ETMD also controls future private and public access to completed portions of the Trail, including linkages to other trails and facilities in member communities.
- ETMD provides the umbrella liability insurance that covers trail users and shields individual municipalities from any legal exposures;
- Finally, ETMD continues to work with individual municipalities to help resolve problems on completed portions of the Trail and adjust policy to changing needs and circumstance.

As such, the ETMD serves in a wide range of capacities, eliminates liabilities and legal exposures, and saves member municipalities hundreds of thousands of dollars in development and operational costs that few communities could shoulder alone.

Truly, the ETMD provides strength through unity and accomplishes recreation development goals that have proven in the past to be cost prohibitive to the individual municipality.

Structure of the ETMD

As described previously, the ETMD is actually an independent non-profit corporation consisting of the *Eastern Trail Alliance* and the eleven member communities through which the Eastern Trail is planned to pass. All members are assessed an annual membership fee or dues that are used expressly to cover the operating costs of the corporation in the fulfillment of its mission to build the Eastern Trail. As specified in the Corporation Bylaws, the ETMD Board of Directors consists of a designated director and alternate appointed by each of each of the eleven municipalities and three directors appointed by the *Eastern Trail Alliance*. Active membership and voting rights are conferred upon those municipalities that are current in their payment of dues. Only Directors may vote on ETMD business, or designated alternates in the event of the duly-appointed director.

The Board appoints a part-time Executive Director who manages the day-to-day function of the corporation, maintains the financial records, oversees grant and project development, and serves

as the communication hub between members, Directors, associated groups, and the public. A list of the current Directors and staff is included at the beginning of this section.

Director's meetings are conducted on the second Wednesday of each month and are open to all members as well as the general public. Currently, the ETMD Director's meetings are conducted from 0830 to 1030 hours in the third floor meeting room of the Kennebunk Town Hall in Kennebunk, Maine.

The ETMD is slated to continue in its mission until either the Trail is completed, or until 2021, or until dissolved by the membership. Copies of your community's member agreement and the ETMD Articles of Incorporation are included in the appendix for your reference.

Advantages of the Eastern Trail in your Community:

In accepting the completed portion of Eastern Trail (ET) into your community, you are receiving an incredible recreational resource that offers unlimited opportunities for individual residents, recreation departments, community groups, service clubs, scout and church groups, local school athletic teams, equestrian enthusiasts, and even sportsmen. Many of our member communities regard the Trail as a linear park. Other municipalities envision the Eastern Trail serving as the "spine" linking a network of existing and future municipal and private trails with community parks and athletic facilities.

Some of the organized activities that municipal and community groups have conducted or plan to conduct on the ET include:

- Guided nature walks and bird watching programs;
- Fundraising walks/ bike rides for social service and community organizations;
- Organized bicycle rides by clubs and associations;
- *StoryWalk* Programs- pages from a children's storybook posted at incremental stations along the Trail;
- *Fun Runs* and seniors *WalkFit* programs;
- Athletic training for school cross-country, track, and other similar teams;
- Animal track identification and winter survival skill classes, some hosted by personnel from the Maine Warden Service;

The possible recreational and community service uses for the Eastern Trail in your community are limited only by your imagination.

The Economic Factor

Hosting the Eastern Trail also offers significant economic benefits for your community. According to the *National Association of Sports Retailers* (2010) walking for health and exercise was the number one outdoor activity in America with over 80 million active participants, followed by cycling with over 60 million active participants. Studies conducted by states with established off-road trail systems reveal that off-road trail users and especially cyclists have a higher median income demographic (\$65,000-\$ 80,000), spend more money per capita on local goods and services while recreating, and tend to engage in multiple trips to the same trail.

As such the *Eastern Trail* can provide a steady new flow of dollars for local merchants, restaurants, and lodging establishments. Per capita dollar expenditures increase significantly for long-distance

trail users. As the Eastern Trail continues to expand, the user population grows, and the Trail attracts a larger out-of-state and long-distance population, the local capture of recreational dollars can increase exponentially. Your community could build an entire local industry just on servicing the needs of the *Eastern Trail* users.

Membership has its Rewards

Now that your section of the Eastern Trail is completed, you will want to know that continued membership in the ETMD does in fact have its rewards. These continuing benefits can be summarized as follows:

- The State MDOT recognizes the Eastern Trail as a major state recreational resource and the ETMD as the authority behind its continued growth. Continued support of the ETMD insures that Federal and State funding will be prioritized and funneled into the Trail to insure its eventual completion. In addition the ETMD's track record and good reputation is magnetic in attracting funds from private sector foundations, and corporate as well as individual donors.
- Continued development of the Trail to its completion between Kittery and Casco Bay only increases the recreational value and economic development potential of the Trail for your community and local businesses;
- Membership in the ETMD insures that umbrella liability insurance coverage will be provided for your portion of the Trail.
- The ETMD will continue to run interference for your community regarding contract and environmental compliance issues involving Unutil, State and/or Federal regulators. In fact all active member municipalities will continue to enjoy all of the ETMD benefits enumerated at the beginning of this chapter.
- ETMD Membership gives municipalities exclusive rights to conduct programs and to install benches, fixtures, signage, and activities that non-members would not have.
- Member communities may enjoy local business access to the Trail and its users (again in compliance with the conditions of Unutil's governing Collocation Agreements). Some member communities are planning to build entire business districts adjacent to the *Eastern Trail*.
- Member municipalities enjoy exclusive promotion of local business districts, historic sites, off-site recreational resources, as well as the promotion and advertisement of community events on the ETMD kiosks, on the ETMD and ETA websites, and the GoET interactive map program – www.etmap.org

4.ETMD Operations

a) Founding Documents

1. Membership Agreement – Approved: November 8, 2000 – attached

“ARTICLE 2 - PURPOSE OF AGREEMENT

2.1 The purpose of this Agreement is to accomplish the following objectives:

- a. develop trail related recreation and transportation opportunities along the Eastern Trail route
- b. provide a twenty year administrative structure through this Agreement, including the organization of the Eastern Trail Management District to oversee and coordinate the construction and management of the Eastern Trail
- c. establish the mechanism to obtain necessary funding and in-kind services for the construction and management of the Eastern Trail
- d. cooperate in pursuit of developing a major link in the East Coast Greenway for non-motorized recreational opportunities.”

2. Articles of Incorporation – Filed March 23, 2001 – attached

Charter#: 20020579ND Document Control Number (DCN): 2011871300001

“The corporation is organized for all purposes permitted under Title 13-B, MRSA, and, more explicitly described under Article 2- Membership Agreement – noted above....”

3. By Laws - Adopted September 26, 2001 - attached

“2.1 These by-laws incorporate in part and supplement the provisions of the Membership Agreement for the Eastern Trail Management District (the “Membership Agreement”). No conflict is intended between these by-laws and the Membership Agreement, but if any should arise, the provisions of the Membership Agreement shall govern, as it may be amended from time to time.”

4. Management Plan – Adopted July 11, 2002 – attached

“ 1. Purpose The purpose of this document is to describe the procedures used by the Eastern Trail Management District for the construction, management and maintenance of the Eastern Trail.”

5. Custodian of Records – Adopted December 8, 2004 – attached

“Purpose: To provide guidelines for the preparation, distribution and archiving of certain ETMD documents.”

4. b) ETMD Structure & Filing Requirements

1. 501 (c) 3 – December 12, 2007 – attached

- a. “ We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code.....”
- b. Effective date: March 21, 2001
- c. Employer Identification Number (EIN): 01-0543249

2. Annual Report – current year attached

- a. Filing Requirements: “Each nonprofit corporation on file as of December 31st of a given calendar year must file an annual report no later than June 1st of the following year...”
<http://www.maine.gov/sos/cec/rules/29/250/250c260.doc> “
- b. Charter #20010579ND
Document Control # (DCN): 2100019039132
- c. List of prior filings available \$3 per record:
<https://icrs.informe.org/nei-sos-icrs/ICRS?CorpFilings=20010579ND>

3. Audit and Tax Status:

- a. Annual audit required:
 - i. Fiscal Year: July 1 – June 30
 - ii. Current year:
http://eastertrailmanagement.org/documents/RHR_ETMD_Audit_2009-2010.pdf
- b. 990 EZ required
 - i. Filing date: November 15th
 - ii. Current year:
http://eastertrailmanagement.org/documents/RHR_ETMD_990_2009-2010.pdf
- c. Prepared by:
RHR Smith & Co., CPA's
3 Old Orchard Road
Buxton, ME 04093

207-929-04093

Kryston Lemay <KLemay@rhsmith.com>;

4. Insurance - current year attached

- a. Peerless Insurance Company
GL9564185 March 8th 1,000,000/3,000,000
- b. Agent:
Paquin & Carroll
260 Main Street
P O Box 356
Biddeford, ME 04005 207-283-4258
Tracy Wiles <TWiles@paquincarroll.com>

4. c) ETMD Trail Operations

1. Land Use Agreement Policy – Adopted May 11, 2005 – attached

“Purpose: To outline the minimum standards or provisions that must be included in a Land Use Agreement for the Eastern Trail before it is executed so that standards for construction use, operation and maintenance shall be consistent along the entire trail from Kittery to South Portland.”

**2. Safety and Trail Maintenance – Prepared by: Bruce Gullifer
Adopted February 9, 2011 – attached**

a) Dig Safe

“1. Before penetrating the ground for excavation or post-driving, et cetera, a call must be placed to Dig Safe at 1-888-344-7233 three business days prior to digging. (Note: The Maine Public Utilities Commission enforces this rule and may fine offenders up to \$5,000 per violation.) In addition to calling Dig Safe, Unitil (as owner of the corridor the Eastern Trail resides in) requires a separate call to be placed to them at the numbers listed below.”

b) Unitil/ GSGT Co Location Agreements

“2. Each section of the trail is bound to the requirements of a CoLocation Agreement executed between ETMD and GSGT/Unitil. These agreements set forth specific guidelines that Unitil requires be adhered to; please refer to the Agreement for your section of the trail prior to commencing with any maintenance or upgrade projects.....”

c) Municipal Maintenance Agreements

“3. By participating in the development of a trail within its locale, each town understands and agrees to the terms of the safety and trail maintenance programs and requirements below.....”

3. Signage – Adopted May 11, 2005 – attached

“Purpose: To outline the way in which the on-road Eastern Trail Route shall be signed so that it is consistent along the entire trail from Kittery to South Portland.”

4. Locks & Bollards – Prepared Carole Brush – 7/21/09; Adopted 3/09/11 - attached

“Purpose: To provide reasonable and necessary access to stakeholders along the Eastern Trail corridor”

5. Trail Route Changes – Adopted January 8, 2003 – attached

“Purpose: To provide procedures for significant changes to the Eastern Trail route...”

6. Rules for Operation of the Eastern Trail – Adopted August 9, 2006 – attached

“The ETMD in cooperation with local municipal ordinances and enforcement have adopted the following rules to ensure that all users enjoy the Eastern Trail in a safe, considerate and responsible manner. Users are encouraged to be aware of their impact on the trail and other trail users. All outdoor activities have inherent risks. Each trail user is responsible for his or her own safety and personal comfort. It is always safer to travel with others.”

7. Maine Hunting Info

ET does not have an official policy on hunting, the landowners have the final right to determine whether hunting will or will not be permitted on their property.

In order to provide safety information, the following text has been posted in ET kiosks – for sample poster, see attached.

“Please be aware that hunting is permitted in Maine on many private and public lands – some in close proximity to the Eastern Trail.

During hunting season, please take proper precaution by wearing blaze orange clothing and putting a blaze orange vest on your pet. Also, we suggest you wear a blaze orange hat as well and NOT use a white hat or bike helmet.

Hunting season in Maine is primarily from end of August to mid-December – for more information - click on the following link for specifics:

http://www.maine.gov/ifw/hunting_trapping/pdfs/2010HuntingSeasonsChart.pdf

For more information on hunting laws, click on the following links:

http://www.maine.gov/ifw/laws_rules/hunting_trapping/hunt_traplaws.htm#closed

http://www.maine.gov/ifw/laws_rules/pdf/2009

[2011HuntingLawbookCompleteRevised093010.pdf”](http://www.maine.gov/ifw/laws_rules/pdf/2011HuntingLawbookCompleteRevised093010.pdf)

8. Complaint Form – Proposed Tad Redway – Nov, 2010 - Adopted 3/09/11

As is the case in any public gathering or access area, there are always those that do not abide by the “Rules of the Trail”. ETMD has developed a generic complaint form – posted on all ET websites – that trail users can utilize to report any instances of trail abuse.

Complaint Form - Eastern Trail

The goal of the Eastern Trail Management District is to insure that all users have a safe and enjoyable experience on the Eastern Trail. In the event that encounter poor trail conditions, harassment by other users, or criminal activities, please complete the following form and submit to the ETMD and the local law enforcement agency. This form is both downloadable, printable and can be filed electronically or by mail.

Date and Time of Incident: _____

Location of Incident: (Refer to trail mile marker if available) _____

Your Name: _____

Address: _____

Phone number: _____

Email address: _____

Would you request a call back from the appropriate agency or would you like us to consider this information to better your future trail experience?

Request call back: _____ No need for call back: _____

*In as much detail as possible please describe the nature of your experience.

Signature _____ (for hardcopy submissions)

4. d) Frequently Asked Questions – Proposed - Dan Letellier- Feb 10, 2011 – Adopted 5/11/11

Frequently Asked Questions

Are Dogs allowed on the Eastern Trail?

Pets must be leashed and under the control of their owners at all times. Do not leave pets unattended and be sure to pick up after your pets both on and off of the trail.

Is hunting allowed along the Eastern Trail?

The discharge of firearms, bow or device that launches a projectile is prohibited **ON** the trail. This being said hunting is permitted in Maine on many private and public lands. Some of the areas are in close proximity to the Eastern Trail. During hunting season, please take proper precaution by wearing blaze orange clothing & putting a blaze orange vest on your pet.

Can I ride my snowmobile/ATV on the Eastern Trail?

In general ALL motorized vehicles are prohibited on the trail. All-Terrain-Vehicles (ATV's), dirt bikes, snowmobiles and other off-road vehicles shall not be allowed to operate on the Trail. Use of the Trail by automobiles shall be prohibited unless limited access is required by the Grantor in order to meet current sanctioned use of the property.

Who is responsible for the maintenance of the Trail?

Upon completion of off-road sections of trail, maintenance is transferred to the resident municipality via a Maintenance Plan which sets forth the municipality's intent to: (a) appropriate funding for the maintenance of the eastern Trail; (b) conduct annual maintenance work throughout the year (see Operator's Manual Section 4-C-iv.); (c) respond to maintenance/monitoring needs.

Can I take my horse onto the Trail?

Uses on the trail shall include at a minimum and without limitation; walking, jogging/running, hiking, cycling, equestrian, snow-shoeing, cross country skiing and motorized wheelchairs. Some towns along the trails might have a local ordinance forbidding equestrian use so the best bet is to contact the local municipality along the trail.

What is the difference between the Eastern Trail Alliance (ETA) & the Eastern Trail Management District (ETMD).

The ETMD is a non-profit corporation created in 2001, which is made up of representatives from each Eastern Trail town that manages the construction and upkeep of the trail. The Eastern Trail Alliance is more so the is the advocate for a recreation-transportation greenway with the historic Eastern Railroad corridor connecting Kittery to Casco Bay. The Alliance partners with the member communities of the Eastern Trail Management District to build and promote the trail, which is the southern Maine segment of the East Coast Greenway connecting Calais, Maine with Key West, Florida.

Where can I find a Trail Map regarding the Eastern Trail?

Trail maps may be found at [www. ETMAP.org](http://www.ETMAP.org) and a Trail Guide may be ordered through www.eastertrailalliance.org

How can I become involved?

There are many ways to become a supporter of the Eastern Trail. Feel free to call the ETMD & ETA office at 207-284-9260 or by email at eta@eastertrail.org

5. ETMD Trail Projects

1. **Wilbur Smith 2001 Engineering Feasibility Study –**
<http://www.eastertrail.org/documents/engstudy.htm>
2. **Overview of Projects**

Value of the Trail

Trail Section	Completed	Cost	Miles of Trail	Cost/Mile
Engineering Feasibility Study (Off-Road, gas pipeline corridor)	Published 2001	\$140K	35 miles, Rte. 236, S. Berwick to Rte. 207 Scarborough	\$4,000

Kittery Paved Shoulders	2009	\$153K	0.8	\$191K
SP Greenbelt	2011	Estimated* \$3.6 million	6.0 miles, Bug Light to Scarborough at Old Bog Road	\$600,000
Scarborough Marsh	2004	\$1,290,847.28	2.5	\$516,338.91
Nonesuch-Desfosses Section	2006	\$60K Desfosses contribution, \$300K town contribution.	0.9 miles	\$400K/mile
Scarborough - OOB	2008	\$545,718.44	1.6	\$341,074.03
OOB - Saco	2011	\$2,971,274.70	4.37	\$679,925.56
Kennebunk, Arundel, Biddeford	2010-2011	\$2,995,808.95	6.2	**\$725,961.36
Kennebunk, Turnpike Bridge	2011	\$1,505,151.50	(Bridge = 250 feet)	Included above

- Estimates based on 2010 construction costs
- ** costs per mile include 6.2 mile trail plus cost for bridge

3. Completed Project Summaries:

a. South Portland Greenbelt 6.0miles – 2011

The City of South Portland built this paved bicycle and pedestrian path that connects South Portland parks and neighborhoods from the Wainwright Recreation Complex to Bug Light Park and the Spring Point Shoreway. The Greenbelt is also the northern terminus of the Eastern Trail that will eventually connect south all the way to Kittery, and is part of the East Coast Greenway. During summer months public toilets are available at Bug Light Park, Willard Beach, and Wainwright Fields. The trail passes through the Mill Creek shopping district and residential areas. At the intersection of Madison Street and Breakwater Drive the trail divides, leading to Bug Light Park left, or along the shoreline where it forms the Spring Point Shoreway Trail.

Trail access: Parking is available at Bug Light Park, in the Mill Creek shopping district, and the Wainwright Recreation Complex, which can be reached via the Gary Maietta Parkway off Highland Avenue.

b. Scarborough – Black Point Rd and Eastern Rd – 1 mile – 2006

In 2006 the Town of Scarborough and the Defosses family opened a beautiful, quiet, 1 mile dead end segment of the ET along the Nonesuch River.

Trail access:

Follow the Eastern Road north east from Route 207 (Black Point Road) for one mile where on-road parking is provided where a wooded stone dust surface trail begins. That section temporarily ends at the Nonesuch River. When an additional 1.5 miles of ET is built connecting the Nonesuch River with South Portland, this section will connect with the existing South Portland Greenbelt allowing users to reach Casco Bay..

c. Scarborough Marsh – 2.5 miles – 2004 - 2006

The Scarborough Marsh section was the first Eastern Trail project constructed with Maine DOT Transportation Enhancement Funds and managed by ETMD. This 2.4-mile, stone dust surfaced section passes through Scarborough Marsh, the largest salt water marsh in Maine – 3,100 acres.

Maine Audubon's nature center, worth a visit, is located a quarter mile west on Pine Point Road and is open on weekends starting Memorial Day, 7 days a week from the 2nd week in June through Labor Day. The Marsh is a well known destination for birder's world-wide as they add to their birding life lists.

Maine Inland Fisheries and Wildlife that manages most of the marsh supported the ET marsh crossing. Look and listen for snowy and great egrets, glossy ibis, herons, willets and more during the spring thru fall season. From the ET bridge you may even see a harbor seal or muskrat playing in the water.

Trail access:

Parking is available at intersection of Black Point Road and Eastern Road on the north side and Pine Point Road on the south side. Each can be reached via Route 1 in Scarborough.

d. Scarborough – Old Orchard Beach – 1.6 miles – 2008

This stone dust section connects with Scarborough Marsh providing a total connected off road trail of 4.1 miles. Commencing at Pine Point Road at the southern end of the Scarborough Marsh section, the trail travels through marsh and woodland areas, ending at Milliken Mills Road in Old Orchard Beach.

Final Design for a 4.43 mile section from Milliken Mills Road to Thornton Academy in Saco was completed in March, 2011. Design. Construction is anticipated to begin in the spring of 2011 with completion by fall. When completed this will provide a total of 8.4 miles connected off road – stone dust surface trail from Black Point Rd in Scarborough to Thornton Academy in Saco.

Trail access:

Parking is available at Pine Point Road on the north side and at Old Blue Point Road at the Cemetery lot just west of the trail.

e. Paved Shoulders – Dennett Road – Kittery – 2007 – 2009

The Town of Kittery, working in conjunction with the ETMD and MDOT, completed paving and striping shoulders along the Dennett Road section of the ET to enhance the interim route.

4. Current Project Summaries

a. Biddeford – Arundel – Kennebunk - 6.2 miles – 2008 – 2011

The longest single project to date, this 6.2 mile stone dust surface trail begins at West Cole Road, Biddeford and will terminate at Route 35 in Kennebunk, spanning the Maine Turnpike by a dedicated ET bridge.

5.1 miles – from West Cole Road, Biddeford to Emmons Road, Kennebunk opened on November 30, 2010. The remaining section including the bridge over the Turnpike will be constructed throughout the winter, spring and summer of 2011 – opening early fall, 2011.

This section has a very fine stone dust surface with paved ramps at steep road crossings providing an excellent surface for walking, running or biking. It traverses woodlands in all three towns passing by several small ponds where wildlife viewing is abundant.

Trail access:

Parking is available at the northern end in a corner of the Southern Maine Medical Parking Lot off of West Cole Road. The parking area is a gravel surface and connects to the ET with a short spur trail built by the City of Biddeford.

Additional parking is available in Arundel, in the Municipal Parking lot just off of Limerick Road less than a quarter mile west of the trail access.

In Kennebunk, parking will be available at the elementary school on Route 35 once construction is completed in 2011.

b. Old Orchard Beach – Saco – 4.43 miles – 2009 – 2011

This section will start and connect the current off road trail in Old Orchard Beach at Milliken Mills Road, travel south through Saco, crossing over Route 1 via a bridge and continuing off road up to Thornton Academy at Clark Street in Saco.

Final Design was completed in March, 2011, construction RFP advertised on April 13, 2011; bid awarded to Shaw Brothers Construction May 22nd, construction commenced on May 24th. Construction scheduled to be completed by November 15, 2011.

Parking will be allowed in Saco by Thornton Academy in its existing parking lots, by the City of Saco at the end of the Mill Brook Business Park entrance and through the Town of Old Orchard Beach where the trail crosses Old Cascade Road.

When this section is complete, the ET will travel completely off road for over 8 miles from Black Point Road in Scarborough to Thornton Academy in Saco.

5. Proposed Projects

a. Scarborough – South Portland Connector – 2010 – 2013

Completion of this segment of the Eastern Trail will make possible primarily off-road travel by commuters, bicyclists, and pedestrians from Casco Bay in South Portland to Thornton Academy in Saco.

South Portland has been granted PACTS funds to connect Wainwright fields with pond View Drive in Scarborough. Scarborough asked MaineDOT to allocate \$3 million federal transportation enhancement funds to connect the existing ET at the south side of the Nonesuch River with the above S. Portland extension. MaineDOT awarded \$150,000 for design engineering services in its 2012-2013 workplan.

b. High Priority Projects

i. The following three projects were submitted early in 2010 and all authorized for possible funding. Projects remain in the authorized state or are funded within five years.

- 1) Kennebunk-Wells-South Berwick application by the towns: \$1.2 million
- 2) Nonesuch River Bridge by Scarborough: \$800K
- 3) Saco-Biddeford by the two cities: \$2.8 million

6. Websites:

Eastern Trail Management District: <http://eastertrailmanagement.org/>

Eastern Trail Alliance: <http://eastertrail.org/>

ETMap: <http://etmap.org/maps/>

East Coast Greenway: <http://www.greenway.org/me.php>

Explore Maine: <http://www.exploremaine.org/bike/greenway.html>

Municipalities:

Arundel: <http://www.arundelmaine.org/>

Biddeford: <http://www.biddefordmaine.org/>

Eliot: <http://www.eliotmaine.org/>

Kennebunk: <http://www.kennebunkmaine.us/>

Kittery: <http://www.kittery.org/Pages/index>

NorthBerwick: <http://www.townofnorthberwick.org/>

Old Orchard Beach:	http://www.oobmaine.com/Pages/index
Saco:	http://www.sacomaine.org/
Scarborough:	http://www.scarborough.me.us/
South Berwick:	http://www.southberwickmaine.org/
South Portland:	http://www.southportland.org/
Wells:	http://www.wellstown.org/