

TOWN OF HOPKINTON  
TRAILS COMMITTEE MEETING MINUTES

January 5, 2006  
Town Hall, Room 216

Present: Mark Abate, Nancy Burdick, Jeff Furber, Andrew Harris, Lissa Jackson, Heather Kramer, Dan Salvucci

Guests:

1. Meeting was called to order at 7:00 pm by temporary chair Mr. Harris.
2. After brief introductions, committee members reviewed the draft document that was prepared by Mr. Harris that outlined the committees mission, objectives and deliverables. Committee members approved the document and complimented Mr. Harris on his work.
3. Seven key points were identified as areas that the committee needs to address in establishing a trails policy for the town. Each committee member volunteered to take the lead on one of the items as listed below:

Finance: Mark Abate	Strategic Planning: Andrew Harris
Legal and Regulatory: Heather Kramer	Usage Rules: Nancy Burdick
Public Safety: Jeff Furber	Administration: Dan Salvucci
Community Relations: Lissa Jackson	
4. Committee members discussed permanent officers for the group. Mr. Abate made a motion that Andrew Harris be Chair, Lissa Jackson be Vice Chair and Heather Kramer be Secretary. That motion was seconded by Ms. Burdick and was unanimously voted favorably by all committee members.
5. Meeting frequency was discussed. The next meeting was slated for Tuesday, January 24<sup>th</sup> at 7:00pm. Due to member commitments other meeting dates were not established. Mr. Harris will communicate via email possible dates for all to respond to.
6. It was decided that discussion at future meetings should be based on at least one of the seven key points identified above. The next meeting will include discussion on community relations and strategic planning, led by Ms. Jackson and Mr. Harris, respectively.
7. To increase awareness and interest, Mr. Abate suggested that we get some PR through some local media to let them know what we are doing and what are goals are. Once we have a policy established it was also discussed to have a forum or some type of presentation in which we can communicate our ideas to the town's people to generate interest and understanding.
8. The document that was verbally approved earlier was brought back on the table to get a vote of approval so it can be sent to the selectmen for inclusion in the Annual Town Report. Mr. Abate made a motion to approve, seconded by Mr. Furber and unanimously voted favorably by all present.
9. Mr. Abate made a motion to adjourn, it was seconded by Mr. Furber, all agreed and meeting adjourned at 8:00PM.

NEXT MEETING: Tuesday, January 24<sup>th</sup>, 2006 at 7:00PM. Location: TBA

**ACTION  
ITEMS**

**RESPONSIBLE  
PARTY**

- |   |                                    |
|---|------------------------------------|
| 1. Send email with possible meetings dates for committee members to respond to.                               | Andrew Harris                      |
| 2. Contact local media and inform them of committee's actions/goals.  | Andrew Harris and<br>Lissa Jackson |
| 3. Send written statement of committees' purposes to the selectmen for inclusion in the town's annual report. | Andrew Harris                      |