

**Trail Coordination and Management Committee
Committee Charge**

Approved by Board of Selectmen: _____, 2018

Town of Hopkinton Overarching Vision: *Hopkinton is a vibrant welcoming community centrally located in New England and nestled 26.2 miles west of Boston. We are endowed with open spaces, natural resources, facilities and programs that promote a well educated and healthy community. We are respectful of our past, engaged in our present, and actively preparing for our future.*

Vision Theme: *In 2025, Hopkinton has protected additional lands for ensuring water quality, and for active and passive open space; created more recreational opportunities for a variety of age groups; and conserved additional natural resources and view sheds that help define the rural quality that is characteristic of much of the town.*

Pursuant to the powers granted to the Board of Selectmen by Section 3-1 of the Town Charter, the Board of Selectmen hereby charges the Trail Coordination and Management Committee (TCMC) as follows:

PURPOSE: The Town has a wealth of open spaces available for public enjoyment, and various public and private entities that work concurrently to provide and maintain public trails. The purposes of the TCMC are:

- To be advisory to the Board of Selectmen and serve as an “umbrella” over the various entities,
- To coordinate trail planning, management and maintenance,
- To coordinate the planning of trail networks,
- To provide a sounding board for residents and others with respect to trails, and
- To function as a liaison between the Board of Selectmen and the public and private entities which work to provide, manage and maintain public trails.

The TCMC will serve as a reference point for trails groups and the public, foster a user-friendly and open/transparent process, establish branding, promotion and public education, foster community engagement, and achieve sustainability. The TCMC will support and facilitate a coordinated approach to trail planning and management, comply with town plans, rules and regulations, and ensure the implementation of Town Meeting votes, adopted plans, regulations, regulatory decisions and board/committee actions.

CHARGE: The TCMC will:

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1. Make recommendations to the Board of Selectmen, the Town Manager, and other boards, committees and organizations relative to the planning, development, implementation and management of a townwide trail network and connections to regional trail networks. Areas of consideration shall include public safety, environmental impacts and environmental resources, financial impacts, public access and use, accessibility, sustainability, and mitigation of impacts to abutters.
2. Advise the Board of Selectmen as to the management of specific parcels of land under the care, custody and control of the Board of Selectmen.
3. Participate in the preparation and implementation of the Town's Open Space and Recreation Plan, pursuant to the requirements of the Mass. Dept. of Conservation and Recreation.
4. Establish a transparent process for managing problems and conflicts; encourage cooperation in addressing problems and conflicts; manage problems and conflicts and seek solutions.
5. Make recommendations to the Board of Selectmen and the Town Manager as to the measures necessary and appropriate to maintain and administer the townwide trail system and program, including recommending an annual operating budget which includes trash and debris removal, repairs, mowing, resurfacing, and restoration. Prepare an annual management plan for guidance.
6. Recommend to the Board of Selectmen for approval, town standards for signage, access and accessibility, trail marking, parking, mapping, vegetation and wildlife management, viewshed mitigation, trail design and surface, and trail location as it relates to natural resources, topography, and proximity to residential abutters. The draft standards shall be developed in coordination with the Town boards/committees and organizations involved with developing and maintaining trails on Town land.
7. Promote and encourage partnerships with other Town and Commonwealth agencies and boards/committees to make Hopkinton a more walkable community.
8. Coordinate and oversee the publication of trail maps and trail guides for use by the public.
9. Encourage public involvement and engagement in the planning, management and use of trails. Hold at least one public forum annually to solicit public input, ideas and concerns.
10. Meet at least annually with public and private trail groups to discuss proposed trail development and maintenance plans.
11. Coordinate and manage an adopt-a-trail program, if appropriate, and coordinate volunteer driven projects.

COMPOSITION: The TCMC shall consist of 7 members who are Hopkinton residents and appointed by the Board of Selectmen. Initial members shall be appointed to 1, 2 and 3 year

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terms to achieve staggered terms, and all members appointed thereafter will serve 3 year terms. No member may serve more than three consecutive terms.

The membership shall be as follows:

- Four members at large;
- One member who is recommended by the Parks and Recreation Commission;
- One member who is recommended by the Conservation Commission;
- One member who is recommended by the Planning Board.

Committees/organizations recommending members may recommend more than one for consideration, and those recommended need not be members of the recommending body. All members shall have a demonstrated interest in the development, management and use of public trails. One member (or associate member) who also has expertise in facilitation and communication is desirable.

The Board of Selectmen may appoint up to 5 associate (non-voting) members if desired, in order to broaden the perspective, representation or to facilitate the Charge of the committee. No associate members shall be appointed until one year after a quorum of full members has been appointed, so as to allow for time for the Committee to fully consider and clarify its purpose and charge.

RELATIONSHIP TO EXISTING TOWN BOARDS:

The existing authority of an appointed or elected board/committee is not intended to be modified by the Charge to the TCMC. While issues, concerns and questions may be reviewed and recommendations issued by the TCMC, the final decision rests with the entity with jurisdiction. However, a board/committee with jurisdiction may formally delegate a matter or specific project to the TCMC, provided that the TCMC agrees to handle the matter or undertake the specific project.

KEY REFERENCES: Hopkinton Master Plan (2017); Hopkinton Open Space and Recreation Plan (2013); *Trails Guidelines and Best Practices Manual*, Mass. Department of Conservation and Recreation.

OPEN MEETING LAW & PUBLIC RECORDS LAW: The TCMC shall comply with the Open Meeting Law, Public Records Law, Procurement Law, and any other laws and regulations relative to public officials and public processes, as applicable.